

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: December 20, 2018

Procurement Notice Reference No.: **ETH/IC/2018/097**

Country: **Ethiopia**

Description of the assignment: **National Consultant for Associate Reform Coordinator for The National Election Board of Ethiopia (NEBE)**

Project/Program Title: **Governance and Democratic Participation Programme**

Post Title: **National Consultant- Associate Reform Coordinator**

Consultant Level: **Level B (Specialist)**

Duty Station: **Addis Ababa**

Expected Places of Travel: **None**

Duration: **Twelve Months**

Expected Start Date: **Immediately after concluding the contract**

The United Nations Development Programme (UNDP) is currently implementing a project **Governance and Democratic Participation Programme** 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 **0000003245** 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.procurementet@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.
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GENERAL INFORMATION

Services/Work Description:	National Consultant in support of The National Electoral Board of Ethiopia (NEBE) Reform
Project/Program Title:	Governance and Democratic Participation Programme
Post Title:	National Consultant-Associate Reform Coordinator
Individual Consultant (IC):	Level B (Specialist)
Duty Station:	Addis Ababa
Expected Places of Travel:	None
Duration:	Twelve Months
Expected Start Date:	Immediately after concluding the contract

I. BACKGROUND

Since 1995, Ethiopia has adopted a multiparty parliamentary system and a federal structure devolving power to nine regions and two city administrations. It has embarked on a process of capacitating the governance architecture; reforming the civil service, building capacity of democratic institutions, strengthening rule of law, deepening decentralization and improving the delivery of basic services. Gains were recorded in broadening opportunities for political participation, advancing human rights and rule of law and improving democratic practice. Nonetheless, and despite notable progress recorded, there is a long way to go in terms of ensuring good governance, consolidating democracy, rule of law, protection of human rights, and prevention of violent conflicts, managing diversity and promoting social cohesion.

Since his ascendancy to the helm of power in Ethiopia, Prime Minister (PM) Dr. Abiy Ahmed his administration has launched a series of bold and comprehensive reforms unprecedented in the history of the country. At the heart of these wave of reforms is the goal to promote sustainable peace, reconciliation, and inclusion in Ethiopia; strengthen justice and the rule of law, accountable systems of governance, and improve the democratic space to accommodate all peoples, interests, and views in Ethiopia.

On the opening of the political space and transforming the democratic institutions, the Government has embarked on repealing some of the most contested laws, including the Electoral legal framework and restructuring of NEBE. A Legal and Justice Affairs Advisory Council (LJAAC) has been established under the leadership of the Office of the Attorney General (OAG) with primary mandate in enhancing legal reform and making the justice and democratic institutions independent and credible, to restore public confidence in them. More recently, the Working Group on Democratic Institutions within LJAAC has presented for stakeholders its preliminary finds and recommendations towards reforming NEBE.

UNDP is engaged with programmatic activities with NEBE under the umbrella of the Governance and Democratic Participation Programme. Following a request from GoE/NEBE, the UN fielded an Election

Needs Assessment Mission (NAM) back in October, which provided the basis for the formulation of a multi-stakeholder Electoral Support Project.

While the project is in the making, UNDP intends to deepen its partnership with NEBE, among other things, through the placement of several experts, among which is an Associate Reform Coordinator who would provide technical support to the Board Chairperson. S/he would work in close collaboration with NEBE Secretariat, as well as with the other experts to be seconded by UNDP. The key responsibility of the Associate Reform Coordinator will be to track and monitor the process and implementation of both reform/restructuring work as well as the electoral processes.

S/he will also assist in discharging the Board Chairperson's responsibility as required. S/he will be the focal person in the Office of the Chairperson to interact with external actors such as media, civil society, development partners, etc. The Associate Reform Coordinator will also liaise with the UNDP Country Office in facilitating and coordinating the work of NEBE, be it in its institutional strengthening as well as in the electoral processes.

II. OBJECTIVES OF THE CONSULTANCY

The primary objective of this consultancy is to ensure the NEBE in general and the Board Chairperson in particular are provided with the technical support to ensure effective coordination of the work of the Board.

