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## TERMS OF REFERENCE

### INTERNATIONAL INDIVIDUAL CONSULTANT – Graphic Recorder for the Strategic Planning Workshop

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<b>Location:</b>	Nairobi, KENYA
<b>Type of Contract:</b>	Individual Consultant
<b>Languages Required:</b>	English
<b>Expected Duration of Assignment:</b>	20 Working Days
<b>Reference:</b>	KEN/IC/2019/023

**Application Deadline: 4.30 p.m. on Thursday, 15 August 2019 (Kenyan time - GMT+ 3.00)**

**Project title:** Graphic Recorder for the Strategic Planning Workshop ‘Towards the Effective Implementation of the International Conference for the Great Lakes Region (ICGLR) Network of Regional Mediators for Disarmament, Demobilization, Repatriation/Resettlement and Reintegration (DDR/RR)’.

#### 1. INTRODUCTION

This is the Terms of Reference (ToR) for the Graphic Recorder for the Strategic Planning Workshop ‘Towards the Effective Implementation of the ICGLR Network of Regional Mediators for DDR/RR’. This three-days workshop will take place in Nairobi, Kenya, from Tuesday, 10 to Thursday, 12 September 2019, with preparatory meetings on Monday, 9 September and a final debrief on Friday, 13 September. The Graphic Recorder is expected to arrive in Nairobi on Sunday, 8 September to attend the preparatory meetings on Monday, 9 September, and to leave on Friday, 13 September in the late afternoon/evening to attend the final debrief. Please note that dates may slightly change, and communication will be sent in a timely manner. Concept Note for the workshop is annexed (see Annex 1).

This workshop will be held in English and will convene some 30/35 participants including regional stakeholders, the donor community, UN System, CSOs and NGOs, academia. It will provide a forum for consultation with key regional partners and stakeholders and co-creation of strategies on applying Insider Mediation to DDR/RR in the Great Lakes Region (GLR). The workshop approach will be in line with UN Integrated DDR Standards (IDDRS). One external facilitator has been hired to support the holding of this workshop and will work in close collaboration with the Graphic Recorder. Furthermore, a Core Team and a Documentation Team have been created and will also collaborate with the Graphic Recorder.

## **2. PROJECT BACKGROUND INFORMATION**

Building on the existing European Union (EU) - UN Development Program (UNDP) Guidance on Insider Mediation and the UN IDDRS, UNDP sub-regional Platform for East and Southern Africa (UNDP Nairobi Platform) is currently implementing one component of the regional program 'Peace and Security in the Great Lakes Region', funded by the EU. The regional program was launched in November 2018 and will end in November 2020. The UNDP program component will enable a regional insider mediators' network specialized in DDR/RR, aimed at complementing high-level political negotiation and engagement with armed groups in the region. This network will build on the previous experiences of the already existing ICGLR mediator's networks in the region, including women networks and others. The project document of the UNDP program document is annexed (see Annex 2), with details on the background, tentative workplan and logical framework.

This Strategic Planning Workshop represents a key milestone for the implementation progress, in line with the year 1 tentative workplan. Specifically, the workshop's expected results will be consolidated into a documentation package that which will include:

- [CONFLICT ANALYSIS AND ENTRY POINTS] Overview of the conflict dynamics in the region, including a stakeholders and initiatives mapping with a view to identifying uses of insider mediation for DDR/RR;
- [LEARNING PLAN] Recommendations on appropriate capacity building/learning strategies to be employed, including selection of participants and content to be covered based on the UN IDDRS and AU OGNs (DDR, mediation, gender, natural resources, etc) to form an effective group of insider mediators for DDR/RR;
- [ENGAGEMENT STRATEGY] A number of concrete and localized options for deploying effective insider mediation initiatives on DDR/RR (which processes, locations, armed groups, communities, risks involved and mitigations measures, etc);
- [LEADERSHIP AND PARTNERSHIPS] Identification of leads and partners to engage in the implementation of the localized DDR/RR mediation initiatives.
- Output of the graphic recorder's work as documentary and process management outputs.

