

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 18, 2019

Procurement Notice Reference No.: **ETH0130**

Country: **Ethiopia**

Description of the assignment: **National Consultant to support the international consultant in developing a Programme and Strategy Document for a National Voluntary Youth Service Programme**

Project name: **Ethiopian National Voluntary Youth Service Programme (ENVY-SP)**

Duty Station: **Addis Ababa**

Period of assignment/services (if applicable): **30 working days**

The United Nations Development Programme (UNDP) is currently implementing a project **Ethiopian National Voluntary Youth Service Programme (ENVY-SP)** 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 **ETH0130** 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.
Resilient nations.

Country: Ethiopia

Description of the assignment: to support the international consultant in developing a Programme and Strategy Document for a National Voluntary Youth Service Programme,

Post title: National consultant (one)

Project name: Ethiopia National Voluntary Youth Service Programme (ENVY-SP)

Duration: 30 working days

Duty station: Addis Ababa

Start date: Immediately after concluding the contract

1. Background and Rationale

African youth population is rapidly expanding, and it is estimated that by 2050 it will have doubled from 230-million to 452-million. The conventional wisdom is that this unprecedented youth bulge on the continent presents an opportunity for Africa to tap into its young and growing population to sustain economic growth and development that could power Africa for generations to come. If well managed, youth could drive African's transformation agenda, but if ignored, it could prove to be a political and social catastrophe.

There are already on-going signs of the dangers of leaving youths at the margins of political participation, economic development and social change. Frustrated by decades of authoritarian rule, political repression, economic mismanagement, poverty, soaring unemployment, democratic retrogression and other related issues, African youths across the continent are revolting against governments in various countries demanding better conditions of life, employment and accountable governance structures and systems¹. Signs indicate that youth uprising will not be alleviated without any strategic, articulative and deliberate youth programme that places youth at the centre of government agenda.

Between 2011 to date, as many as 20 countries in Africa have witnessed one form of youth uprising or another including protests and demonstrations related to political, economic and social conditions of youth on the continent². Tapping into the African youth demography is an opportunity that should not be missed. As of 2010, 63% of Africa's overall population was below the age of 25 and 3 in 5 of the total unemployed in Africa are youth - on average 72% of the youth population in Africa live with less than \$2 a day³. These statistics should worry African governments and politicians. Old systems of patronage are no longer

¹ See Babatunde, A.O, (2015) Youth Uprising and the quest for political reforms in Africa

² Tunisia, Egypt, Libya, Uganda, Sudan, Zimbabwe, South Africa, Nigeria, Ethiopia, Ghana, Cameroon, Gabon, Burkina Faso, the Gambia, Kenya, Burundi, Congo DRC and many more.

³ For more details see <http://www.youthpolicy.org/mappings/regionalyouthscenes/africa/facts/>

working, and it is critical that governments find more dynamic means of promoting growth and development that is more inclusive and youth oriented.

In diverse, multicultural and heterogeneous societies, youth employment and joblessness make youth susceptible to political machinations, ethnic chauvinism and potential decay of national character and sense of unity. Crucially, old systems of patronage would and are no longer working, and finding a more dynamic means of promoting growth and development that is inclusive and youth centred should become the corner stone of government development and reform agendas. Therefore, changing the paradigm, engaging young people during their developmental stage and ensuring that their energy is channelled for national development is crucial for peace, social cohesion, integration and national unity in diverse, multicultural and heterogeneous societies. Such initiatives would assist the youth to focus on developing their potential and avoid being used as agents of social division, communal and sectarian conflicts. This will inculcate the culture of tolerance and mutual respect, gender equality, spirit of fraternity, cooperation, collective responsibility, integrity and honesty, which are critical ingredients of national development and peace.

Ethiopia is a multi-ethnic, diverse and multicultural country with a young population. Around 70 percent of its population is under the age of 30. Ethiopia has had mixed economic and political development that raises both challenging and interesting questions. Its' economic growth has averaged an impressive 10–11% per year over the period of 2003–2013⁴ and between 7-10.7% between 2013 to 2018,⁵ yet evidence points to mounting unemployment and the lack of opportunities for young people. Labour statistics indicate that youth unemployment in Ethiopia is at 70 per cent and young people remain on the periphery of the country's affairs and are largely excluded from the design, planning and implementation of programmes and policies that affect them. Secondly Ethiopia has also had mixed political history since the end of the Derg regime with a progressive constitution, a discourse and respect for self-determination within a strong federal developmental state model.

