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ETHIOPIA

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## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	Recruitment of National Consultant for to conduct an analysis, including mapping of vulnerable zones in drought affected regions, including Somali, Afar and SNNPR regions in Ethiopia
<b>Project/Program Title:</b>	Supporting Government of Ethiopia (GoE) efforts on enhancing analysis and strengthening coordination for integrated humanitarian and development interventions
<b>Post Title:</b>	National Consultant
<b>Consultant Level:</b>	<b>Level B</b> (Specialist)
<b>Duty Station:</b>	Addis Ababa with travel
<b>Expected Places of Travel:</b>	Somali, SNNPR and Afar regions
<b>Duration:</b>	35 working days distributed over 2 months
<b>Expected Start Date:</b>	Immediately after Signing the Contract

### I. BACKGROUND / PROJECT DESCRIPTION

Ethiopia is a fast-growing country in the Horn of Africa within the sub-Saharan African region. The country is highly prone to various disasters since decades. It faces both natural disasters, predominantly drought in major parts of the country and floods and manmade disasters including refugee influx and conflicts in the border regions of the country. In 2016, El-Niño drought had devastating impact in over 20m people's lives and livelihoods. The El Niño-induced drought was followed by extensive flooding that affected 480,000 people, of whom 190,000 were displaced. Under the leadership of the GoE, the drought/El Niño response was delivered through the GoE development systems. Significant international and domestic public resources were made available to finance the drought response in 2016. The Ethiopian model demonstrates how the government leadership, together with domestic financing, could bridge the humanitarian-development nexus. At the peak of the crisis in April 2016, 10.2 million people were targeted with life-saving food assistance and an additional 7.9 million people benefitted from the Productive Safety Net Programme (PSNP). In 2017, below average rains in the southern and eastern parts of Ethiopia have led to a new drought, causing pastoralist communities to depend on humanitarian aid. In January, a subsequent HRD for 2017 was launched. The HRD seeks US\$ 948 million to help 5.6 million people.

Ethiopia is also the fifth largest refugee-hosting country in the world, with 801,079 refugees. An estimated 330,000 South Sudanese refugees were registered by the end of 2016, with an additional 125,000 refugees from South Sudan potentially arriving in 2017 due to the ongoing conflict. To address refugee issues, it is crucial to ensure continuum of humanitarian and development assistance to both refugees and host community. Ethiopia's situation of re-current and protracted drought and prolonged humanitarian situation, raises pertinent questions: how development and resilience gains made over the last few years can be sustained amidst recurrent climate driven shocks; and how to design and deliver integrated national

programmes in a manner that addresses vulnerabilities, risks and needs. Existing policy frameworks and initiatives such as assistance provided through the annual HRD providing critical humanitarian assistance to an average of 5 million people per year, and the PSNP have been successful, but neither possesses the transformative character required to reduce vulnerabilities comprehensively and over the long term.

Together with the GoE, the humanitarian and development partners are exploring 'new ways of working' to identify and achieve collective outcomes that aim to reduce vulnerabilities and needs. Enhancing humanitarian-development nexus and coordination have been extensively discussed at various platforms, including in the annual retreat of the Development Assistance Group. If evidence can be shown over several years of programming in Ethiopia that a more integrated programme approach gradually reduces humanitarian spending, including from domestic resources, it will support Ethiopia on its path to realize the Sustainable Development Goals (SDGs) by 2030. It will also generate knowledge for other countries in similar context. Early in 2017, a multi-stakeholder **Nexus Group** was formed under the leadership of the Resident and Humanitarian Coordinator to explore strategies on the development-humanitarian sphere. The Nexus Group prepared an issue paper, proposing a mosaic or '*bundle+*' approach. The approach integrates humanitarian and development interventions in a selected geographical area, with the aim to reduce vulnerability and risk while providing relief to crisis-affected populations. To advance the momentum gained so far on bridging the divide through successful introduction of the bundle+ approach, will require **a deepened analysis** on the nexus issues, including assessment of existing evidences and documentation of cases to inform integrated development-humanitarian interventions.

