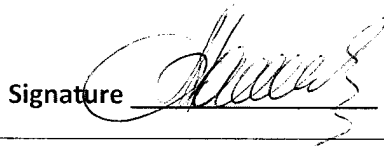


This TOR is approved by

Mr. Mirlan Mamyrov, Project Manager

Signature



Date

24/07/2014

TERMS OF REFERENCE

Project name	Peacebuilding Fund (PBF) Secretariat Support to Joint Steering Committee and Peacebuilding and Recovery Facility (PRF) projects
Short title of Assignment:	PBF Adviser (international)
Duty station:	Bishkek, Kyrgyzstan
Type of Contract:	Individual Contract (International Consultancy)
Expected start date of IC contract	August 2014
Expected Duration of Assignment	Up to 260 working days during 12 months

BACKGROUND

In the fall of 2012, the President of the Kyrgyz Republic requested assistance from the UN Secretary General (SG), articulating long-term peacebuilding priorities of the country that still needed to be addressed in the areas of rule of law and human rights, mechanisms for promoting dialogue at national and community level, and implementation of a policy aiming at enhancing national unity and interethnic relations. The SG in his response letter of 14 November 2012 supported this request and encouraged to initiate the establishment and of an inclusive Joint Steering Committee (JSC) to provide strategic guidance to plan further peacebuilding interventions to be funded under the Peacebuilding and Recovery Facility (PRF) of the UN Peacebuilding Fund (PBF). A PBF JSC was established in Kyrgyzstan and received its mandate through an official decree of the President. The JSC is comprised of representatives from the Government, Parliament, Office of the President, Civil Society Organizations and the UN system (28 JSC members in total). The meetings of JSC are also attended by donors/ development partners to ensure coordination and coherence between projects funded by the PBF in Kyrgyzstan and those funded by other partners.

The JSC is co-chaired by the UN Resident Coordinator (RC) and the Head of the Office of the President of the Kyrgyz Republic who provide overall leadership to the process. The JSC is a strategic decision-making and oversight body. It is accountable to the Government of the Kyrgyz Republic and the UN Peacebuilding Support Office (PBSO) managing the PBF to ensure that the peacebuilding outcomes formulated in the Peacebuilding Priority Plan (PPP) are achieved and PBF project funds are used appropriately.

Based on the findings of a Peacebuilding Needs and Priorities Assessment the PPP was developed in a multi-stakeholder process involving, civil society, key development partners, and state institutions at national and local levels. The PPP was approved by the JSC and the PBF and received US\$ 15.1 million for its implementation until the end of September 2016 in order to achieve the three peacebuilding outcomes of the PPP:

- **Priority Outcome 1:** Critical laws, policies, reforms and recommendations of human rights mechanisms, including UPR, are implemented to uphold the rule of law, improve access to justice and respect, protect and fulfill human rights.
- **Priority Outcome 2:** Local self-government bodies, in partnership with related state institutions, and civil society, bridge divisions and reduce local tensions.
- **Priority Outcome 3:** Policies, pilot initiatives and approaches are developed and implemented that enable the further development of a common civic identity, multilingual education and respect for diversity and minority rights.

A Secretariat was set-up to support the co-chairs of the JSC. It serves as an interface between the JSC as the strategic decision-making body, state institutions and UN agencies in the country. To meet the

responsibilities of the Secretariat and to implement related coordination and M&E tasks, a project entitled 'PBF Secretariat Support to Joint Steering Committee and PRF projects' was established. The tasks of the Secretariat (among others) will include:

- Provision of technical support and coordination services to all 10 PRF projects so that the results of these projects will contribute to the PPP outcomes by enhancing maximum synergies and coherence between all projects and other peacebuilding interventions in the country, also ensuring local ownership and participation.
- Organization and preparation of JSC meetings (e.g. suggesting strategic measures to the JSC for its consideration to ensure that PPP outcomes are met).
- Providing regular information and updates to JSC, PBSO (and the Multi-Partner Trust Fund Office MPTFO that acts as a Management Agent for the PBF), and RUNOs related to the PBF PRF process and status of PPP implementation, ensuring that the JSC can make appropriate and timely decisions and RUNOs implement projects in a way that effectively contributes to achieving PPP outcomes.
- Carrying out M&E-related activities towards tracking progress/ success in achieving PPP outcomes.
- Communicating information related to the implementation of the PPP (process, results etc.) to the wider public, ensuring transparency and national ownership of the process.
- Increasing the capacity of JSC members and relevant stakeholders to provide guidance and oversight to the implementation of the PPP.

OBJECTIVE

Under the direct/ day-to-day supervision of the National Project Manager and the overall guidance and supervision of JSC co-chairs, the PBF Adviser will provide technical guidance and coordination support to the PBF JSC and RUNOs in Kyrgyzstan on implementation of the PPP. The PBF Adviser will also coach and mentor project personnel and JSC members on substantive issues to build sustainable capacities within the JSC and its Secretariat. The PBF Adviser will be placed in the JSC Secretariat in Bishkek.