III. FUNCTIONS/ KEY RESULTS EXPECTED

The Associate Coordinator will specifically focus on achieving the following key deliverables under the direct supervision of the Chairperson, and in close consultation with the Chief Executive Officer and other relevant technical staff both at the Headquarters and in the Branch Offices:

- 1) Support the Chairperson and more broadly the Board in developing a Roadmap and complementary strategies. These may include, among other things:
 - Follow up on the implementation of specific quick-win activities initiated by the Office;
 - Research, analysis and presentation of relevant information gathered from diverse sources;
 - Support in the preparation of reports, background papers, studies, concept notes, talking points and work plans;
 - Any other activity in support of the work of the Board, national and international experts as required.
- 2) Support the coordination of the Electoral Support Project:

The Associate Coordinator will work closely with the Board Chairperson, the Chief Executive Officer and the team of experts mobilized by NEBE and other stakeholders including UNDP to design and implement a comprehensive electoral support project. As such, s/he will be expected to:

 - Provide supportive service to the Board in leading the development of the Electoral Support Project, and ensuring consultative processes and broad base engagement are secured;
 - Facilitate the engagement of the Board members and team of experts with relevant national stakeholders, civil society actors, development partners;
- 3) Assist the Board Chairperson in the discharge of her roles and responsibilities particularly in relation to ensuring fair, free and credible elections. These includes:
 - Conducting information gathering, research and preparing briefs and drafting position papers;
 - Drafting materials related to justice sector reform and supporting the Chief Justice in ensuring communication on justice sector reform through correspondence, reports, notes, press-release, speeches;

- Identifying stakeholders in support of the reform process, and maintaining contacts with Ethiopian stakeholders and external partners;
- Any other activity as assigned by the Chairperson;

The Associate Coordinator is expected to have a high level of adaptability and flexibility to changes in the context. It is expected that s/he would adjust her/his deliverables to address competing priorities, as defined by the Chairperson.

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 election-related issues in particular;
- ❑ Ability to effectively engage with senior officials and other external actors;

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 briefing notes;
- ❑ Ability to manage multiple tasks and to respond to queries from external actors in a timely fashion;
- ❑ Ability collect and organize data for evidence-based decision-making by the NEBE leadership;
- ❑ 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:

- Advanced university degree in political science, law, sociology, journalism/communications, management or related fields

Work Experience:

- Three years and above experience in the governance and justice sector, in the media, public relations;
- Proven experience of working in a multi-stakeholder setting, and capacity to coordinate projects;
- Strong knowledge of Ethiopia's governance landscape, legal system as well as the recent reforms;
- Proven record and experience in drafting analytical reports, briefing notes, talking points, documenting meeting outcomes;
- Experience in working with the United Nations is advantageous.

Functional / Technical Knowledge:

- Excellent written communication skills in Amharic and English, including drafting and editing;
- Excellent time management and ability to produce outputs as per agreed deadlines;

- Ability to work seamlessly in a multi-cultural environment;
- Ability to implement UNDP projects according to UNDP's rules and regulations;

Languages:

- Fluency in Amharic and English, written and spoken.

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The selected IC will be based at the National Electoral Board of Ethiopia. S/he will need to report to the NEBE Office on daily basis during the duration of the assignment and abide by official working hours.

The selected Associate Coordinator will operate under the direct guidance and supervision of the Board Chairperson. S/he will also 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 NEBE, and to UNDP as required.

VII. DURATION OF THE ASSIGNMENT¹

The engagement of the IC will be for twelve months.

Important Note: Only the applicants who fulfil 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 in this ToR and month-by-month breakdown of the activities. The financial proposal should show how the IC's proposed rate is prorated on a monthly basis.

Shortlisting will be made by the Governance and Capacity Development 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%	
- Criteria a) [experience and skills mix]		20
- Criteria b) [methodology for undertaking assignment]		40
- Criteria c) [motivation]		10
Financial (Lower Offer):	30%	30
Total Score	Technical Score (70%) + Financial Score (30%)	100

IX. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The IC holder 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.

¹ 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.

- The incumbent shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the service without prior written consent by the contracting authority. Proprietary interests on all materials and documents prepared by the contract holder under this assignment shall become and remain properties of the Government of Ethiopia and UNDP.

X. DELIVERABLES

The Associate Reform Coordination is required to produce a monthly brief report on progress of work against the identified deliverables. The report will be submitted to the Board Chairperson and to UNDP and will highlight progress, challenges and proposed solutions, and lessons learned.

XI. PAYMENT TERMS

- Payment will be made on a monthly basis upon the monthly reports/deliverables submitted as per the proposed rate.

XII. HOW TO APPLY

Interested applicants with required qualification and experience must submit their applications **on line** as per the following email: etendering.partneragencies.org

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 proposal:

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
Monthly (12 months)	Upon Successful completion of the assignment	
Total Lump sum (12 months)	100%	ETB

**Basis for payment tranches*