## **3. OBJECTIVES OF THE SERVICE/WORK**

Due to the complex dynamics and background, the engagement of a Graphic Recorder is considered critical in supporting this workshop and enabling the achievement of its expected results. The use of graphics will enable the visualization of the elements discussed during the workshop and will support its successful facilitation as well as the delivery of the expected results.

The Graphic Recorder will collaborate with the Core Team and be part of the Documentation Team for the Strategic Planning Workshop. The Core Team was created in April 2019 to serve as a reference for workshop planning and project implementation. The Documentation Team will coordinate and provide all documentation support for the workshop – before, during and after, and track agreements, decisions and recommendations through the workshop – ensuring that follow-up actions and next steps are clearly transferred to Project timeline (wall graphic), recapped and confirmed or validated with workshop group at key points. The Documentation Team will be composed of one lead, Graphic Recorder, team of two note-takers, team of summarizers and team of two project and work planning leads.

Under the direct supervision of UNDP DDR Global Focal Point, and in close collaboration with the facilitator, the Core Team and the Documentation Team, the Graphic Recorder will support with graphic recording the documenting of: at least one Core Team call (Skype); one preparatory meeting on Monday 9 September; a three-day workshop from Tuesday 10 to Thursday, 12 September; and a final debrief on Friday 13 September. S/He will work closely with the UNDP Nairobi Platform.

#### **4. SCOPE OF THE SERVICE/WORK**

Responsibilities of the Graphic Recorder will include:

- Support the final stages of the workshop preparation with graphic recording of at least one Core Team meeting by end of August/early September (Skype call) and one preparatory meeting the day prior to the holding of the workshop (Monday 9 September) in Nairobi, Kenya;
- Support with graphic recording the effective holding of a three-day workshops from Tuesday 10 to Thursday, 12 September to help participants develop a shared understanding of the complex topics, surface meanings and connections and facilitate the experience of a mutual learning process, as well as capture highlights from exchanges and specifics in the key outputs noted above – further guidance will be provided on the specific workshop sessions where the Graphic Recorder is expected to play a key role;
- Produce a workshop graphic record that can also be used in the documentation package, workshop follow-up and implementation of this project;
- From the final stages of the workshop preparation and during the workshop, develop one wall graphic of a timeline with different coloured post-it notes flagged with key actions required under the different workshop themes, outputs, discussions or dialogue from different sessions with different patterns/templates for the conceptualization of the workshop and way forward (this timeline will be presented at the end of the workshop for validation);
- Help the Documentation Team to consolidate sets of recommended actions arising from workshop deliberations, showing these « running records » in graphics as well as narrative formats;
- Support the Documentation Team to better understand and get an idea on basic visual facilitation techniques and methodology.

#### **5. EXPECTED OUTPUTS / DELIVERABLES**

The selected Graphic Recorder is expected to enable visualization of the elements discussed during the workshop and will support its successful facilitation and the delivery of the expected results. The Graphic Recorder is responsible for producing the following deliverables in a timely and accurate manner:

1. Deliverable 1: Telematic support of at least one Core Team call (Skype) and on-site support and graphic recording of one preparatory meeting in Nairobi, Kenya;
2. Deliverable 2: On-site graphic recording of three-days workshops as a member of the Documentation Team, with guidance from the Core Team, including one timeline;
3. Deliverable 3: On-site support and graphic recording of Core Team final debriefs in Nairobi, Kenya and finalization of the graphic component of the workshop package.

## 6. TIMEFRAME

TIMEFRAME	ACTIVITY
15 <sup>th</sup> August 2019	Closing of the Application
19-20 <sup>th</sup> August 2019	Evaluation of applications and selection
26 <sup>th</sup> August 2019	Start of the Contract Graphic Recorder Consultant
August/September 2019 (TBC)	Telematic support of the Core Team call (Skype)
9 <sup>th</sup> -13 <sup>th</sup> September 2019	On-site support and graphic recording documentation <ul style="list-style-type: none"> <li>• One preparatory meeting</li> <li>• Three-days workshops</li> <li>• One Final debrief</li> </ul>
20 <sup>th</sup> September 2019	Expected date of full deliverables completion

