



Senior Governance Advisor - Governance Reforms Coordination

Proposed Terms of Reference

Title of the Assignment: Senior Governance Advisor - Governance Reforms Coordination

Project Name: Governance and Democratic Participation Programme

Duration of Assignment/Services: One year Contract (264 days) / September 2018-August 2019

Starting Date: 1 September 2018

Duty Station: Addis Ababa

1. BACKGROUND AND CONTEXT

In support of GoE's national development plan (GTP II) and the global agenda (SDGs), UNDP Ethiopia has launched in June 2017 a new multi-stakeholder, multi-year Governance and Democratic Participation Programme (GDPP). The main objective of the programme is to support the country sustain efforts towards enhancing institutional capacities and frameworks for strengthening good governance and deepening democratic participation in line with the Constitution and International Conventions to which Ethiopia is a signatory.

The Programme aims to contribute to three broad outcome areas: a) improved inclusion, social cohesion and sustainable peace; b) responsive, accountable and inclusive systems of governance; and c) empowered and responsible citizens. It will deliver on the following five inter-related and complementary outputs:

- 1) Political processes of federal and regional state legislative bodies are more inclusive and effectively delivering on their constitutional mandates;
- 2) Federal and regional state systems of governance are more accountable, transparent and are delivering public services in more inclusive and responsive ways;
- 3) Citizens are more empowered to voice their concern and actively participate in decision-making processes at all levels of the development, governance and political processes and systems;
- 4) Systems and mechanisms for promoting social cohesion, managing diversity, preventing and managing conflicts, fostering dialogues and building peace are further strengthened at national and sub-national levels; and
- 5) Access to justice enhanced and human rights promoted and protected across Ethiopia.

The programme supports several key democratic institutions including: the House of Peoples' Representative, (HoPR), the Ethiopian Human Rights Commission (EHRC), Ethiopian Institute of the

Ombudsman (EIO), the Office of the Federal Auditors General (OFAG), the National Electoral Board of Ethiopia (NEBE), the House of Federation (HoF) and the Council of Constitutional Inquiry (CCI). It also supports some key institutions of the executive agencies: Office of the Attorney General (OAG), Federal Ethics and Anti-Corruption Commission (FEACC), Ministry of Federal and Pastoralist Development Affairs (MoFPDA), and Government Communications Affairs Office (GCAO).

Cognizant of the multi-faceted governance challenges the country is experiencing, the Government of Ethiopia has publicly stated intent to undertake “deep reforms”. More recently, the new Prime Minister Reaffirmed commitment of Government at the highest level to articulate and nurture realistic, achievable and progressive reforms. The agenda of peace building, reforming the justice sector, combating corruption and consolidating democratic governance more generally have witnessed a strong revitalization through the initiatives put forward by the PM.

Against this backdrop, and building on the existing partnership with the government, UNDP has proposed to the PM Office a set of early initiatives for consideration by the government to promote and ensure sustainable peace and stability and to support accelerating the government initiated and led reform agenda. UNDP believes there is a need to accelerate the reform process in the short to medium term, with clear milestones that will help to secure and advance the gains of the last two decades. As a neutral and trusted partner of Ethiopia, UNDP would like to accompany the country in this transformation journey, and the *Governance and Democratic Participation Programme*, which could provide the perfect platform for such a partnership. With that in mind and after series of consultations with the PM Office, UNDP has agreed to provide a Senior Governance Advisor t who would be based at the Prime Minister’s Office to provide advisory services as required and ensure that the UNDP Governance Programme (GDPP) is responsive to the government-led reform initiatives.

2. OBJECTIVES AND SCOPE OF THE ASSIGNMENT

2.1 OBJECTIVES

The ultimate objective of this assignment is to provide high quality and high level advisory services and coordination support to the Prime Minister’s Office Senior Staff on matters related to Governance and Democratic participation. More specifically, the advisory assignment aims to address the following:

- a) Support the PMO identify and analyze key policy issues related to governance and democratic participation, and propose innovative ways to address them in support of the peace and governance agenda;
- b) Support the PMO identify and prioritize strategic and catalytic governance interventions, including quick-wins, that would help the GoE record transformational impact and enhance transparency, accountability and integrity in the administrative machinery;
- c) Support the PMO in ensuring effective coordination with key Democratic, Justice and Accountability Institutions, with the aim of deepening democratic governance practices;

- d) Ensure the PMO reform initiatives and priorities are translated into UNDP's GDPP strategic interventions, and advice on the development of short/medium/long-term activities that would be integrated into AWP's and other planning and M&E instruments of the programme.

2.2 SCOPE OF WORK

This assignment will involve deep assessment of governance dynamics at both Federal and regional national levels and within the various democratic/accountability/justice institutions. It is expected that the Senior National Governance Advisor would work with various democratic institutions to identify priority areas and interventions that would inform the design of programmatic activities under the GDPP.

3. METHODOLOGY AND APPROACH

The Senior Governance Advisor is expected to operate at the highest level of the Executive Branch and interact with all three branches of Government. It is hence crucial for the Advisor to devise and adopt an approach of work that is based on a strong political economy analysis and that prioritizes the gathering of evidence in support of the identification of policy options. It is also important that the approach abides by conflict sensitivity and collective responsibility principles and is respectful of national ownership and drive.

