

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: November 26, 2018

Procurement Notice Reference No.: *ETH/IC/2018/086*

Country: *Ethiopia*

Description of the assignment: *National Consultant to develop a national project for Preventing Violent Extremism in Ethiopia*

Project name: Preventing Violent Extremism in Ethiopia
Consultant Level: Level A (Specialist)
Duty Station: Addis Ababa with travel to regions
Expected Places of Travel: Oromia, Somali, Afar, Amhara Regional States
Duration: 35 Calendar days
Expected Start Date: Immediately after concluding the contract

The United Nations Development Programme (UNDP) is currently implementing a project *Preventing Violent Extremism in Ethiopia* that requires the services of an individual to perform the work described in the corresponding TORs.

Proposal should be submitted through the online eTendering system

<https://etendering.partneragencies.org> search for Event ID **0000003158 (re-adverted with 3225)** as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal are attached to this notice.

Any request for clarification must be sent in writing, or by standard electronic communication to info.procurement@undp.org **Attn: MY**. UNDP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Letter of presentation highlighting main qualifications and experience relevant to this TOR;
- CV or P11 form;
- Copy of education certificate;
- Completed financial proposal.
- **Any other as relevant**

FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, 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 (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Services/Work Description:	Recruitment of a National Consultant to develop a national project for Preventing Violent Extremism in Ethiopia
Project/Program Title:	Preventing Violent Extremism in Ethiopia
Post Title:	National Consultant (NC)
Consultant Level:	Level A (Specialist)
Duty Station:	Addis Ababa with travel to regions
Expected Places of Travel:	Oromia, Somali, Afar, Amhara Regional States
Duration:	35 Calendar days
Expected Start Date:	Immediately after concluding the contract

BACKGROUND

With two-thirds of all countries in the world experiencing a terrorist attack in 2016, terrorism has become an unprecedented threat to international peace, security and development, feeding off violent conflict. As conflicts have grown in intensity and number over the past decade, terrorist attacks have also increased and spread. In 2016, the UN Secretary-General put forward a Plan of Action to Prevent Violent Extremism (PVE), which laid out the global recognition and imperative to address violent extremism conducive to terrorism. Based on this, UNDP developed a global framework for PVE which highlights that prevention needs to look beyond strict security concerns to development-related causes of and solutions to violent extremism, using a human rights-based approach.

Ethiopia is highly affected by the trends of violent extremism in Africa. Recent incidences of religious based conflicts and violence in various parts of the country have demonstrated the dire need of intensified interventions to counter the narratives of extremists as well as empower local communities to de-radicalize the youth who are innocent victims manipulated in to trusting radical ideologies. The country is also located in the very volatile part of Africa, the Horn of African Sub Region where there are spill over threats of violent extremism from the neighbouring countries such as Somalia. The situation of conflict-ridden crises, proliferation of arms and conflict economies in the region has exacerbated the threat from violent extremism.

As indicated in a desk review report by Inter Africa Group, religiously motivated confrontations have been observed in Addis Ababa (in 2005, 2009, 2011), Harar in 2001, Kamise in 2001, Jimma in 2006, Dessie in 2009, and Gondar in 2009 (Abubeker, 2010; Ephrem, 2008; Hiruey, 2007; Hussein, 2006; Erlich, 2005; Medhene, 2004). Various ethnic groups in southern Ethiopia (e.g., the Borana and Guji), in the Lower Omo Valley (e.g., the Dassanech, the Nyangatom, and the Turkana), in southwestern Ethiopia (e.g., the Surma, the Dizi, the Shaka, and the Bench), in western Ethiopia (e.g., the Anuak and the Nuer), and in eastern Ethiopia (e.g., the Somali, the Afar, and Oromo) have been engaged in recurrent violent conflicts due to a combination of factors.

Although religiously motivated violent extremism constitutes a significant portion of violent incidences in Ethiopia, it is by no means the sole root of all violent conflicts. Under the leadership of prime minister,

Abiy Ahmed, the state is currently undergoing and engaging in comprehensive political, economic and social reforms. The prime minister has lifted the long-standing state of emergency imposed following the resignation of his predecessor, allowed exiled dissidents to return home and released political prisoners.

