



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

**GENERAL INFORMATION**

<b>Services/Work Description:</b>	Recruitment of short term Individual Consultant for Office of the Attorney General
<b>Project/Program Title:</b>	Governance and Democratic Participation Programme
<b>Post Title:</b>	National Consultant-Democratic Institution Reform
<b>Consultant Level:</b>	Level B (Specialist)
<b>Duty Station:</b>	Addis Ababa
<b>Expected Places of Travel:</b>	-
<b>Duration:</b>	Twelve Months
<b>Expected Start Date:</b>	Immediately after Signing the Contract

**I. BACKGROUND / PROJECT DESCRIPTION**

The Legal and Justice Affairs Advisory Council is established in 2018 by the Office of the FDRE Attorney General to advise the Ethiopian Government in its pursuit of a comprehensive reform of the legal and justice system. It is instituted by Directive No.1/2018 of the Office of the Attorney. The reform on democratic institutions, which is part of comprehensive reform of the legal and justice system will be spearheaded by The Legal and Justice Affairs Advisory Council. The primary role of the council is to advise the Ethiopian Government in its pursuit to:

- undertaking a rigorous assessment of laws, institutional set-ups, performances and competence of the justice system and select democratic governance institutions;
- identifying/analyzing/collating the key challenges encountered in realizing an accountable public administration system, rule of law and full implementation of constitutionally guaranteed rights; and
- proposing to the Office of the Attorney General highly-researched, pragmatic and programmatic reform packages that address the legal and institutional shortcomings.

The council, comprises of thirteen legal professionals, has endorsed a strategic roadmap that charts out its core activities for the coming three years and also set up a Secretariat. The Secretariat, which is led by the Head and two Program Directors, shall be staffed with highly competent and experienced legal professionals serving as sub-program managers, officers and adequate pool of support personnel.

The programmatic focus of the Council and the organization of the Secretariat responds to core needs identified by the Government of Ethiopia on the eight designated sub-programs of the national reform agenda; namely: Legal Reform, Law Making Process, Judicial System, Criminal Justice System, Civil and Administrative Justice System, Democratic Institutions, Legal and Related Services, and Legal Training and Education. The Democratic Institutions' reform initiative, headed by the secretariat, will have professionals with expertise in legal, public administration and democratic governance areas for advising and supporting

the Secretariat and its various Technical Working Groups on day-to-day basis during a diagnostic study and also revisions of laws and justice systems.

Against this backdrop, the Government of Ethiopia, through the Office of Attorney General expressed interest to collaboratively work with UNDP including the provision of a short-term technical assistance that would assist the government in materializing this vision. Inspired by the government's swift and bold move to reforms on various fronts, UNDP has committed to provide Technical Assistance (TA) on selected areas, among which deepening the democratization process is one.

## **II. OBJECTIVES OF THE CONSULTANCY**

The main objectives of the consultancy service are to support the work of the Secretariat of the Legal and Justice Affairs Advisory Council. The consultant will:

- Provide research and technical assistance in the development of the normative framework that should guide the diagnostic study of the working groups;
- Support the implementation of the activities of the working groups in relation to their respective sub-program; and
- Support the implementation of specific program components as relating to democratic institutions;
- Provide policy and technical advisory services to the Government and UNDP.

## **III. Functions / Key Results Expected**

Officially reporting to the Head of the Secretariat the consultant will be primarily responsible for facilitating the work of the Working Group on Democratic Institutions towards undertaking diagnostic study and developing the normative frameworks that should govern the Institutions, and for the implementation of specific program components as relates democratic reforms.

### **Key Functions:**

- Provide operational assistance to working groups through improved coordination and facilitation of work streams;
- Assist the implementation of the transformational agenda deliverables, sub-deliverables and activities of the working groups they are assigned to;
- Provide input and assistance in the design of annual plans and activity programs, in preparing and soliciting budgets and associated resources, in the implementation of general and specific program components, and in providing regular reports (on operations, progresses and challenges);
- Provide high-calibre professional support to implementation of the eight sub-programs of the legal and justice reform – particularly by providing expertise and research assistance to the working group on Democratic Institutions;
- Assist Program Directors in the day-to-day operation of program pillars they are assigned to work on;
- Provide research assistance in diagnostic studies and development of recommendations that are within the purview of the reform program and relate to work-flows, performance, procedures or processes that impede the effective implementation of tasks;
- Prepare bi-monthly reports regarding the sub-programs and working groups they are assigned to support-including status report, progress update for reporting period, challenges and suggested remedies, and projected activities for next reporting period;
- Discharge any other task as may be assigned by the Head of the Secretariat;

