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TERMS OF REFERENCE (TOR)

Procurement Notice Ref. No.: ETH

Services/Work Description: Recruitment of consultants for Consultancy service to undertake Rapid Needs Assessment for Early Recovery and Development Support to IDPs

Project/Program Title:	Disaster, Climate Risk and Governance
Post Title:	National Consultants - two (one for Oromia and one for SNNPR & Somali)
Consultant Level:	Level C (Senior Specialists)
Duty Station:	Addis Ababa
Duration:	4 months
Expected Start Date:	Immediately after concluding Contract Agreement

I. BACKGROUND AND RATIONALE

Over 2 million people have been internally displaced in Ethiopia mainly due to internal conflicts exacerbated by drought and other climate related disasters. These conflicts have triggered an acute humanitarian and forced displacement crisis, with devastating social and economic impacts on the population, further deepening poverty and fragility in the those affected regions. Huge damages have been inflicted upon private and public property, which has caused widespread destruction of vital infrastructure including health facilities, schools, roads, markets, farmland and water supply.

Majority of the IDPs have lost most or all of their household items, often having fled in haste with nothing more than personal possessions. IDPs have also lost their assets (such as farms and livestock) as well as cash reserves and are therefore no longer able to engage in their usual livelihood activities (farming and daily labour work) in areas of displacement. The displaced people have been settled in areas where food is already insecure or residing in cramped public buildings without adequate basic services such as food, water, sanitation and hygiene facilities. Large numbers of Internally Displaced Persons (IDPs) are also settled in urban and peri-urban areas around Addis Ababa, placing social and financial burdens on host communities that can undermine their own resilience over time. The new influx of IDPs in some areas has exceeded the existing population. The timing of the crisis also has a major impact as the planting season has been missed, thus reducing the expected harvest.

Incomes are also affected since the conflict has interrupted offseason livelihood activities. Many micro and small enterprises have been destroyed or unable to continue, with assets lost and capital depleted. Markets have been disrupted, income opportunities have drastically reduced, and food prices have escalated. Repeated depletion of household productive assets, limited own production and deteriorating economic conditions will all likely contribute to further decreased resilience of vulnerable groups and high levels of

food insecurity in affected areas. Hence, prolonged displacement and lack of sustainable return options might put people at greater risk.

Despite the efforts made to address immediate emergency needs; the long term and sustained recovery including return has not yet been thought through. Since the displacement is mainly caused by conflict, political solutions and reconciliations among societies do have significant role in the recovery process than only humanitarian economic aid. In this perspective, recovery needs whole of government and whole of societal approach where all development partners need to intervene in a coordinated and synergetic manner. The early recovery provides a window of opportunity to ensure that displacement issues are addressed early within the humanitarian phase and coherently with humanitarian interventions; leading to building long-term resilience. Hence the recovery work needs an integrated, inclusive, and coordinated approach to gradually turn the dividends of humanitarian action into sustainable crisis recovery, resilience building, reconciliation and ultimately to development opportunities. Emergency relief activities are crucial to saving lives by addressing the most urgent human needs but need to be complemented using an early recovery approach within humanitarian operations to help communities recover and build their resilience. Adequate and timely investment in recovery interventions lays down the foundation for a long term resilient, sustainable development. It eventually serves as a basis for an effective 'exit strategy' for humanitarian actors and contributes to 'durable solutions' by establishing the base on which nationally-led development occurs after a crisis. This calls for an integrated, multi-phase, multi-sector programmatic approach to ensure that immediate recovery needs are met, and underlying vulnerabilities are addressed, making affected-populations and communities resilient to more frequent and severe natural disasters as well as capacitated to conflict resolving mechanisms. The multi-sector assessment could include the following aspects:

- Social and economic recovery: Economic profiling and household assets of affected populations; participation in community activities; social and economic relations, e.g., trading between the affected community and the larger society; coping mechanisms and recovery initiatives; gender roles and opportunities for improvement on gender justice.
- Governance and capacity development: services delivery mapping and local administrations' capacity; Local/national capacities for recovery; access to justice, including community-based and alternative dispute resolution; social cohesion, peace and reconciliation.

