



Empowered lives.
Resilient nations.

ETHIOPIA

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

GENERAL INFORMATION

Service/Work Description:	Individual Consultant for Documenting GEF projects Best Practices For MIBC PROJECT
Project/Program Title:	Mainstreaming Incentives for Biodiversity Conservation
Post Title:	International Consultant
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Home-based with potential travels
Expected Places of Travel:	15 days in Ethiopia to the Debremerkos, Jijjiga, Arbaminch, Nekemet and in Addis Ababa
Duration:	25 days
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) Ethiopia Country Office is strengthening its engagement in implementing the Global Environment Facility (GEF) financed projects being as key implementing agent in the country. Currently the office is concluding the implementation of the Mainstreaming Incentive for Biodiversity Conservation (MIBC), one of the GEF funded project being implemented by UNDP. The implementing partners of this project is the Environment, Forest and Climate Change Commission (EFCCC).

The Country Office is strengthening its engagement that focus among others on the biodiversity, and ecosystem conservation. As a knowledge organization, it hopes to upscale its contribution and impact on the policy dialogue in order to help ensure that Ethiopia is best informed on the opportunities and challenges open to the country in order to conserve its biodiversity and ecosystem services and meet its Climate Resilience Green Development vision.

This assignment is therefore, required to document the Mainstreaming Incentive for Biodiversity Conservation (MIBC) project successful practices which can be replicated and or up scaled outside the current four pilot areas or in other areas within and outside Ethiopia and for global lessons and experience sharing.

The consultant shall work under the supervision and guidance of the Inclusive Growth and Sustainable Development Unit of the UNDP Country Office (CO).

II. Objective of the study

The main objective of the study is:

To assist the UNDP country office to collect and document the achievements of the Mainstreaming Incentive for Biodiversity Conservation(MIBC) project and document best practices which can be replicated and or up scaled outside the pilot areas or in other areas within and outside Ethiopia and for global lessons and experience sharing.

III. SCOPE OF THE WORK

The documentation work will:

1. Conduct desk reviews of relevant documents and interview, focused group discussion with UNDP Country office and implementing partners of the (MIBC) project.
2. Conduct site visits, interview, focused group discussion with beneficiary communities and relevant government officials at the project sites to synthesize and document project best practices.
3. Document the project best practices and synthesis of programme progress to be replicated and or up scaled outside the pilot districts or in other areas within and outside Ethiopia and for global lessons and experience sharing.
4. Prepare at least 8(two for each project sites) short “story telling” article by interviewing sample project beneficiaries.

III. EXPECTED OUTPUTS AND DELIVERABLES

The finalized assessment report should include (at minimum) the following outputs:

1. An inception report outlining understanding of the ToR, the proposed methodology and timeline
2. Draft synthesized the project best practices which can be replicated and or up scaled within and outside Ethiopia.
3. Presentation of the draft finding on the UNDP Policy Forum for receiving inputs and experience sharing
4. Eight short”story telling” articles (two per project sites) by interviewing sample project beneficiaries including supporting pictures and video recording.
5. Final project Best Practice document both in soft and hard copies which can be replicated and or up scaled within and outside Ethiopia.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report	3 days	UNDP
2	Draft synthesized project best practices	12 days	UNDP
3	Draft synthesized the project best practices presentation to UNDP Co and government	3 day	UNDP
4	Final projects Best Practice documents both in soft and hard copies and final MIBC project Best Practice document both in soft and hard copies. Eight short”story telling” articles (two per project,) by interviewing sample project beneficiaries including supporting pictures and video recordings.	7 days	UNDP

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The Consultant will work from home; with a minimum of 15 days in the field and Addis Ababa
- Estimated level of effort: 20 calendar days.
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Given the sensitive nature of pipelining before proposals are approved, the consultant shall not communicate to any person, government, or other entity external to UNDP Country office any

unpublished information made known to the incumbent by reason of his or her candidacy or association with UNDP Co except as required by these TOR or upon written authorization from the UNDP CO;

- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- Three payments will be made upon submission of the inception report (20%), upon submission of the draft report (30%) and the final 50% payment will be upon submission of the final acceptable document will be made upon submission of a certification of payment form, and acceptance and confirmation by the UNDP Country Office on satisfactory delivery of final output.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

The consultant is responsible for all his/her official travel expenses EXCEPT for field mission Vehicle/Ticket which will be covered by UNDP.

VI. DURATION OF THE WORK¹

The duration of the assignment is for 25 days

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

A. Academic Qualifications:

Education:

Master's Degree or equivalent in Agricultural Economics, Ecology, Natural Resources or Environment Management, Natural or Environment Sciences, or development studies with environment specialization;

B. Years of experience:

- At least seven years working experience developmental communication, documenting synthesized storytelling and documenting best practices.
- Proven experience in assessment studies and excellent knowledge of documenting project best practices, programme design, research, policy analysis, policy brief and synthesis
- Able to provide/submit evidence of her/his research or analytical products/sample
 - Demonstrated knowledge of report writing, proficiency in English language and computer-literacy (MS Office).
- Proven ability to write in a clear and concise manner and communicate orally; and field experience particularly in Ethiopia is an advantage.
- Proven ability to meet strict deadlines.

C. Corporate Competencies:

Excellent communications and networking skills and the ability to work in a team;

- Strong interpersonal and negotiating skills;
- Ability to work in a multicultural environment; and

- Sound judgment and discretion

D. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

E. Compliance of the UN Core Values:

- 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.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

From the existing roster, Individual 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 are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal)	70%	100
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 	20	
<ul style="list-style-type: none"> ▪ Educational background as per the requirement in the ToR 	10	
<ul style="list-style-type: none"> ▪ Years of experience in similar consultancy projects 	40	
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

All-inclusive payment will be made in three instalments:

- (i) 20%, upon submission of the inception report,
- (ii) 30%, upon submission of the draft report and
- (iii) 50% upon submission of the final report.