

Terms of Reference
Senior Advisor on Prevention of Violent Extremism (PVE)

Individual Contractor

A. PROJECT TITLE

Senior Advisor for the National Action Plan on PVE (Under the Project Peacebuilding Fund)

B. PROJECT DESCRIPTION

As Philippines grapples with the issue of preventing the further escalation of violent extremism in the aftermath of the Marawi siege, recruitment and radicalization by extremist groups continues. Prevention will require a multi-dimensional approach involving all relevant stakeholders—the security services, communities, local governments, traditional and religious leaders, women, and youth—to address the political, social, and economic drivers of radicalization.

A multi-dimensional approach will, in turn, require an alignment of the policies and programmes of the relevant government departments with the prevention objective, and integrated support by the UN system—when requested and appropriate—for the development and implementation of these policies and programmes. The process to develop the Philippines National Action Plan on Prevention of Violent Extremism, anchored by the Anti-Terrorism Council (ATC), the National Security Council (NSC) and the Department of Interior and Local Government (DILG) is already under way, and should provide—if developed using a cross-cutting and multi-disciplinary approach—the framework within which national and international partners could play their relevant roles.

Members of the UN system—UNDP, UNODC, UNICEF, and UN Women in particular—have already provided significant technical assistance, at their request, to national bodies such as the Office of the Presidential Advisor to the Peace Process (OPAPP), ATC, NBI, and relevant local governments, as well as non-governmental entities such as the major Moro fronts; civic actors; and religious leaders

C. SCOPE OF WORK

In the context of the above, the Senior Advisor on the National Action Plan on PVE —under the supervision of the UNDP Country Director and in close coordination with the UN Resident Coordinator and directors/ representatives of the relevant UN agencies, will perform the following tasks:

- i. Support the National Security Council-led process to detail the programming component of the draft National Action Plan;
- ii. Support the drafting of an Executive Order with regard to the above;
- iii. Assist the National Security Council and the Anti-Terrorism Council to establish the implementation architecture for the National Plan;
- iv. Advise the UNDP Country Director, and other UNDP/UN colleagues as appropriate, on matters pertaining to the prevention of violent extremism in the Philippines.

Deliverables (Nov-Feb 2019):

- Final Draft of NAP P/CVE with Specific Intervention Programs
- Final Draft of an Executive Order for the implementation of NAP P/CVE
- Recommended independent structure for the implementation of NAP P/CVE
- Adoption of NAP P/CVE by the Anti-Terrorism Council

Payment of the second tranche will be made on the provision of the below:

- Highlights of at least two (2) meetings/small group discussions
- Highlights of at least two (2) workshops in the development of intervention programs

Payment of the third tranche will be made on the achievement of the following:

- Final Draft of NAP P/CVE with Specific Intervention Programs
- Final Draft of an Executive Order for the implementation of NAP P/CVE
- Recommended independent structure for the implementation of NAP P/CVE

D. EXPECTED TASKS and DELIVERABLES

| Deliverables/ Outputs | Estimated Duration to Complete | Target Due Dates | Review and Approvals Required | Name and Email address |
|--|--------------------------------|------------------------------|---|--|
| <ul style="list-style-type: none">• Finalized draft of the National Action Plan• Final drafts of the Executive Order and the implementation structure pertaining to the NAP | 60 working days | December 2018- February 2019 | UNDP Country Director; UNDP Senior Advisor on Peacebuilding | Titon.mitra@undp.org; Chetan.kumar@undp.org |

E. INSTITUTIONAL ARRANGEMENT

The Senior Advisor on the National Action Plan on PVE will work under the supervision of the UNDP Country Director and in close coordination with the directors/ representatives of the relevant UN agencies,

F. DURATION OF THE WORK

The Senior Advisor on the National Action Plan on PVE will be deployed for 60 working days.

G. DUTY STATION

The primary duty station will be Manila, with travel to various destinations in Mindanao

H. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

| Qualification | | Points Obtainable (100 points) |
|-----------------------|--|--------------------------------|
| Education | University degree in Social or Political Sciences or any related field; Post graduate studies an advantage | 15 pts |
| Experience | S/He must have significant experience dealing with issues of peace and security, peacebuilding, and violent extremism in the Philippines, with a minimum of 10 years of progressively senior experience. | 30 pts |
| | Experience in working with relevant government institutions as well as non-governmental actors, and to convene multi-stakeholder conversations on issues of peace-and-security. | 30 pts |
| | A background in the security sector. | 10 pts |
| Language Requirements | <ul style="list-style-type: none"> Excellent communication skills (verbal and written) Fluency in English and Filipino | 15 pts |

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Interested parties are required to submit an all-inclusive lump sum amount indicating professional fees required to effectively perform the duties and responsibilities of the Consultant. Actual costs for the actual event, such as transportation and accommodation expenses, shall be shouldered by the Project.

The Consultant will receive the total amount indicated in the proposal in tranches and upon satisfactory completion of the agreed outputs and deliverables based on the following table:

| Deliverables/ Outputs | Review and Approvals Required |
|---|---|
| 50% upon submission of the following by December 14th: - Highlights of at least two (2) meetings/small group discussions - Highlights of at least two (2) workshops in the development of intervention programs | UNDP Country Director; UNDP Senior Peacebuilding Advisor |
| 50% - Upon submission of the following by February 15 2019: Draft institutional arrangement for implementation of NAP-PCVE; Draft of Executive Order pertaining to PCVE Final draft of NAP-PCVE | UNDP Country Director |

J. Recommended Presentation of Offer

Interested parties are required to submit the following:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

K. Criteria for Selection of the Best Offer

The offer will be evaluated based on the Combined Scoring method, wherein the qualifications of the candidate will be weighted a maximum of seventy percent (70%), and combined with the price offer which will be weighted a maximum of thirty percent (30%).

L. Minimum Qualification

| Qualification | | Points Obtainable (100 points) |
|-----------------------|--|--------------------------------|
| Education | University degree in Social or Political Sciences or any related field; Post graduate studies an advantage | 15 pts |
| Experience | S/He must have significant experience dealing with issues of peace and security, peacebuilding, and violent extremism in the Philippines, with a minimum of 10 years of progressively senior experience. | 30 pts |
| | Has experience working with relevant government institutions as well as non-governmental actors, and to convene multi-stakeholder conversations on issues of peace-and-security. | 30 pts |
| | A background in the security sector. | 10 pts |
| Language Requirements | <ul style="list-style-type: none"> Excellent communication skills (verbal and written) Fluency in English and Filipino | 15 pts |

Application requirements:

- Duly accomplished Letter of Confirmation of Interest and Availability (Financial Proposal Template) using the template provided by UNDP;
- Personal Curriculum Vitae, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;

Application requirements should be emailed to procurement.ph@undp.org and registry.ph@undp.org on or before 12 December 2018.

Attachments in this link:

- Financial Proposal Template and Terms & Conditions for Consultants.

In view of the volume of applications UNDP receives, only shortlisted offerors will be notified.