UNDP is therefore seeking to recruit accomplished and highly motivated socio-economic and livelihood recovery experts (two nationals) to work on 1) Ethio-Somali and SNNP regions and 2) Oromia region; to assist the CO in developing comprehensive engagement strategy. The consultants will be responsible for assessing and compiling existing socio-economic data, conduct necessary assessments, review on-going livelihoods activities and local development plans, map out partnership opportunities, and develop comprehensive UNDP's engagement strategies considering the agency mandate, comparative advantage and operational capacity plus highlighting the type of interventions identified for host, returnees and IDPs. The consultants will ensure UNDP's engagement strategy is developed through a consultative process involving the participation and contribution of a Multi-functional Team which will focus on rural and peri-urban and urban locations (for instance for IDPs, info of access to farm land and other off farm interventions), representatives of the IDPs community, Government, the host community and the public and the private sector, as well as relevant organizations such as UN Implementing Partners (IP), UN agencies and other development partners.

II. Objectives of the consultancy

The overall objective of the Livelihoods and Economic Recovery rapid assessment is to gather relevant information to support decision making at strategic level and to understand how development partners including UNDP coordinate their efforts. The rapid assessment is to broaden understanding of the situation of IDPs, returnees and IDPs who had settled with host communities and to facilitate comparative analysis between the affected populations in Oromia, SNNPR, and Ethiopia Somali Regional states. The consultancy is

to identify drivers of conflict, possible challenges and opportunities and propose mechanisms for sustainable conflict resolution mechanisms, peace building efforts and reconciliation. The assessment also seeks to identify the recovery needs and priorities of the displacement affected populations and inform strategic decisions to ensure that appropriate support for economic recovery and resilient livelihoods is delivered at the right time to the most vulnerable and affected households.

III. SCOPE OF THE WORK

This consultancy task will have two main components.

I. Rapid assessment:

- Desk review of assessments done by different actors on IDPs (UN agencies and development partners)
- Map out existing IDP sites in Oromia, SNNPR and Ethiopia Somali regions and verify actual number of IDPs
- Mapping of who is doing what and where in the perspective of UNDP's mandate on recovery
- To map locations with high concentration of IDPs
- To identify specific needs of IDPs and their scope
- Assess the political commitment, will and readiness as well as efforts made by government and communities so far to address the challenges;
- Identify opportunities to contribute to defining strategic lasting solutions for IDPs

The analysis of the IDPS shall consider:

- The socio-demographic characteristics
- Financial situation of the IDPs
- Living conditions of the IDPS and their properties (if any)
- Infrastructure and access to basic social services
- Social inclusion and willingness to return
- Political solutions to address the problem cost effectively and sustainably (assess efforts made so far by government and the communities and identify existing gaps)
- Historical contexts, trends and patterns of conflicts in these regions to understand root causes of conflict
- Advocating for the use of participatory and community-based approaches in the planning and implementation of projects.
- Promoting measures which increase accountability to affected populations and promote the identification of durable solutions

II. Livelihoods and early recovery:

The analysis shall consider:

- Capacity gaps of national and local authorities /institutions leading community engagement, planning, coordination, delivery and monitoring of early recovery efforts
- Early economic revitalization interventions (around three pillars: stabilization and creation of employment and livelihoods, local economic revitalization and inclusive economic growth)
- Job creation and other environmentally sustainable livelihoods opportunities for crisis affected men and women, including special income generation schemes, employment opportunities, including emergency employment (targeting amongst others the rehabilitation of socio-economic community infrastructure) and support to MSEs, with special focus on youth and women
- IDPs and host community support, to expand and enhance services and livelihood opportunities. Identifying intervention areas for immediate action to propose impactful and durable development solutions.

- Promotion of social cohesion through livelihoods recovery projects (i.e. participatory planning exercises for projects, dual targeting of IDPs and host community members, promotion of dialogues and sensitization, reconciliation and peaceful co-existence etc.).