After the 2015 elections, Ethiopia has witnessed increasing spate of violence from mostly youth groups demanding freedom, human rights protection and development reforms across different spheres of Ethiopian public, political and social life. The violence was triggered by demonstrations over issues of equitable access to resources, minority rights and space in democratic processes, amongst others. Despite attempts by government to respond to the issues and demands of the people, the demonstrations and unrest continued beyond election of the new Prime Minister Dr Abiy Ahmed in early 2018 by the ruling party, and still surfacing in several part of country.

In his inaugural address, Dr Abiy highlighted the need for inclusive political and democratic processes, respect for human rights, commitment to participation of youth and women in public and political life, justice sector reform, rule of law, media reforms, and strengthening of transparent and accountable systems. Despite the enthusiasm that greeted the new leadership, violence and conflict continued to flare up. The newly-found freedom and drive for change did not resonate across all social fabrics of Ethiopia. Some elements have used it as an opportunity to rekindle old grudges, while some others have used the same opportunity to go against each other over geographic boundaries or politically related disputes. At the centre of the new and emerging conflicts are vulnerable young people who are easy prey for politicians.

At the heart of the Prime Minister's reform agenda is the goal to promote sustainable peace, reconciliation, inclusion and social cohesion in Ethiopia. The Government of Ethiopia recognises that any effort to ensure peaceful coexistence must be youth centred. Ethiopia's population of nearly 105 million is projected to

⁴ See Wondifraw, A. et al., *Ethiopia 2015*, African Economic Outlook, AfDB, OECD and UNDP, 2015.

⁵ See the Ethiopia HDR, and National Accounts Statistics (2018) for more details

exceed 127 million by 2037, majority of which will be below the age of 30. To tap into its growing youth population, foster a sense of national unity, peace and stability, volunteerism, public service and entrepreneurship, the Government of Ethiopia (GoE) intends to introduce a **National Voluntary Youth Service Programme** with the objective of fostering a sense of national unity, social cohesion, peace and stability, volunteerism and public service.

The **Ethiopia National Voluntary Youth Service Programme (ENVY-SP)** is a voluntary national service programme targeting young school leavers of **Grade 12⁶ and graduates from tertiary institutions** below the age of 29 as defined by the Ethiopian National Youth Policy. The Programme shall be voluntary in nature.

2. Objectives of ENVY-SP

The overarching objective of the **Ethiopia National Voluntary Youth Service Programme (ENVY-SP)** is to promote national unity and integration, foster peaceful coexistence and social cohesion. A complementary objective would be built capacities of the Youth to become responsible and empowered members of their communities with the skill and aptitude to contribute to the development of their country. The specific objectives for the **ENVY-SP** are to:

- (i) Foster a sense of national unity, integration, social cohesion and peaceful coexistence among Ethiopian youth;
- (ii) Promote a sense of national-identity and community service among Ethiopian youth;
- (iii) Build employability skills and capacities of the youth; and
- (iv) Build capacities of Ethiopian youths to become self-sufficient through entrepreneurship and vocational skills development

3. Purpose and Scope of the Consultancy

In response to a request from the Ministry of Peace to develop a Programme and Strategy Document for a National Voluntary Youth Service Programme, UNDP is seeking to engage competent national consultant to support the international consultant to undertake this critical task. The national consultant is expected to work collaboratively with the international consultant as a team to deliver on this task.

The scope of work of the consultant includes support the international consultant to carry out consultations with different stakeholders; Government ministries, regional governments, private sectors, civil society, youth groups, gate keepers and development partners, resulting in the development of a Programme document for the establishment of a national voluntary youth service programme. Consultations with stakeholders will vary from national to regional level as might be required. The Programme document must articulate the following:

- Identify the Ministries, Directorate or Department that will lead the ENVY-SP;
- Clear articulation of the required infrastructures needed at National and regional levels ((camps, training facilities, etc.);
- Clear identification of both operational and logistical needs for the operationalisation of the ENVY-SP, including initial human capacity required;
- At least budget for the initial roll-out and deployment of the first batch of ENVY-SP members;
- An annex containing key stakeholders and their individual roles for the operationalisation of the ENVY-SP;
- Identification of tools and systems including processes, and procedures such as type of databases required for full operationalisation of the ENVY-SP;
- Development of draft conditions of service for the different programme target groups;

⁶ Given the size of student population, the operational/logistical and financial demand this will bring in, the Government may decide to focus on college/universities only.

