

TERM OF REFERENCE (ToR)

FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

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.
- 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

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.