

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
Resilient nations.

Date: November 26, 2014

Reference: ETH/2014/IC/055

Country: Ethiopia

Description of the assignment: Consultancy Service to Develop National Disaster Risk Management (DRM) Plan

Post Title: National Consultant – Level B (Specialist)

Unit: CRGG

Duty Station: Addis Ababa, with short travel to Somali and Afar for field testing

Period of assignment/services: 32 working days

Expected start date: Immediate after concluding contract agreement

Proposal should be submitted by our secured e-mail: procurement.et@undp.org before Thursday December 3, 2014 5:00 PM Addis Ababa Local Time.

OR

Contact Person : Meseret Yehuala – Procurement Unit
info.procurementet@undp.org

Name of Office: United Nations Development Programme (UNDP)
ECA Compound Old Bld. 6th floor, North Wing
Addis Ababa, Ethiopia

P.O. Box: 5580

Telephone +251 11 5514599 / +251 11 5515147

Fax

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND/RATIONALE

Despite the significant and persistent economic progress over the last decade or so, Ethiopia continues to be exposed to several kinds of hazards and disasters, which have got the strength to dilute economic and institutional gains over the same period or beyond. While drought and floods represent major challenges, some other hazards like crop pests and diseases, livestock diseases, landslides, earthquakes, and conflict also affect communities over a wide range of different agro-ecologic and socio-economic zones of the country. The predominantly agrarian and/or pastoral nature of the rural livelihoods of the country puts rural communities at heightened level of vulnerabilities to disasters leading to crisis of livelihoods, if not addressed through appropriate disaster risk management systems.

Within the context of disaster risk management, over the last 3 decades, the Government of Ethiopia (GoE) has managed to design and implement large scale programmes focusing on disaster prevention and mitigation, household asset building, and environmental rehabilitation through public works. A track record of significant achievement has also been witnessed in terms of preparedness through the early warning system, the strategic grain reserve, and the development of standard guidelines for assessment and intervention. Moreover, recovery strategic framework is in place, which guides the community recovery from disasters and the protection of livelihoods. With a clear vision of becoming a middle income, democratic and developmental state and a carbon neutral climate resilient economy by 2025, Ethiopia has developed a 5 years comprehensive social and economic development plan called Growth and Transformation Plan (GTP) in 2010. This plan marked a great step forward in moving from reactive crisis management approach to a multi-sectoral and multi-hazard disaster risk management approach.

Rooted in the objectives, targets, and developmental goals of the GTP is the Disaster Risk Management Strategic Programme and Investment Framework (DRM SPIF) – the GoE’s recently endorsed framework to provide a strategic foresight for the prioritization and planning of investments that will drive Ethiopia’s Disaster Risk Management system. By identifying priority investment areas with estimates of the financing needs to be provided by Government and its development partners, the framework looks in to operationalizing the country’s existing DRM policy¹. As a guiding strategic framework, it also outlines major areas of investment that can then be more fully fleshed out with development partners moving forward with strong government leadership and direction.

UNDP, as an active partner to the GoE in terms of providing upstream policy support, institutional strengthening, financing, and capacity building, has been engaged in multi-year and multi-donor Disaster Risk Management and Livelihood Recovery Programme (DRR/LR) since 2010 in the most hazard prone regions of the country. The overall goal of this project is to enhance institutional capacities for disaster risk reduction and to ensure effective policy, program and planning from federal to community levels in the country. The role of UNDP remains to be a technical and financial support to the implementing partner, namely the Disaster Risk Management and Food Security Sector (DRMFSS) of The Ministry of Agriculture (MOA), The Ministry of Finance and Economic Development (MoFED), and other partners. The project document is currently under revision to cover the period until 2016. UNDP, along with other participants, has also assumed active role in supporting the government in the process of Development of the DRM SPIF.