In Ethiopia, the RC serves as Humanitarian Coordinator (HC), and the RC Office (RCO) has core functions to facilitate UN coordinated policy and analytical support. The RCO is seeking to hire a consultant to conduct an analysis, including mapping of vulnerable zones, that will serve as basis to pilot the 'bundle+' approach in selected geographical area/s in the achievement of 'collective outcomes'.

## II. SCOPE OF THE WORK

- a. **Analytical evidence to introduce bundle+ approach:** Consolidation and analysis of existing evidence will provide an analytical basis for piloting bundle+ approach that integrates humanitarian and development interventions in relevant geographical areas.
- b. **Strengthen evidence-based policy advocacy and planning:** The UN System is committed to increase its attention towards more policy advocacy and partnerships, especially for 'multi-year planning and financing', based on evidence from this analysis.
- c. **Focus attention on priority needs and reducing specific vulnerabilities:** Identification and implementation of collective outcomes for better bridging the humanitarian and development divide.
- d. **Strengthen coherence and collaboration between humanitarian and development actors:** The analysis offers an opportunity to feed into strategies for development and humanitarian interventions. It will assist the partners to conceptualize and establish an integrated coordination architecture.

## IV. Methodology

The process to prepare the analysis will make use of multiple methodologies and techniques. Both primary and secondary data will be collected, and quantitative as well as qualitative information will be used. Analysis of available quantitative data, and undertaking in-depth analysis of the existing secondary data to establish trends and relationship is needed. The process of conducting this analysis will involve extensive dialogue between stakeholders. The focus should be on a collaborative partnership with national and international partners to ensure government ownership in the identification of collective outcomes and zones for bundle+ approach. National 'participation' is therefore critical, not only of government, but also of other actors.

- a) **Desk review and conceptual and analytical secondary research** on the drought affected regions and nexus issues published in existing studies, research and analytical reports, in conformity with guidelines provided by international instruments, including World Humanitarian Summit, Sendai framework for disaster risk reduction etc in drought affected zones (eg: analysis by OCHA on development programming in humanitarian hotspots, resilience study, PSNP and HRD reports)
- b) **Analytical primary research using qualitative research techniques:** Analysis of real-time data from drought affected regions and life stories of drought affected vulnerable people, focus groups, and best community practice in managing drought
- c) **Assessment of impact and documentation of specific interventions on key sectors** (eg: One WASH)
- d) **Consultations** with key informants, who shape and implement public policies
- e) **Participatory workshops** to undertake the causal analysis, coordination capacity gap analysis and validation of the findings of this integrated analysis.

## V. EXPECTED OUTPUTS AND DELIVERABLES

- a. To conduct this analysis, the RCO will contract 2 individual consultants who have outstanding expertise and experience in this field of work. The team will comprise of an international team leader who will facilitate and guide the entire process supported by one national expert. The key tasks and deliverables will be under the responsibility of the team leader who should manage the process and discussions with RC/HC, including the development of the conceptual and analytical framework and writing of the final Analysis report.
- b. The National consultant will act as resource person and assist the international consultant in gathering information, facilitating meetings and consultations, implement the nexus analysis processes under the guidance and supervision of the international consultant.
- c. The final report should contain relevant visuals, including thematic (humanitarian/development/sectors) maps where necessary with color-coding highlighting the contrast in the respective studied areas/variables. The maps to be created with latest data available in collaboration with OCHA.

No.	Deliverables / Outputs and Tasks	Estimated Duration to Complete	Review and Approvals Required
1	<b>Summary of publications relevant for the Analysis</b> <ul style="list-style-type: none"> <li>- Collect and review available publications related drought affected regions and nexus issues, and identify key gaps in the information base</li> </ul>	3 Working days (By week 1)	RCO, Policy Adviser in consultation with Nexus Group
2	<b>Conceptual and analytical framework for the analysis</b> <ul style="list-style-type: none"> <li>- Prepare a final and agreed conceptual and analytical framework for the analysis based on this ToR</li> </ul>	2 Working days (By week 1)	" " "
3	<b>Draft and final inception report</b> <ul style="list-style-type: none"> <li>- Review all relevant data sources, undertake consultations with key informants in Addis, and prepare an inception report which summarizes               <ol style="list-style-type: none"> <li>i) methodology;</li> <li>ii) availability of data sources, clustered by thematic focus areas;</li> </ol> </li> </ul>	3 Working days (By Week 2)	" " "

