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## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 15, 2019

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**Procurement Notice Reference No.: ETH0118**

**Country: Ethiopia**

**Description of the assignment: National Consultant for the Revision and improvement of the UNESCO Peace Education Manual**

**Project name: Peace Building Fund (PBF)**

**Duty Station: Addis Ababa, Ethiopia**

**Period of assignment/services (if applicable): 35 working days**

The United Nations Development Programme (UNDP) is currently implementing a project **Peace Building Fund (PBF)** 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 **ETH0118** 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](mailto: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



**Country:** Ethiopia

**Description of the assignment:** Revision and improvement of the UNESCO Peace Education Manual

**Post title:** National consultant

**Project name:** Peace Building Fund (PBF)

**Duty station:** Addis Ababa

**Duration of Assignment:** 35 working days

**Start date:** Immediately after concluding the contract agreement

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## 1. Introduction

Since 2016 the Ethiopian political, social and economic landscapes have experienced major shifts. These protests, which began in 2015 over issues of minority rights, more space in democratic processes, land rights due to government proposed expansion of the Addis Ababa Integrated Development Master Plan but later metamorphosed into demands for socio-economic and political reforms. In response to protests the government instituted a string of measures aimed at quelling and controlling the protest including declaration of two state of emergencies. As protests continued the ruling Ethiopian People's Revolutionary Democratic Front gradually made a series of significant changes in the country which culminated into the resignation of Hailemariam Desalegn and the appointment of Dr. Abiy Ahmed as Prime Minister.

Under the leadership of Dr. Abiy Ahmed, the government is engaging in comprehensive reforms including the lifting of the long-standing state of emergency, allowing exiled dissidents to return home and releasing of political prisoners. Despite the enthusiasm that greeted the new leadership especially in view of his bold and open-minded reform agenda, violence and conflict continued. The new-found freedom and drive for change did not however resonate across all social fabrics of Ethiopia. Some elements have used it as an opportunity to rekindle old grudges, while some communities have used the same opportunity to go against each other over boundary or politically related disputes. Emerging tensions have meant that current reforms aimed at democratization and national reconciliation have been undermined by violent conflicts driven by ethnic, social and political motives. These conflicts have affected different parts of the country but have been felt more in the Oromo, Somali and Southern regions of Ethiopia with reported cases of sectarian and ethnic related conflicts across these two regions leading to deaths, destruction of property and displacement of families with women and youths mostly affected.

In recognition of all these challenges the Government of Ethiopia (GoE) in collaboration with UNDP, IOM and UN-Women is implementing a PBF funded project that seeks to improve the level of inclusiveness in governance and conflict management systems in Ethiopia through support to state and community actors. Specifically, the project seeks to deliver two key outcomes: Outcome 1, the GoE develops and adopts a national peacebuilding strategy through an inclusive and evidence-based process and Outcome 2, Regional and community-level mechanisms peacefully resolve conflicts contributing to and resulting from displacement and thus reduce violence in 2 conflict-prone clusters.

One of the outputs under outcome one is the development of a peace education training

manual for training of peace education across school, communities and offices in Ethiopia. UNDP is therefore seeking the services of a consultant to work coordinate the process of reviewing and translating the Peace Education Manual from English to into 4 national languages of Ethiopia (Amharic, Oromo, Somali and Gedeo) as well be discussed and determined by the relevant ministry of the GoE. UNESCO-IICBA has been working on peacebuilding through teacher development in Africa. Its training manual for peace education: Transformative Pedagogy for Peacebuilding was used for teacher trainings in the Horn of Africa including Ethiopia. The project intends to review this manual and incorporate issues such as conflict and displacement, youth (both female and male) and gender equality that are relevant to peacebuilding in Ethiopia.

## **2. Purpose of the Consultancy**

The overall purpose of this consultancy is to review and contextualize the Peace Education Manual for peacebuilding in Ethiopia, in collaboration with the international consultant, Ministry of Education, IGC-MSP team, partners and relevant UN Agencies. The consultant is expected to ensure the quality, inclusiveness and relevance of the updated Peace Education Manual.

## **3. Scope of the review**

Currently, the Peace Education Manual is focused on teacher training and peacebuilding activities in the classroom. The review will incorporate below target groups and issues:

### 1) Target groups

- Youth (female and male)
- Women leaders
- Community members
- Conflict-affected and displaced individuals
- Government employees and officials
- Traditional and religious leaders
- University students

### 2) Issues

- Gender equality/women peace and security
- Community initiatives for conflict and displacement resolution

## **4. Expected tasks for the Consultant**

- Prepare and present an inception report that shows methodology
- Participate in an inception meeting with international consultant, UNDP, IOM, UN Women, UNESCO IICBA, Ministry of Peace, Ministry of Women Children and Youth Affairs and Ministry of Education to agree on the guidelines for the review of the Peace Education Manual
- Review and update the Peace Education Manual based on the agreed guidelines
- Participate in a consultation and validation workshop with international consultant, UNDP, IOM, UN Women, UNESCO IICBA, Ministry of Peace, Ministry of Women Children and Youth Affairs and Ministry of Education to validate the updated Peace Education Manual
- Finalize the updated Peace Education Manual

## **5. Key Deliverables:**

- Inception report
- Draft updated Peace Education Manual
- Finalized Peace Education Manual

## 6. Timelines:

This exercise should be completed in no more than 35 working days commencing immediately.