In performing the above, the incumbent may apply the following methods and approaches:

- Perform and document regular political economy analysis pertaining to governance and institutional development;
- Assess/Analyze coordination and communication structures and mechanisms between the three branches of government and within the executive, and propose improvements to the PMO;
- Propose and contribute to capacity assessments to be performed within key government institutions in order to identify capacity development plans;
- Engage regularly with private sector and civil society organizations and promote/induce their involvement in key policies development;
- Establish a regular coordination mechanism with UNDP staff to provide guidance on programmatic activities.

4. EXPECTED DELIVERABLES

The Governance Advisor is expected to start her/his assignment with an implementation schedule/work plan following her/his deployment. The Advisor should be available for de-briefings with UNDP at various stages of the assignment and to present regular reports to UNDP on key achievements in fulfilling the deliverables.

Key deliverables of this assignment are summarized as follows:

- *Implementation Plan* defining schedule for implementation of key tasks;
- *Regular Progress Reports* (every two months) presenting the following:
 - Outcomes of the political economy analysis performed,
 - Technical advisory services provided in support of advancing the Governance agenda of the Government;
 - Identifying ways to translate reform objectives/momentum into AWP and other programmatic instruments;
 - Recommendations proposed for GDPP improvements/refinements;
 - Challenges, lessons learned and key recommendations;
- *Attending GDPP Management Board Meetings* and providing inputs;
- *Final report* incorporating key lessons learned and recommendations for the way forward.

5. REPORTING RELATIONSHIP

The selected Senior Governance Advisor will have a dual reporting framework: S/he will report on daily basis to the assigned Senior Official at the PMO, and will work in close collaboration with UNDP's Governance and Capacity Development Team Leader and the Chief Technical Advisor of the GDPP. S/he shall submit the required reports to UNDP. The UNDP Country Director will provide an overall guidance to the assignment, with the support of the Governance Unit.

6. LOGISTICS AND ADMINISTRATION SUPPORT TO PROSPECTIVE IC

UNDP will provide her/him with all necessary equipment (laptop) to discharge her/his duties. The Advisor is expected to arrange and cover for her/his transportation from and to the PMO. The Advisor will be responsible for paying income tax, as applicable, to the Government of Ethiopia.

7. DURATION OF THE ASSIGNMENT

The assignment will be implemented over a period of one year, five days a week, and four weeks a month. The date for the start of this assignment is 1st of August 2018, immediately after concluding Contract Agreement.

8. REQUIRED QUALIFICATION AND EXPERTISE

a. Academic Qualification and Years of Experience

Education:

- Master's degree in public policy, public administration, governance, development studies, international development or any other related field of study.

Years of experience:

- Minimum of 10 years of relevant work experience in the area of governance, public policy, public administration;
- Proven track record in political-economy and governance analysis and provision of high level policy advice;
- Demonstrated understanding of the Ethiopian political and governance landscape;
- Experience in public sector and/or international organizations is an advantage;

b. Required Competencies

- Solid analytical, advocacy and presentation skills;
- Excellent interpersonal, communication and negotiating skills;
- Fluency in English and Amharic languages, both written and spoken.

9. CRITERIA FOR SELECTING THE BEST OFFER

Qualified Individual Consultants (ICs) are expected to submit **Technical** and **Financial Proposals**. Only applicants who fulfil the qualifications will be shortlisted and contacted. 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 is:
 - a. Technical Criteria weight is **70%**;
 - b. Financial Criteria weight is **30%**;

Evaluation Criteria:

| Criteria | Weight | Max. Point |
|---|--------|------------|
| Technical Competence (based on CV, Proposal and Interview (as required)) | 70% | 100 |
| Criteria (a): Educational and Experience relevance: close fit to post: <ul style="list-style-type: none">- Master's degree in public policy, public administration, governance, development studies, international development or any other related field of study.- Minimum of 10 years of relevant work experience in the area of governance, public policy, public administration;- Proven track record in political-economy and governance analysis and provision of high level policy advice;- Demonstrated understanding of the Ethiopian political and governance landscape;- Experience in public sector and/or international organizations is an advantage; | | 40 |

| | | | |
|--|--|-----|-----|
| Criteria (b): Understanding of the ToR and Individual competencies (experience in similar assignments): Solid analytical, advocacy and presentation skills; <ul style="list-style-type: none"> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal (Summarized Proposal of the assignment with 400 words) Excellent interpersonal, communication and negotiating skills; Fluency in English and Amharic languages, both written and spoken. | | | 60 |
| Financial (Lower Offer/Most competitive Offer*100) | | 30% | 100 |
| 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. |

10. PAYMENT MILESTONES AND AUTHORITY

The successful consultant shall receive his/her payments upon certification of the completed tasks satisfactorily, and approval by UNDP and partner Government Offices on monthly bases.

| Deliverables | Approval & Certification should be obtained |
|---|---|
| 1 st Month Upon submission and endorsement Implementation Work plan | UNDP and Partner Government Office |
| Monthly | UNDP and Partner Government Office |

11. CONFIDENTIALITY AND PROPRIETARY INTERESTS

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