4. Expected Delivery and Outputs

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1.	Facilitate four levels of stakeholder consultation in collaboration with the Ministry of Peace <ul style="list-style-type: none">• Key ministries (government institutions)• Civil society• Youth groups• Private sector• Development partners	10 Working days	UNDP and MoP
2.	Development of ENVY-Programme strategic document with all required annexes	15 Working days	UNDP and MoP
3.	Facilitate validation workshop and finalise the Programme document	5 Working days	UNDP and MoP
4.	Total duration	30 working days	UNDP and MoP

5. INSTITUTIONAL ARRANGEMENTS/REPORTING RELATIONSHIPS

- The consultant will be engaged by UNDP and will be directly accountable to the UNDP. However, the consultant will work collaboratively with the International Consultant and is required to consistently liaise with the Ministry of Peace and UNDP and will be supervised on the day to day by the Governance and Capacity Development unit of UNDP.
- The Senior Peacebuilding and Reconciliation Advisor will be the focal point for the team for the overall delivery of the tasks. Therefore, the consultant shall also work collaboratively with the Senior Peacebuilding and Reconciliation Advisor and other UNDP programme staff as might be required.
- UNDP in partnership with the MoP and other relevant institutions will bear the cost of organising consultations with different stakeholders and the cost of validation workshop.
- Should there be need to travel outside Addis Ababa for field assessment, UNDP will be responsible for transport to selected field locations

6. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Advanced university degree (Master's Degree or above), International Development, Political Science, Sociology, International Relations, Law, Public Administration, Business Administration or related Social Sciences field.

b. Experience:

- A minimum of Seven (7) years of research and publication experience in conflict analysis, peacebuilding, national dialogue and reconciliation in a governmental, multilateral or civil society organization;
- Experience in developing related programme and project documents for international organisations;
- Previous experience developing project document for UNDP will be an advantage;
- Experience in institutional review/strengthening and capacity development is required;

- Experience in formulating development policies and strategies;
- High level of skill in facilitation and managing political stakeholders at the highest level;
- A process and procedure-oriented person with experience detailing and sequencing of strategic operational and logistic steps for complex projects;
- A proven track record of producing high quality and meticulous document;
- Advocacy experience and track record of engagement with senior levels of government, community members, youth and women groups in a multicultural diverse society;
- A proven track record of managing politically sensitivity involving national political actors, stakeholders and interlocutors;
- Good understanding of Ethiopian political and governance context as well as state system
- Experience in mainstreaming gender, minority and human rights in analysis and interventions

c. Language:

- Excellent knowledge of English language, including the ability to set out a coherent argument in presentations, facilitation and group interactions (additional knowledge of other Ethiopian languages would be an advantage);
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, private sector and development partners);

d. Functional Competencies:

- Ability to build strong relationship with clients, focuses on impact and results for the client and responds positively to the feedback;
- Approaches the work with energy, positive and constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Ability to anticipate and manage the needs and interests of multiple stakeholders and balance often contradictory expectations from stakeholders and actors;
- Experience in formulating development strategies and policies;
- Excellent public speaking and presentation skills;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the above mentioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

7. Timelines:

The consultancy is for a period of 30 working days excluding travel dates and is proposed to commence on immediately.

8. Reporting:

The Consultant will perform her/his responsibilities in close coordination with the Senior Peace and Reconciliation Advisor in UNDP with overall guidance of the UNDP Team Leader for Governance and Capacity Development.

9. Expression of Interest:

Interested consultants should submit cover letter expressing their interest and outlining their qualification and motivation for the consultancy together with CV and brief technical and financial proposals on the methodology and approach for the assignment 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
Technical Competence (based on CV, Proposal and interview (as required))	70%	100
Criteria (a): Educational relevance: close fit to post Advanced university degree (Master's Degree or above), International Development, Political Science, Sociology, International Relations, Law, Public Administration, Business Administration or related Social Sciences field		20
Criteria (b): Understanding the scope of work and organization of the proposal In-depth understanding the Scope of Work (SoW); comprehensiveness and appropriateness of the methodology/approach, organization & completeness of the proposal		40
Criteria (c): Experience in similar assignments A minimum of Seven (7) years of research and publication experience in conflict analysis, peacebuilding, national dialogue and reconciliation in a governmental, multilateral or civil society organization; and experience in developing related programme and project documents for international organisations;		40
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

Evaluation Legend:

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

Payment schedule	Deliverables	Approval required	Portion
1st tranche	Facilitation of stakeholder consultations with key	DGCD	20%
2nd tranche	Development of ENVY-Programme strategic document with all required annexes	DGCD	30%
3rd tranche	Facilitation of validation workshop and finalisation the Programme document	DGCD	50%

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 (if Applicable ONLY)			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel (if Applicable ONLY)			
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- Facilitation of stakeholder consultations with key	20%	
Deliverable 2- Development of ENVY- Programme strategic document with all required annexes	30%	
Deliverable 3- Facilitation of validation workshop and finalization the Programme document	50%	
Total	100%	ETB

**Basis for payment tranches*