SCOPE OF WORK

1) Technical Advice and Analysis

- Analyze how PRF projects are performing and how relevant they remain in terms of contributing to PPP outcomes, also considering changing conflict dynamics. Advise RUNOs and the JSC on appropriate action accordingly.
- Provide advice to RUNOs that they can practically apply during project implementation to ensure that their projects will contribute to achieving PPP outcomes. Advice to be provided to projects will not be targeted to complement or replace the substantive expertise that RUNOs have in order to achieve their project results but will focus on the 'big picture', e.g. how projects can best contribute to achieving PPP outcomes.
- Provide guidance to JSC and RUNOs to ensure that PRF projects are conflict-sensitive.
- Provide advice to JSC, enabling them to steer the implementation of the PPP (e.g. make recommendations to the JSC in case changes to the PPP or projects are required in order to achieve PPP outcomes).
- Review reports and status updates of RUNOs and provide guiding comments.
- Provide technical inputs in relation to meetings organized by the JSC Secretariat (e.g. review quality of minutes, JSC draft decisions, etc.).
- Review and analyze project proposals and draft recommendations to the JSC in case new proposals are being considered by the JSC.

2) Monitoring and Evaluation

- Provide technical advice to JSC and other JSC Secretariat personnel during periodic progress reviews of PPP implementation.

- Draft and review reports to be considered by the JSC and submitted to PBSO (e.g. annual report by PPP outcomes).
- Provide technical inputs and overall guidance to M&E activities carried out by respective JSC Secretariat personnel, e.g.:
 - Monitoring of progress in achieving PPP outcomes.
 - Organizing specific project impact monitoring and evaluation training and review including independent impact evaluations.
 - Tracking the implementation of projects; providing guidance to RUNOs on monitoring and evaluation and related issues.
 - Implementing PPP M&E Plan including baseline and end line perception survey, data collection to report on PPP indicators and targets, etc.
 - Supporting the work of the JSC Oversight Group that will be involved in project visits on behalf of the JSC.
 - Providing monitoring, reporting and evaluation guidance to PRF projects.
 - Coordinating timely project (semi-annual/annual/final) and PPP (annual basis) reporting to PBSO and MPTFO.
 - Providing quality assurance on results-based reporting.
 - Reviewing half year, annual, final reports on project implementation and final project evaluation reports.
 - Organizing and conducting joint field monitoring visits with RUNOs/JSC/PBSO/Donors/Implementing Partners (IPs).
 - Overseeing project evaluations and supporting the final external evaluation of PPP implementation.

3) Capacity Development and Knowledge Sharing

- Promote awareness raising and provide training to strengthen the oversight capacity of the JSC.
- Coach and mentor Secretariat personnel and JSC members on substantive issues to build sustainable capacities within the JSC and its Secretariat.
- Support, through training and knowledge networking, the creation of a critical mass of UN staff/personnel and partners with the necessary skills to develop and implement catalytic peacebuilding interventions.
- Strengthen the capacity of RUNOs to implement peacebuilding projects in a conflict sensitive way (applying the Do No Harm methodology).
- Document and periodically share 'lessons learnt' with the JSC, RUNOs and PBSO
- Make the experiences/lessons learned emerging from peacebuilding programming from other countries available to the JSC and RUNOs.

4) Coordination

- Support inter-project coordination to enhance cooperation, collaboration and synergies between RUNOs (and other stakeholders) to work towards achieving PPP outcomes in a coherent manner (e.g. coordinate linkages and communication within and between 3 PPP Outcome groups to be set-up and regularly convened).
- Support the Office of the President and the RCO, that host the role of JSC co-chairs, to ensure transparent information flow among members of the JSC and between these members and RUNOs.
- Facilitate relationships between JSC members and relevant stakeholders to enhance national ownership and participation during the implementation of the PPP.
- Jointly identify critical gaps in project- and PPP implementation which need to be addressed to achieve PPP outcomes.
- Maintain close contact with relevant staff/ peacebuilding focal points and heads of agencies to foster inter-project coordination and ensure that project efforts are directed in a way that PBF-funded projects complement each other and contribute to achieving PPP outcomes by meeting

project-level outcomes and outputs.

- Support the role of the Secretariat to act as a local repository of knowledge regarding the rules and regulations of the PBF and related management arrangements.
- Closely collaborate with PBSO, MPTFO, RUNOs, the Resident's Coordinator's Office (RCO) and other UN agencies to timely share relevant information and reports related to the PRF implementation process.
- Where applicable - or as committed in the PPP/ project documents - support RUNOs (in close collaboration with UN agencies that have a relevant mandate or expertise) to mainstream the National Action Plan 1325, UN Secretary General's 7-Point Agenda on Gender-responsive Peace-building, UN Secretary General's Decision on Durable Solution, and Human Rights-Based Approach (HRBA) and other relevant strategic frameworks into PBF-funded projects.
- Foster linkages between the implementation of the PPP and national processes, in particular Sustainable Development Strategy (2013-2017), Concept for National Unity and Interethnic Relations, UNDAF (2012-2016), and other relevant strategic frameworks.
- Lead communications and coordination with PBSO and the PeaceNexus Foundation that supports the implementation of the PPP.