IV. METHODOLOGY

1. The assessment will follow UNDP's Recovery Needs Assessment approach adapted to the context and building on other existing assessments in the past.
2. Thorough desk review (primary and secondary data, relevant existing reports/studies and previous livelihoods assessments conducted by different actors)
3. Institutional mapping of relevant organizations and institutions, highlighting who is doing what, including both existing and planned programmes that could be directly or indirectly supporting socio-economic recovery, stabilization and resilience of IDPs.
4. Key informant interview with relevant stakeholders from local/national institutions related to training, employment, finance, enterprise, agriculture, etc.; community leaders; knowledgeable persons in the communities; representatives of trade groups, cooperatives, and special interest groups; UN agency staff members and leadership team
5. A series of Focus Group Discussions (FGDs) with household-members from each of the identified groups; and with special interest groups (e.g. women, youth, etc.) to verify the wealth of information and suggested livelihoods interventions;
6. Conduct field level assessment in selected target areas to understand the needs, perceptions, responses and actions taken by development partners and then verify and triangulate the desk review.

V. EXPECTED OUTPUTS AND DELIVERABLES

The consultants are expected to propose quick and impactful interventions for UNDPs engagement in livelihood restoration and resilience building. The following are key expected deliverables:

- Detailed analysis of the different IDP sites (Oromia, SNNPR and Somali)
- Identification of existing gaps (livelihood restoration, resilience and peace efforts)
- Mapping of different actors (who is doing what) and identify UNDP comparative advantage
- Spell out coordination roles for UNDP from a development and durable solutions aspect
- Make recommendations for project site selection for UNDP engagement
- Provide prioritized programmatic recommendations for informed and immediate engagement in early recovery, resilience and social cohesion
- Identify immediate interventions for livelihood restoration and resilience building
- Propose conflict resolution mechanisms and strengthening ongoing reconciliation efforts

No.	Main Deliverables
1.	Preparation of work plan, outline and submission of inception report
2.	Desk Review of existing assessments and conducting rapid assessment on selected sites for possible interventions on livelihood recovery
3.	Consultations with all stakeholders, development partners and government actors in selected IDP sites
4.	Conduct interviews and focus group discussions in selected IDP sites (IDPs and host communities)
5.	Organizing and analyzing data, preparation and submission of draft report (prioritized

	programme interventions and recommendations for immediate UNDP engagement in livelihood restoration and resilience building)
6.	Review of the first draft report
7.	Incorporate comments and submission of final report

VI. Roles and responsibilities of the consultants

- Assess the socio-economic profile of the population (main wealth-group/socio-economic categories of the population characterized in terms of household composition; livelihood assets; income sources; food-security status); Saving and lending opportunities and possibilities to have village people managed saving and credit institutions (VSLA).
- Defining the livelihood assets and strategies of households within each wealth-group, with attention to the different roles of men and women, capacities and capacity-gaps for accessing employment / self-employment opportunities.
- Document contextual opportunities and constraints for employment/self-employment including:
 - The actors and institutions operating in or delivering services to the area; the accessibility of markets for goods and services; the accessibility of vocational training, financial services, and business services providers;
 - The development processes in the area (review local development plans and identify planned or potential sources of public/private sector investment; other processes that can affect the markets);
 - The policies and practices relating to employment, enterprise development, access to land etc., that influence development processes and affect livelihood opportunities in the area, as well as existing land and environmental management policies and practices and their potential threats.
 - Feasible strategies to reinforce and develop displaced populations' capacities, livelihood assets and outcomes, address capacity gaps, and enhance their access to employment/ self-employment opportunities are formulated.
- Recommend implementation and partnership arrangements.
- Select baseline indicators to enable regular assessment of changes in socio-economic profiles, livelihood assets and outcomes of displaced population groups, inclusive of age- and gender-differentials. These should be based on FOCUS indicators, with adjustments (such as proxy indicators), if necessary, to the local environment.

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultants will work in close collaboration with UNDP CO, particularly the Team Leader and Project Managers.

- The Consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultants are expected to conduct interviews and consultations with key stakeholders and development partners.
- Given the sensitive nature of pipelining before the report is approved, the consultant shall not communicate to any person, government, or other entity external to UNDP Country office any unpublished information made known to the incumbent by reason of his or her candidacy or association with UNDP except as required by these TORs or upon written authorization from the UNDP CO.