## **IV. Competencies**

### **Corporate Competencies:**

- Demonstrates integrity by modelling the UNs core values and ethical standards;
- Promotes the vision, mission, and strategic goals of the UN;
- Displays cultural, gender, religious, racial, nationality and age sensitivity;

### **Functional Competencies:**

Knowledge Management and Learning

- ❑ Promotes a knowledge sharing and learning culture;
- ❑ In-depth knowledge on issues of governance in general and media in particular;
- ❑ Ability to effectively engage with senior officials and advocate and provide policy advice;

### **Development and Operational Effectiveness**

- ❑ Result oriented: ability to apply results-based management and reporting;
- ❑ Ability to analyse emerging trends, institutional and governance issues and present practical and actionable proposals and recommendations;
- ❑ Ability to provide evidence-based professional advice and to develop strategic policy options and proposals;
- ❑ Ability to effectively engage and maintain partnerships with key stakeholders;

### **Management and Leadership**

- ❑ Focuses on impact and results for the client and responds positively to feedback and guidance;
- ❑ Understands and applies appropriate team roles effectively and shows conflict resolution skills;
- ❑ Consistently approaches work with energy and positive and constructive attitudes;
- ❑ Demonstrates strong oral and written communication skills;
- ❑ Builds strong relationships with clients and external partners and actors;
- ❑ Remains calm, in control and diplomatic even under pressure;
- ❑ Demonstrates ability to manage complexities and to deliver under pressure;

## **V. Required Qualifications**

### **Education:**

- B.A/M.A. Degree in governance studies, law, political science, International relations, development studies, conflict resolution, or equivalent field;

### **Experience:**

- At least 4 years for M.A/M.SC and 6 years with B.A/B.Sc. Degree of experience in programme/project management preferably in governance, in research/consultancy;
- Experience in multi-stakeholder facilitation and consensus building;
- Sound understanding of the Ethiopian governance landscape;
- Experience in the usage of computers and office software package (MS Word, Excel, etc.) and knowledge of spreadsheet and database packages.
- Strong understanding of and analytical skills in the political, economic and social dimensions of law in Ethiopia – mainly as relating to law-making processes, the administration of justice, and human and democratic governance system;
- Ability to thrive in fast-moving, start-up environment with emphasis on high-performance, teamwork, accountability and results;
- Ability to build relationships with stakeholders ;
- Strong set of personal values including integrity, honesty and professionalism;

**Language requirements:** Fluency in English and Amharic.

## **VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The IC will be based at the office of Attorney General and will be expected to closely work with the The Legal and Justice Affairs Advisory Council, particularly Democratic Institutions ttechnical working group and regularly liaise with relevant senior officials, UNDP and other stakeholders. Functionally, s/he will be reporting to the Secretariat, occasionally liaising with the Governance Team within UNDP.

## VII. DURATION OF THE ASSIGNMENT<sup>1</sup>

The engagement of the IC will be for twelve months.

### Important Note:

Only the applicants who hold the above qualifications will be shortlisted and contacted.

## VIII. CRITERIA FOR SELECTING THE BEST CANDIDATE

Applicants are expected to submit their CVs, Academic credentials, Work Certifications and any other relevant credentials.

Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. The technical proposal should include how the IC will deliver the expected key functions listed on the ToR and month-by-month breakdown of the activities. The financial proposal should show how the IC's proposed rate on a monthly basis.

Shortlisting and interview will be made by the GCDU unit and UNDP CO Procurement Team. The following criteria will be followed in selecting the best candidate.

Criteria	Weight	Max. Point
Technical Competence (based on Credentials and technical proposal)	70%	100
Criteria a. [Experience and skills mix]		20
Criteria b. [Methodology for undertaking assignment]		40
Criteria c. [Motivation]		10
Financial (Lower Offer)	30%	20
Total Score	Technical Score (70%) + Financial Score (30%)	

## IX. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultant needs to apply standard ethical principles during the course of the assignment. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The 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 by the contracting authority. Proprietary interests on all materials and documents prepared by the consultants under this assignment shall become and remain properties of the Government of Ethiopia and UNDP.

## X. DELIVERABLES

- A short monthly brief report on progress.

## XI. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications on line as per the following email: [procurement.et@undp.org](mailto:procurement.et@undp.org)

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<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.