It is important to note that these reforms are not taking place within a historical vacuum, Ethiopia is a country deeply divided along ethnic, political and religious strata. These underlying tensions have been suppressed by successive governments instituting repressive policies. However, precipitating tensions have meant that current reforms aimed at democratization and national reconciliation have been undermined by violent extremist attacks driven by ethnic and political motives. In September 2018, on the day of a rally marking the return of leaders of the exiled Oromo Liberation Front (OLF), businesses and homes of ethnic minorities were looted by violent mobs, the unrest led to the death of 23 people in the periphery of the capital, Addis Ababa. This event, one of a handful of others, indicates that the country is entering a volatile and fluid period where the progress and reforms being undertaken could potentially be threatened by violent conflict if the multitude of root causes are not adequately examined and addressed. As such, it is important that a comprehensive assessment and mapping of all forms of violent conflict is undertaken to ensure that Ethiopia puts in place safeguards and resilience measures to tackle such threats.

An essential element of UNDPs approach is to undertake an in-depth assessment, develop a dedicated project aimed at preventing violent extremism through establishing systems /policies, building the capacity of relevant stakeholders and staff. Without adequately equipped staff in stakeholders within UNDP, government entities and civil society, it will not be possible to conduct good enough, consistent efforts in PVE. The objectives of these services are to do an overall assessment related to the issue of violent extremism, design a national PVE project document, provide support to activities within the framework of a regional project aiming to advance capacity for implementation, strategy/policy development and M&E for PVE as well as methods of data collection relevant to programming and reporting.

UNDP is looking to hire a national consultant who will assist the international consultant in achieving the aims of the project. Furthermore, the national consultants' duties will involve providing vital context of the prevailing trends pertaining to violent conflict of all kinds in Ethiopia, this means that their insights should provide clarity on the past, present and future of violent conflicts in the state as it relates to structural marginalisation, the breakdown of family and community structures, the proliferation of criminal gangs, youth unemployment and corruption, human rights abuses, individual and collective trauma, ethnic differences, competition for resources, inequitable access to public services and economic opportunities (perceived or real) and political power imbalances.

OBJECTIVES OF THE CONSULTANCY

The primary objective of this consultancy is to provide contextual strategic support in undertaking an overall assessment and design of a national PVE project aligned with the regional PVE programme and government priorities in the prevention of violent extremism. The incumbent will also support checking process against Ethiopian context, launching of the PVE Project (i.e. partnerships, LPAC process, reviewing activities, coaching staff, resource mobilization).

SCOPE OF THE WORK

The consultant will work together with the International Consultant meetings in undertaking an overall assessment and designing a national PVE project aligned with the regional PVE programme and government priorities in the prevention of violent extremism. The incumbent will also support launching of the PVE

Project (i.e. partnerships, LPAC process, reviewing activities, coaching staff, resource mobilization). with relevant national and regional stakeholders, development partners and other UN agencies with the support of the UNDP Governance Team. UNDP Ethiopia Country Office will facilitate the assignment of the expert to access relevant stakeholders at Addis Ababa and in regions and access development partners. He/She will also cover Oromia, Somali, Afar, Amhara Regional States.

Through consultation with key partners and the work initiated through the Regional programme and an Initiation Plan by the Country Office, the incumbent will undertake scoping work for potential future UNDP support on PVE across Ethiopia leading to a Project. The Project is expected to receive seed funding from UNDP RSC PVE Programme and its duration will be for three years.

The consultancy will specifically focus on achieving key deliverables in close consultation with the CO Governance Team, the senior management of the Country Office and UNDP RSC.