	iii) information gap analysis; and, schedule of activities and timeline		
4	<b>Analytical papers, identifying opportunities and zones to introduce bundle + approach and to strengthen coordination architecture</b> <ul style="list-style-type: none"> <li>- Undertake key component analyses, including mapping of zones and additional research and analysis as required, (qualitative research, bottleneck analysis and analysis of vulnerabilities and risks), and produce research papers as per methodology agreed in conceptual and analysis framework</li> </ul>	15 Working days (by week 5)	" " "
5	<b>Draft analysis report available for review by GoE and partners</b> <ul style="list-style-type: none"> <li>- Produce complete draft the analysis report with all components, including proposed coordination architecture, collective outcomes, zones for bundle+ approach</li> </ul>	5 Working days (by week 6)	RC/HC
6	<b>Workshop validation report</b> <ul style="list-style-type: none"> <li>- Validate the analysis findings through participatory causality analysis, coordination/role pattern analysis and capacity gap analysis with a cross section of stakeholders</li> </ul>	3 Working days (by Week 7)	RCO, Policy Adviser
7	<b>Final analysis report and background papers</b> <ul style="list-style-type: none"> <li>- Produce final report of the analysis, integrating inputs from the validation workshop and comments on the first draft, with accompanying background papers in line with an agreed format</li> </ul>	4 Working days (by Week 8)	RC/HC

## VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The national consultant directly reports to the policy specialist in the Resident Coordinator's Office. Together with the international consultant, the national consultant will report to the policy specialist on a weekly basis and/or as per the timeline allocated for each deliverable.
- The national consultant in close coordination with the RCO, will assist the international consultant to consult/coordinate with the nexus group, relevant government organizations, UN inter-agency groups and members of the Development Assistance Group and Ethiopia Humanitarian Country Team.

## VII. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The consultant is responsible for all logistical requirements, including his/her per-diem (living allowances as per day shall not exceed UNDP/UN Daily Subsistence Allowance (DSA) for OTHER CITIES/TOWNS indicated as expected place of travel), and other miscellaneous expenses. UNDP/RCO may provide office space.

## VIII. DURATION OF THE WORK

35 working days distributed over 2 months (21.75 working days per month distributed over 2 months) in last week of August to mid-September.

## IX. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

### Education:

- Master's degree in the social sciences (sociology, anthropology, development studies), Economics/Statistics or related fields relevant for the assignment

### Experience:

- Experience of having undertaken/participated previously in a UN Analysis (country analysis, situation analysis, humanitarian appeal process) will be a major advantage.
- Minimum of 7 years of relevant research and analysis experience, involving multi-stakeholder actors;

### Language:

- Fluency in English and Amharic.

### Functional Competencies:

- Excellent knowledge of the recent developments in the area of humanitarian and development operations in general and of nexus issues in particular.
- Proven analytical skills and proficiency in writing in English.
- Proven record demonstrating ability to deliver quality reports/analysis and results in line with established deadlines.

### Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UN;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

### Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

## X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts
▪ <b>Criteria b.</b> Presentation (clarity, conciseness, audience friendly) of the content		25 pts
▪ <b>Criteria c.</b> Ability to discharge the consultancy service within the timeframe as per the ToR		25 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## **XI. PAYMENT MILESTONES AND AUTHORITY**

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive lump-sum contract amount** when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Upon Acceptance of Inception Report	RCO, Policy Adviser	30%
2 <sup>nd</sup> Installment	Upon Acceptance of Draft Analysis Report	" " "	30%
3 <sup>rd</sup> Installment	Upon Acceptance of Analysis Report	" " "	40%

## **XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

## **XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.