<b>Task</b>	<b>Key deliverable submitted for approval</b>	<b>Indicative days</b>
Preliminary review and propose methodology for the review and update of the Peace Education Manual	Inception report	3 day
Present the inception report at the inception meeting	Outline of the to be updated Peace Education Manual based on the guidelines agreed by the inception meeting	1 day
Review and update the Peace Education Manual	1 <sup>st</sup> draft of the updated Peace Education Manual which will be shared with PBF technical working group	25 days
Collect and incorporate feedbacks on the 1 <sup>st</sup> draft manual from PBF technical working group	2 <sup>nd</sup> draft of the updated Peace Education Manual which will be presented at the consultation and validation workshop	2 day
Present the 2 <sup>nd</sup> draft manual at the consultation and validation workshop	Summary of inputs from stakeholders	1 day
Incorporate comments from the validation workshop and finalize the Peace Education Manual	Finalized Peace Education Manual	3 days
<b>Total number of Working Days</b>		35 days

## 7. Profile of the Consultant:

The candidate is expected to have the following qualifications and skills:

- Advanced academic degree in a related field preferably in conflict and peacebuilding, education, International Development, Political Science, Sociology, International Relations, Law or related Social Sciences field
- Extensive professional knowledge and at least 10 years' experience in the field of peace education
- Demonstrated knowledge of gender equality issues in peace building and conflict resolution context
- Demonstrated knowledge on topics related to peacebuilding in a displacement-related setting
- Demonstrated experience in conducting regional and international research in peace education with very good writing and communication skills in English
- Prior experience with UNESCO, UNDP or other UN Agencies would be an asset

## 8. Reporting:

The Consultant will perform her/his responsibilities in close coordination with the Peace Building Advisor in UNDP and the concerned staff in UNESCO and reports directly to UNDP Team Leader for Governance and Capacity Development.

## 9. Expression of Interest:

Interested consultants should submit cover letter expressing their interest, outlining their qualification and motivation for the consultancy together with CV and brief proposal on the methodology and approach for the assignment as well as a financial proposal to the UNDP.

## 10. CRITERIA FOR SELECTING THE BEST OFFER

The consultant will be recruited using the following selection criteria. Only the applicants who hold these qualifications will be shortlisted and contacted. Qualified Individual Consultant (IC) is expected to submit both the Technical and Financial Proposals. 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%;

### Evaluation Criteria:

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (as required))</b>	<b>70%</b>	<b>100</b>
<b>Criteria (a): Educational relevance: close fit to post</b> <ul style="list-style-type: none"> <li>• Advanced university degree (Master’s Degree or above), in conflict and peacebuilding, education, International Development, Political Science, Sociology, International Relations, Law or related Social Sciences field</li> </ul>		<b>20</b>
<b>Criteria (b): Understanding the scope of work and organization of the proposal</b> <ul style="list-style-type: none"> <li>• In-depth understanding the Scope of Work (SoW); comprehensiveness and appropriateness of the methodology/approach, organization &amp; completeness of the proposal</li> </ul>		<b>40</b>
<b>Criteria (c): Experience in similar assignments</b> <ul style="list-style-type: none"> <li>• Extensive professional knowledge and at least 10 years’ experience in the field of peace education</li> <li>• Demonstrated knowledge of gender equality issues in peace building and conflict resolution context</li> <li>• Demonstrated knowledge on topics related to peacebuilding in a displacement-related setting</li> <li>• Demonstrated experience in conducting regional and international research in peace education with very good writing and communication skills in English</li> <li>• Prior experience with UNESCO, UNDP or other UN Agencies would be an asset</li> </ul>		<b>40</b>
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	<b>30</b>
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

### Evaluation Legend:

<b>Weight per Technical Competence</b>	
<b>Weak: below 70%</b>	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
<b>Satisfactory: 70-75%</b>	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
<b>Good: 76-85%</b>	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
<b>Very Good: 86-95%</b>	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
<b>Outstanding: 96 - 100%</b>	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.

## **11. PAYMENT MILESTONES AND AUTHORITY**

The qualified consultant shall receive his/her payments upon certification of the completed tasks satisfactorily, as per the following schedule:

<b>Payment schedule</b>	<b>Deliverables</b>	<b>Approval required</b>	<b>Portion</b>
<b>1<sup>st</sup> tranche</b>	<ul style="list-style-type: none"> <li>Inception report and consultation with stakeholders</li> </ul>	<b>DGCD</b>	<b>20%</b>
<b>2<sup>nd</sup> tranche</b>	<ul style="list-style-type: none"> <li>Draft updated Peace Education Manual</li> </ul>	<b>DGCD</b>	<b>30%</b>
<b>3<sup>rd</sup> tranche</b>	<ul style="list-style-type: none"> <li>Finalized Peace Education Manual</li> </ul>	<b>DGCD</b>	<b>50%</b>

# 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:

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**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
<b>I. Personnel Costs</b>			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
<b>II. Travel Expenses to Join duty station (if Applicable ONLY)</b>			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
<b>III. Duty Travel (if Applicable ONLY)</b>			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

**B. Breakdown of Cost by Deliverables\***

<b>Deliverables</b> <i>[list them as referred to in the TOR]</i>	<b>Percentage of Total Price (Weight for payment)</b>	<b>Amount in ETB</b>
Deliverable 1-Inception Report and Consultation with Stakeholders	20%	
Deliverable 2-Draft Updated Peace Education Manual	30%	
Deliverable 3-Finalized Peace Education Manual	50%	
<b>Total</b>	<b>100%</b>	<b>ETB</b>

*\*Basis for payment tranches*