5) Communication and Partnership Building

- Support Secretariat personnel in sharing PRF-related information and results (including through bulletins/ newsletters and press releases) with relevant stakeholders and the public.
- Liaise with governmental and non-governmental organizations, and donors active in the field of conflict prevention, reconciliation, and peace-building, and identify opportunities for partnership building and resource mobilization.
- Support Secretariat personnel to create awareness on the PRF interventions amongst Government, civil society, the public and international partners.

DELIVERABLES:

Contractor to provide 12 reports (after every one month of assignment) that summarize the tasks carried out by the PBF Adviser (reporting on the tasks specified under the five headings in the scope of work - see above) and highlight the achievements to which the PBF Adviser contributed, demonstrating that the assignment is being carried out successfully.

Reports (as specified above) duly approved by the Project Manager (in consultation with JSC co-chairs) as well as IC Time Sheet to be provided at the end of every month of assignment.

TRAVEL REQUIREMENTS

The assignment includes travel according to the following schedule:

- Round Trip Airfares to and from duty station, if necessary
- 8 return trips Bishkek - Osh – 2 days each
- 4 return trips Osh- Jalalabad – 2 days each, road transport between Osh and Jalalabad
- 4 return trips Osh - Batken – 3 days each, road transport between Osh and Batken
- 3 return trips Bishkek - Talas – 3 days each, road transport between Bishkek and Talas
- 2 return trips Bishkek - Issyk Kul – 3 days each, road transport between Bishkek and Issyk Kul
- 2 return trips Bishkek - Naryn – 3 days each, road transport between Bishkek and Naryn
- 4 return trips to project locations outside Bishkek in Chui province (day trips, no overnights and allowances) – road transport from Bishkek and back

SCOPE OF PRICE PROPOSAL

The financial proposal will specify the daily fee (professional fee, travel expenses and per diems) quoted in separate line items, and other payments to be made to the Individual Consultant based on the number of days worked.

SCHEDULE OF PAYMENTS

#	Cost component	Payment terms
1	50 % of cost related to travel costs to join the duty station	To be paid upon arrival
2	Professional fee and living allowances	Monthly against submitted reports (as specified above) duly approved by the Project Manager (in consultation with JSC co-chairs) as well as IC Time Sheet
3	Costs related to duty travels within Kyrgyzstan	To be paid as per respective UNDP rules based on submitted travel claim (F-10 form) and all necessary supporting documents
4	50 % of cost related to travel costs to join the duty station	To be paid before departure

UNDP INPUT

UNDP will provide a working space in the Country Office during the assignment. Office PC and stationary, access to internet and printer will be provided by the project.

ADDITIONAL REQUIREMENTS FOR RECOMMENDED CANDIDATES

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own costs, to undergo a full medical examination including x-rays and obtaining medical clearance from UN –approved doctor, prior to taking up their assignment

Where there is no UN office nor a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.

Inoculations/Vaccinations

Individual Contractors are required to have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. The cost of required vaccinations/inoculations, when foreseeable, must be included in the financial proposal. Any unforeseeable vaccination/inoculation cost will be reimbursed by UNDP.

SECURITY CLEARANCE

The Consultant will be requested to undertake the Basic Security in the Field (BSIF) training and Advanced Security in the Field (ASIF). These requirements apply for all Consultants, attracted individually or through the Employer.

QUALIFICATION REQUIREMENTS

Academic Qualifications:

- Master's Degree or equivalent in social sciences with a focus on conflict prevention peace-building, international relations, political science, development studies or related fields.

Years of experience:

- 5 years substantive experience in the area of development (of which at least 2 years have been spent in the area of conflict prevention/ peacebuilding).
- Excellent knowledge of conflict prevention/ peacebuilding programming as evidenced by an essay of 3-5 pages (prepared by the consultant) that summarizes the vision of the consultant on how best the PBF Secretariat can ensure that projects currently supported by the Peacebuilding Fund will coherently contribute to achieving the outcomes specified in the Peacebuilding Priority Plan (PPP) of the Kyrgyz Republic.
- Field experience in the coordination of complex multi-stakeholder programmes (at least 1 year).
- Strong communication, facilitation and advocacy skills.
- Proven ability to manage complex ideas and to maximize synergies effectively.
- Ability to convey difficult issues and sensitivity to local cultures.
- Ability to work in a high-pressure environment and to handle politically sensitive issues.
- Understanding of the UN system and experience in coordinating UN joint programmes is an advantage.
- Knowledge of the political, economic and social dynamics of the Central Asia region would be an asset.
- Experience in the usage of computers and office software packages.

Language Requirements:

- Full working knowledge of English, including excellent writing skills. Knowledge of Russian would be an asset.