Below are further details of the tasks that should shape in producing the deliverables:

- 1) Mapping and assessing situations on the ground in violent extremism;
- 2) Develop a national PVE project, LPAC and launching of the PVE project document through internal consultations and processes;
- 3) Resource Mapping Report and Resource Mobilization Strategy for the PVE Project;

1. Mapping and assessing situations on PVE

- Mapping actors related to PVE;
- Conduct an overview of mandate and functions of key PVE actors and institutions in Ethiopia at national and region level and their relationship with sub-national level actors;
- Review key laws relating to mandate and function of PVE and security institutions, and laws that relate to promotion of PVE;
- Formulate a process of programme design, following mapping and assessment, that will identify the scope and content of future UNDP PVE support programme in Ethiopia;
- Build on the existing projects that are active under the Governance Democratic Participation Programme such as the work with the Ministry of Federal and Pastoralist Development Affairs, peacebuilding activities; and ensure synergies with the livelihoods and entrepreneurship projects;
- Identify capacity gaps in relation to PVE at national and regional states and offer solutions and knowledge sharing;

2. Develop a national PVE project, LPAC and launching of the PVE project document through internal consultations and processes;

- Design a national PVE project;
- Organize national PVE project launching event;

3. Resource Mapping Report and Resource Mobilization Strategy for the PVE Project;

- Set up the needed coordination and resource mobilization strategies and plans;
- Facilitate engagement with development partners and UN agencies with key updates and information sharing;
- Work with UNDP Ethiopia CO and UNDP RSC to complete a Project Implementation Plan with all requisite sections to mobilise funds for a subsequent phase of assessment, programme design and appraisal;
- Bring on board development partners to support the project technically and financially;
- Coordinate the establishment of partnerships between and among relevant stakeholders;

DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of the assignment will be for a total of 35 calendar days as of 16/11/2018. The IC will be based in Addis Ababa with travels to Oromia, Somali, Afar, Amhara Regional States.

EXPECTED OUTPUTS AND DELIVERABLES

The consultant is expected to deliver the following:

- 1) Finalized PVE project document for the Country Office;
- 2) Finalized Resource mobilization plan for the project

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Joint Inception Report finalized and approved	3 days	GCD Unit
2	Joint Report on mapping and assessing situations on PVE finalized and approved	15 days	GCD Unit
3	Joint PVE project document for the Country Office finalized and approved; LPAC and launching of the PVE project document	15 days	GCD Unit
4	Joint Resource Mapping Report and Resource Mobilization Strategy	2 days	GCD Unit

METHODOLOGY

The methodology will include: desk review of documents prior to the field mission, interviews with government counterparts, key stakeholders, donor partners, UN agencies in Ethiopia, field visits, meetings and interactions at local level, observations and analytical work.

INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report directly to Democratic Governance and Capacity Development Team Leader. The consultant, will work as a team with the Governance Programme Specialist, the International Consultant, the Peacebuilding Project Officer in MoP. The Team will receive support from UNDP RSC PVE Project Manager.

LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP will be responsible for

- a. Local travel arrangements to Regions (out of Addis Ababa);
- b. Arrangement of meetings and workshop(s) related to the assignment;

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Education:

- Advanced university degree in conflict prevention and peace building, law, international development, public policy, or other relevant social science fields.

Work Experience:

- Minimum of 10 years of relevant experience working in PVE, conflict prevention and management, law and related fields;
- Relevant experience working on PVE, conflict prevention and management;

- Experience of working/advising national level state institutions and security structures, including oversight bodies;
- Solid understanding of PVE issues and solutions to prevention efforts;
- Experience in working with the United Nations;
- Proven record and experience in assessment methodologies and drafting of analytical research reports and project management cycle;
- Experience in crisis and post crisis environments is essential; experience of working in African Region is highly desirable;
- Facilitation and training skills highly desirable;
- Experience in project design, implementations and evaluation.

Competencies:

Corporate Competencies:

- Ability to lead the design and implementation of UNDP programme activities, strengthening of strategic partnerships for early recovery
- An understanding of the current political and economic policies in Ethiopia and in the Horn
- In-depth practical knowledge of programmatic issues regarding transition from humanitarian assistance and relief to recovery/resilience
- Strong knowledge of community-based economics development and poverty related issues and approaches

Technical / Functional Skills and Knowledge:

- In-depth practical knowledge of programmatic issues regarding transition from relief to recovery
- Strong knowledge of community-based economics development and poverty related issues and approaches
- Ability to lead the design and implementation of UNDP programme activities, strengthening of strategic partnerships for early recovery in a protracted crisis setting
- Ability to build and sustain effective partnerships with UN agencies and advocate effectively, communicate sensitively about PVE
- Understanding of the region, cultures, and economic conditions.
- Excellent written communication skills in English, including editing;
- Excellent time management and ability to produce outputs as per agreed deadlines.
- Ability to work seamlessly in a multi-cultural environment.
- Ability to launch UNDP projects according to UNDP's rules and regulations
- Knowledge and/or skills such as analytical skills, conceptual, leadership, report writing, research skills, presentation skills, decision making, communications abilities, teamwork, working in diversity, emotional intelligence,

Managerial:

- Excellent communication, interpersonal and liaison skills
- Ability to work under pressure and travel to multiple sites in remote locations
- Good participatory skills, including the ability to foster teambuilding and facilitate meetings or workshops.

Behaviour:

- Ability to work in harmony with persons of different national and cultural backgrounds.

Language Requirement:

- Fluency in English with excellent written and oral communications skills.

CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; 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 is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max.
Point Technical Competence (based on CV, proposal & Interview (if required))	70%	100
• Criteria a. Minimum educational background		10
• Criteria b. Experience in similar projects and contracts		25
• Criteria c. Understanding the Scope of Work and Methodology		50
• Criteria d. Analytical and Communication Skills		15
Financial (Lower Offer/Offer *100)	30%	30
Total Score= Technical Score *70% + Financial Score * 30%		

PAYMENT MILESTONES AND AUTHORITY

Instalment of Payment/Period	Deliverables or Documents to be Delivered	Approval should be Obtained	Percentage of Payment
1 st Instalment	Joint Inception Report finalized and approved	UNDP	10 %
2 nd Instalment	Joint Report on mapping and assessing situations on PVE finalized and approved	UNDP	30 %
3 rd Instalment	PVE project document for the Country Office finalized and approved; LPAC and launching of the PVE project document	UNDP	40 %
4 th Instalment	Joint Resource Mapping Report and Resource Mobilization Strategy	UNDP	20 %

XI. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

Interested consultants with renewed license and TIN must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal explaining why the applicant is the most suitable candidate for the work and providing a brief methodology on how they will approach and conduct the work (including a break-down of working days). The consultancy will be conducted with 50 calendar days. The applicant/s must attach CVs of experts including experience in similar projects and at least 3 references;
2. Financial proposal (including professional fees and travel costs).

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:

Proposed Table of Contents	Page
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. Previous experience in similar consultancy and/or project	
1.4. Implementation Timelines	
1.5. List of Personal Referees	
1.6. Bank Reference	
XII. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS	
<ul style="list-style-type: none"> The consultant needs to apply standard ethical principles of the evaluation. 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. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP 	
ANNEXES:	
<ul style="list-style-type: none"> Annex a. Duly Signed Offeror's Letter to UNDP confirming Interest and availability (use the template hereto). Annex b. Duly Signed CV Documentation Checklist (please refer to the checklist attached hereto) 	
HOW TO APPLY	
Interested consultant with required qualification and experience must submit the following documents/information to demonstrate their qualifications:	
<ul style="list-style-type: none"> Technical Proposal explaining why the applicant is the most suitable candidate for the work and providing a brief methodology on how he/she will approach and conduct the work (including a break-down of working days). The consultancy will be conducted within 50 calendar days; The applicant/s should attach CV including previous experience in similar projects and indicating at least 3 references; Financial proposal (including professional fees and travel costs), separate from the Technical Proposal. Application procedures can be down-loaded from UNDP web-site. 	

OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam:

I hereby declare that:

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate: *[pls. check the box corresponding to the preferred option]*:
 - ☐ An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 - ☐ A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:
 - ☐ Sign an Individual Contract with UNDP;

- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]*:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposa:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed:

Annexes *[pls. check all that applies]:*

- ☐ CV or Duly signed P11 Form
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount in ETB
Deliverable 1-10%	Joint Inception Report finalized and approved	
Deliverable 2-30%	Joint Report on mapping and assessing situations on PVE finalized and approved	
Deliverable 3-40%	PVE project document for the Country Office finalized and approved; LPAC and launching of the PVE project document	
Deliverable 4-20%	Joint Resource Mapping Report and Resource Mobilization Strategy	
Total	100%	ETB

**Basis for payment tranches*