



## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF National Consultant (NC)

### Preamble

NMA is currently running a project entitled Strengthening Climate Information and Early Warning Systems (CIEWS) in Africa for Climate Resilient Development and Adaptation to Climate Change: Ethiopia in collaboration with UNDP Ethiopia country office.

NMA provides meteorological services. NMA establishes network of meteorological stations, collects, processes and analyzes meteorological data, issues weather and climate forecast and advisories, and provides sector specific meteorological products. To make its services reachable to the society it has established 11 meteorological centers.

NMA is looking competent National Consultant for the establishment of a Knowledge Management System (KMS) and Communication Strategy appropriate for the project's needs and requirements.

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### GENERAL INFORMATION

**Services/Work Description:** Recruitment of National Consultant for the establishment of knowledge management and communication strategy

**Project/Program Title:** SCIEWP

**Post Title:** National Consultant (NC)

**Duty Station:** Addis Ababa

**Expected Places of Travel:** TBD

**Duration:** 25 working days

**Expected Start Date:** Immediately after Signing the Contract

### I. BACKGROUND / PROJECT DESCRIPTION

The ability of decision-makers in Ethiopia to understand the likely impacts of climate change in the short and long-term perspectives are of critical importance to design and implement robust

strategy for the country's sustainable growth aspirations. This project aims at strengthening the capacity of the Government of Ethiopia to observe, analyze and forecast climate information to enhance their early warning systems and for climate resilient development and adaptation to climate change. The project addressed key barriers and incentives along chain of observation-collection – storage- analysis - dissemination and use of hydro-meteorological information in an integrated manner.

Strengthening climate information and early warning systems in Africa for climate resilient development and adaptation to climate change - Ethiopia" project is a Full Size Project (FSP) financed by the LDCF/GEF. The project has been approved by the LDCF/GEF. The main implementing partner is the National Meteorological Agency (NMA). NMA has been implementing the project in collaboration with the Hydrology and Water Quality Directorate of Ministry of Water, Irrigation and Energy and National Disaster Risk Management Commission (NDRMC). The project designed under the leadership of NMA with a close collaboration of NDRMC and MOWIE and technical and financial support from the UNDP. After the project has been launched both IP and RPs have accomplished number of activities as outlined in Annual Work Plans.

### **Objectives and purpose of the assignment**

The main objective of the assignment is to develop knowledge management and communication strategy.

## **II. SCOPE OF THE WORK**

The NC will be responsible for:

- ❖ Conducting a thorough assessment and review on CIEWS project knowledge resources and communication strategy;
- ❖ Assess the processes and tools, for identification of the gaps and needs that exist, and for definition of the scope and scale of the required KM and communication strategy;
- ❖ Develop a comprehensive KM plan and integrated system for knowledge building/creation, capture, storage, retrieval, re-use and dissemination in support of project learning and sharing;

- ❖ Analysis of people, processes and technology as the key building blocks for the KMS and communication strategy to produce a balanced, integrated and well-functioning KM and communication system. This analysis will focus on what changes may be required to organizational culture, structure, processes and systems.
- ❖ Develop of KM Framework and KM strategies to support the design, implementation and enhancement of core KM approaches for critical knowledge flow, to guide implementation and to ensure that all the necessary KM elements will be in place and are articulated/interconnected;
- ❖ Provide Advice on systems, processes, technology tools, change management, monitoring, evaluation and learning (MEL) for building and creating new knowledge and training strategies by presenting comparative analyses of different options highlighting advantages and disadvantages.
- ❖ Develop training plan.

Primary information will be generated by identifying and undertaking interview with key beneficiaries from the services of NMA; MoWIE and NDRMC and these include among others Ministry of Agriculture and Natural Resources Mnagmmnent; Ministry of livestock and Fishery; Ministry of Water Irrigation and Electricity; Ethiopian Airlines/Civil Aviation, local communities not very far from Addis Ababa ,etc

### III. EXPECTED OUTPUTS AND DELIVERABLES

- ❖ Knowledge Management Plan and communication strategy:
- ❖ integrated Knowledge Management System database
- ❖ Training Plan

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The National Metrological Agency as the lead Implementing Partner of the project will coordinate other collaborative Implementing partners: **Ministry of Water Irrigation, Water and Electricity and National Disaster Risk Management Commission** and make available all the required information and documentation including personnel to support the assignment

The consultant will provide reports for the National Meteorological Agency and UNDP. The NMA will share the reports for the collaborative Implementing Partners to get their comments and feedback.

## **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

The National Metrological Agency will provide space and office facilities including vehicle

## **VI. DURATION OF THE WORK**

The duration of the consultancy service is 25 working days after signing of the contract

## **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

### **a. Education:**

Master's degree or higher in KM/Communications/Media/Library and Information Studies, MBA or equivalent post-graduate degree relevant to KM and Organizational Development

### **b. Experience:**

At least 10 years of progressively responsible, professional-level experience in organizational or action learning, development, knowledge management and/or monitoring, evaluation and learning;

### **c. Language:**

- Excellent knowledge of English including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff)

### **d. Functional Competencies:**

- ❖ Demonstrated understanding and experience in developing and leading knowledge management programmes, facilitating communities of practice and social networking
- ❖ Proven track record of developing and implementing Knowledge Management Systems
- ❖ High level of research competence and abreast of current research and best practice in the Knowledge Management domain
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### **e. Core Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards

- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

### VIII. CRITERIA FOR SELECTING THE BEST OFFER

- Technical Criteria weight is **70%**
- 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
Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal;	<b>35</b>	50
Academic qualification;	<b>10</b>	15
Past experiences in related fields;	<b>25</b>	35
<b>Financial</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

### IX. PAYMENT MILESTONES AND AUTHORITY

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Upon sub mission and approval of the Inception Report	NMA and UNDP	20 %
2 <sup>nd</sup> Installment	Up on sub mission of the draft report on the deliverables indicated under section III	"	30%
3 <sup>rd</sup> Installment	Upon sub mission of the final report on the deliverables indicated under section III	"	50 %

### X. 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.

## XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the tFIDENTIALITY 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 consensignment shall become and remain properties of UNDP.

## XII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

**This TOR is approved by:** [\[indicate name of Approving Manager\]](#)

**Name:** FORMTEXT

**Designation:**

**Signature:** \_\_\_\_\_

**Date Signed:**