VIII. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The Consultants will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection. The consultants will organize own transportation arrangements while in Addis. UNDP will cover transportation and DSA costs for field visits.

IX. DURATION OF THE WORK

The assignment is for **4 months**. The work will commence immediately after signing of the contract.

X. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTORS (IC)

A. Education

Advanced University degree in Development studies, Development economics, Agricultural economics, Labor economics, Socio-economic studies, Conflict studies or other related fields.

B. Experience:

- Minimum of 10 years of relevant practical field experience within one or more of the following areas: Socio-economic and/or household economy assessments; risks and vulnerability assessments, Market assessments, rapid and participatory rural Appraisal. Experience also in livelihood programming in terms of: cooperatives and/or microfinance, employment promotion, entrepreneurship building, private sector development, local economic recovery/poverty-reduction strategies, agriculture/ /livestock/natural resource management, urban and rural small business development; Vocational and Technical Education and Training (VTET); Income Generating Activities; Value chain analysis; Cash assistance
- Knowledge about latest developments in peace building. reconciliation livelihoods sector, and in-depth knowledge of at least two technical sub-sectors in livelihoods (e.g. microfinance, vocational training and technical education, business development, technology, entrepreneurship building, cash assistance, community contracting, employment services, agriculture/rural development);
- Analytical capacity to review, triangulate and synthesize information from secondary reports; ability to prepare in-depth analytical reports on food security, resilience and present well-formulated recommendations.

C. Language and other skills:

- Excellent knowledge of English, including the ability to write reports clearly and concisely and to set out a coherent argument in presentation and group interactions.
- Excellent knowledge of local languages (Oromifa and Somali languages for the respective assignments)
- Capacity to facilitate and communicate with different stakeholders

D. Functional skills

- Outstanding communication skills
- Positive and constructive approaches to work with energy
- Demonstrate openness to change and ability to receive and integrate feedback
- Excellent written and verbal communication skills
- Strong time management and meet established time lines.

E. Computer skills:

Full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

F. Compliance of the UN Core Values:

- 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.

Important Note:

The Consultants are required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

XI. CRITERIA FOR SELECTING THE BEST OFFER

From the existing roster, 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
Technical Competence (based on CV, Proposal and interview (if required))	70%	100%
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal;	30	
▪ Criteria b. Educational background as specified above;	10	
▪ Criteria c. At least ten years Practical experience in livelihood restoration and resilience programmes;	30	
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

Evaluation legend:

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

*** It is mandatory criteria and shall have a minimum of 70 points out of 100 points**

****Regarding the rest of the criteria, you may select from the following or include which is/are relevant evaluation criteria as per the ToR and fix allocated weightage corresponding to each criterion. Examples:**

- a. Minimum educational background as per the requirement in the ToR;
- b. Minimum 10 years of experience in similar consultancy projects and/or IC contracts;
- c. Ability to discharge the consultancy service within the timeframe as per the ToR;
- d. **In case of Interview** - individual competencies in terms of language proficiency; analytical and comprehension skills; presentation skills; confidence; . . .
- e. Other criteria that help to objectively evaluate the required knowledge, skills, behaviors, . . . of prospective consultants;

XII. PAYMENT MILESTONES AND AUTHORITY

Payment Schedule (Payment trenches)	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	up on submission of inception report	UNDP	20%
2 nd Installment	Upon submission of draft report	UNDP	40%
3 rd and final Installment	up on submission of approved final report	UNDP	40%
Grand Total			100%

XIII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing as follows.

SECTION I. TECHNICAL PROPOSAL COVER PAGES

Cover Page (use the template hereto)
 Cover Letter (use the template hereto)
 Statement of Declaration (use the template hereto)

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

SECTION II. ANNEXES

Annex a. Duly Signed Offer's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

Documentation Checklist (please refer to the checklist attached hereto)

FINANCIAL PROPOSAL**Alternative 1. LUMP-SUM CONTRACTS**

The Financial Proposal shall specify a total lump-sum amount **all-inclusive**, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount in **Ethiopian Birr Only. Financial proposal submitted in any currency rather than Ethiopian Birr will not be considered for further Evaluation.**

XIV. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultants 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.