
TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description: Programme support to the Ethiopian Diaspora Trust Fund Secretariat

Project/Program Title: Engagement Facility to Support the Ethiopian Diaspora

Post Title: National Individual Consultant-Programme Associate

Consultant Level: **Level A** (Junior Specialist)

Duty Station: Addis Ababa

Expected Places of Travel: N/A

Duration: 12 months with possibility of extension

Expected Start Date: As soon as possible

I. BACKGROUND / PROJECT DESCRIPTION

The Ethiopian Diaspora Trust Fund is an organization established by Diaspora Community in response to Prime Minister Dr. Abiy Ahmed's call for a dollar a day to support the poor and disadvantaged in Ethiopia. In his speech at the Parliament he asked the Diaspora community to join hands against poverty and build social and economic infrastructures, increase access to education and health services, create jobs to young men and women and enhance entrepreneurship and innovation. This was the basis for the formation of EDTF, which began mobilizing financial contribution from across the globe where significant number of Ethiopian diasporas are living. Subsequently a Secretariat has been established in Addis Abeba to translate EDTF's development objectives into practical engagement with local partners and stakeholders and implement various social and economic development projects that benefit the poor people in the country. The major activities of the Secretariat include developing partnership with relevant government offices, civil society organizations, NGOs, private sector participants as well as institutions of learning. It will also undertake project appraisal, approval, monitoring and evaluation activities as well as wider communication with donors and other stakeholders for collaboration and increased resource mobilization. The Secretariat consists of the Executive Director and the programme team who would require administrative, logistical, liaising and communication support for which this job is advertised. The incumbent shall be the point of contact with external communication and manages the information flow and the Executive Directors calendar including meetings and travels. UNDP has been requested by the government of Ethiopia to assist in the establishment of EDTF Secretariat and would like to recruit national Programme Associate to facilitate the establishment of the Secretariat and increase its operational capability.

II. SCOPE OF THE WORK

The Programme Associate is expected to perform a variety of administrative tasks and support activities assisting the Executive Director and his team. This include managing partners and liaising with government offices, managing and coordinating information flow between EDTF and its partners and stakeholders, providing administrative and programmatic support to the project. To be successful in this role, the incumbent should be well-organized, have great time management skills to meet deadlines and be able to act without guidance.

III. KEY RESPONSIBILITIES AND DELIVERABLES

Support to formulation of strategies

- Provision of programme and administrative support in the preparation of programme work plans, budgets, proposals on implementation arrangements;
- Support collects, analyses and presents information for monitoring and evaluation of programme implementation against targets;
- Compiles and designs background information for formulation of work plans, draft annual/quarterly budgets, proposals on implementation arrangements, draft of quarterly programme reports to the Director;
- Monitors quality of delivery of inputs provided by internal and external partners and communicates findings and progresses to the Director;
- Maintains timetables for Board meetings and provides support to organizing and holding the meetings, including the preparation and dissemination of information and follow-up.

Support to Programme Management

- Manage information flow in a timely and accurate manner
- Ensure regular reporting, follow up of commitments and update internal databases
- Assist in the in planning, designing, implementing, and documenting of field visits, special events, meetings, conferences, staff missions, and trainings including with the logistics, budgets, reproduction of background documentation, preparation of list of participants, and the drafting of minutes;
- Support in developing progress reports and correspondence as necessary, and provision of inputs to donor reports as per applicable guidelines;
- Support to project monitoring and evaluation;
- Organize, compile and process information from stakeholders, as inputs to various databases and documents;
- Support in the tracking and reporting on mobilized resources.
- In collaboration with project team take lead role in organizing workshop and training venues, invitations, and other logistics arrangements

Administrative and Financial Management support to the Programmes

- Act as the point of contact between EDTF and other external partners
- Manage executive's calendars and set up meetings
- Make travel and accommodation arrangements
- Track daily expenses and prepare weekly, monthly or quarterly reports
- Act as an office manager by keeping up with office supply inventory

- Format information for internal and external communication – memos, emails, presentations, reports
- Take minutes during meetings
- Screen and direct phone calls and distribute correspondence
- Organize and maintain the office filing system
- Assist in drafting correspondence, and translates, as necessary, following and ensuring standard requirements

Support to knowledge building and sharing

- Participates in the trainings for EDTF;
- Provides guidance to project staff in business processes, administrative and other requirements and procedures;
- Contributes to knowledge sharing and learning

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The incumbent:

- reports directly to the EDTF Secretariat Executive Director and works in close collaboration with other EDTF secretariat staffs.
- is required to establish amicable, collaborative and effective relationship with implementing partners, stakeholders, donors, government offices with which EDTF has fundamental interest and working relationship.
- Contractually, the successful candidate will also report to the Governance and Capacity Development Team Leader in UNDP,
- is bound by organizational rules, policies and principles of EDTF.

V. DURATION OF THE WORK

- The Programme Associate will be recruited for twelve (12) months with possibility of future extensions, subject to meeting the required satisfactory performance standards and availability of budget. The duty station is Addis Ababa.
- The Job requires full time presence of five day a week excluding official holidays and weekends.

VI. QUALIFICATIONS AND WORK EXPERIENCE REQUIRED

- BA Degree or above in relevant social sciences fields. With more than 5 years of working experience and Master's degree will be an added advantage.
- Proven work experience as Programme Associate or similar roles;
- Experience in monitoring project performance;
- Strong experience in report writing;
- Solid experience with office management systems, MS Office and Database Management Systems;
- Strong communication skills;
- Fluency in writing and speaking in Amharic and English;
- Excellent organizational skills with an ability to think proactively and prioritize work;
- Knowledge and experience in social and economic development programmes is an advantage;

VII. CRITERIA FOR SELECTING THE BEST OFFER

The consultant will be recruited using the following selection criteria. 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%;

| Criteria | Weight | Max. Point |
|---|--|------------|
| Technical Competence (based on CV, Proposal and interview (as required)) | 70% | 100 |
| Criteria (a): Professional capability and experience to perform the services- Competency interview | | 40 |
| Criteria (b): Educational background as per the requirement in the ToR | | 15 |
| Criteria (c): Experience and knowledge of the assignment and years of experience | | 15 |
| Financial (Lower Offer / Offer*100) | 30% | 30 |
| Total Score | Technical Score * 70% + Financial Score * 30% | |

VIII. Payments

Monthly - upon successful completion of assignment and certification form the hiring unit