## 7. MIDTERM REVIEW DELIVERABLES

#	Deliverable	Description	Payment Modalities
1	<ul style="list-style-type: none"> <li>• Telematic support of at least one Core Team call (Skype) (1 day)</li> <li>• On-site support and graphic recording of one preparatory meeting in Nairobi, Kenya (1 day)</li> </ul>	The role involves two main parts: a) helping surface and consolidate shared understanding and the way forward, b) capturing key patterns and highlights including recommended actions and outputs as noted above	40%
2	On-site graphic recording of three-days workshops as a member of the Documentation Team, with guidance from the Core Team, including one timeline (3 days)	A visual synthesis of the workshop, such as graphically recorded animations, including one wall graphic of a timeline, which will be part of the workshop documentation package	60%
3	On-site support and graphic recording of Core Team final debriefs in Nairobi, Kenya and finalization of the graphic component of the workshop package (1 day)		

The applicant should note that cost of living allowance, accommodation, round-trip ticket will be catered for at the workshop. The consultant is therefore expected to quote for their fee and the costs for graphic recording material and it should be provided in the offerors letter.

## 8. DUTY STUATION AND DURATION OF SERVICE/WORK

The Graphic Recorder will have one travel to Nairobi, Kenya. Start date of the contract is **26 August 2019** and end date is **29 November 2019**.

The consultant will be hired under a UNDP individual contract and is expected to travel as required.

## **9. CONSULTANT QUALIFICATIONS**

### **Qualifications and Experience**

- At least 5 years of relevant experience in graphic recording is required, preferably including with the United Nations; (15%; required)
- At least 5 years of relevant experience in working with clients to develop workshop concept and session design; (15%; required)
- Knowledge about the United Nations, the Great Lakes Region and the workshop key topics of Insider Mediation and DDR/RR is an asset; (20%)
- Proven ability to deliver in a timely manner within cost and quality standards; (20%)
- Proven ability to work with a team supporting a complex process and use graphic recording in innovative ways to help the team achieve workshop results. (30%)

### **Language**

- Fluency in written and spoken English is required, good understanding of French is an asset.

## **10. INTELLECTUAL PROPERTY**

All information pertaining to this project (proceedings of the meeting etc.) belong to the client (UNDP), which the production firm may come into contact with in the performance of their, duties under this consultancy shall remain the property of the Client (UNDP) who shall have exclusive rights over their use. Except for purposes of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of the Client in line with the national and International Copyright Laws applicable.

Outputs delivered under this contract will remain the property of UNDP, as per UNDP's General Conditions of Contract for assignment as per the contract obligation. UNDP owns the copyright to of all products produced and has the right to publicly use its contents as deemed fit in various formats (annual reports, UNDP publication/joint UNDP publication social media, etc.) and will credit the artist accordingly.

## **11. EVALUATION OF PROPOSAL**

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates.

Only candidates obtaining a minimum of 49 points (70%) on technical evaluation will be considered for the Financial Evaluation.

## **12. APPLICATION PROCESS**

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae and proofs or previous graphic recording work produced
2. Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (using IC proposal template provided)
3. Offerors letter to UNDP- template provided for the Financial Proposal that indicates the all-inclusive fixed total contract price and all related costs (such as costs for graphic recording material), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Note: Email attachments must not exceed 5MB. Please split files if they exceed this size.**

**Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.**

**Applications should be sent to [consultants.ken@undp.org](mailto:consultants.ken@undp.org) to reach us not later than 4.30 p.m. on Thursday, 15 August 2019 (Kenyan time - GMT+ 3.00)**

Please quote “KEN/IC/2019/023 – Graphic Recorder for the Strategic Planning Workshop” on the subject line.

Firms are not eligible for this consultancy assignment. Open to individual consultants only.

**DO NOT COPY ANY OTHER RECIPIENT**

### **Attachments**

**Attachment 1 - TERMS OF REFERENCES (TOR)**

**Attachment 2 - IC PROPOSAL FORM**

**Attachment 3- OFFEROR’S LETTER TO UNDP**

**Attachment 4 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**Attachment 5 - Annex 1. Concept Note for the Workshop**

**Attachment 6 - Annex 2. GLRSF Component 1.4 - prodoc**