Taking key recommendations from the recent Mid-Term evaluation of the DRR/LR programme, the goal

¹ Ministry of Agriculture, Disaster Risk Management and Food Security Sector, *Disaster Risk Management strategic Programme and Investment Framework*,

of the DRM-SPIF, learnings from joint DRR programming experience over the past several years, and ever dynamic global realities in the areas of DRM and resilience building in to consideration, DRMFS/UNDP decided to have a National DRM Plan that guides the overall direction of DRM exercise in the country. The Plan will mainly draw upon the newly endorsed DRM SPIF among other key policy frameworks, and as such will be a tool to guide the roll out the DRM SPIF across the country. On the other hand, the plan will clearly indicate the government's commitment (with support from partners) to put effective and proactive DRM system in place at national level. The overall goal of the intended consultancy service is therefore to develop a National DRM plan in line with the current priorities, commitment, and policies of the government of Ethiopia.

For detailed information, please refer to the TOR in Annex 1

2. OBJECTIVES OF THE CONSULTANCY

The overall goal of the intended consultancy service is therefore to develop a national DRM plan that serves as a tool to guide the future of DRM programming in the country; and which presents key priorities in the DRM sector along with simple and operational methods, resource management structures, strategic engagements, and programme logic. The plan will clearly translate the DRM SPIF and related policy priorities in to unified action plan crossing from short term operational plan through long term foresight plan along with SMART deliverables.

Given the above stated objectives of the assignment thus, the National consultant will help and closely work with the International Consultant to develop a DRM plan that considers the following key aspects among others.

1. A brief background to DRM in Ethiopia (nature and magnitude of major disasters, GoE's/UNDP's engagement in DRM, trends in DRM programming, etc)
2. Proposed long term and short term strategic engagements in DRM with a conceptual framework in line with the DRM SPIF
3. Challenges, progress, and the way forward in development of capacity, institutional mechanisms, and policy frameworks on DRM in Ethiopia.
4. Clear guidance on DRM planning exercise and implementation.
5. Detailed national DRM plan with results and resources framework (programme logic)
6. Programme monitoring and evaluation framework, transition strategy, and sustainability.

For detailed information, please refer to TOR in Annex 1

3. METHODOLOGY

The National Consultant is expected to support, assist and facilitate the following tasks during the evaluation process. He will support the international consultant in:

- I) Providing timely information and support in desk review of relevant documents (Policy documents, project documents, donor proposals, progress reports, programme work plans and other relevant reports as indicated in ANNEX A of this ToR);
- II) Arrange meetings/interview/discussions with relevant stakeholders at all levels (UN/UNDP, federal level implementing partners, line ministries, institutions, programme staffs etc);
- III) Undertake field visits and support the international consultant in data collection (FGDs and field level

interviews) with relevant beneficiaries in the programme areas, implementing partners at the regional/zonal levels, development partners,

For detailed information, please refer to TOR in Annex 1

4. DELIVERABLES

1. Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of inception report within 05 days of signing of the contract;
2. Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of the draft desktop review report within 12 days of signing of the contract;
3. Accompany and facilitate field visit of the International consultant in arranging meetings with various stakeholders at federal to community level including facilitate discussion in local language during the process and provide inputs of the meetings to the International consultant and assist in drafting the draft investment plan documents within 30 days of signing of the contract;
4. Assist the international consultant in preparation of Zero draft National DRM plan and presentation of the same within 32 days of signing of the contract;
5. Submission of end of assignment report jointly with the international consultant within 32 days of signing of the contract;

The Consultant should work under the overall supervision and advice of the CRGG Unit team leader, and will closely work with the DRM/Resilience building Programme Analyst and DRM Technical Advisor.

For detailed information, please refer to TOR in Annex 1

5. DURATION OF THE ASSIGNMENT AND TIMEFRAME FOR DELIVERABLES

No.	Deliverables or Tasks	Duration (approximate)
1	Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of inception report within 05 days of signing of the contract;	05 days from signing a contract (home based)
2	Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of the draft desktop review report within 12 days of signing of the contract;	12 days from signing a contract (home based)
3	Accompany and facilitate field visit of the International consultant in arranging meetings with various stakeholders at federal to community level including facilitate discussion in local language during the process and provide inputs of the meetings to the International consultant and assist in drafting the draft investment plan documents within 30 days of signing of the contract;	Within 30 days from signing a contract
4	Assist the international consultant in preparation of Zero draft National DRM plan and presentation of the same within	32 days from signing the contract

5	Submission of end of assignment report.	32 days from signing the contract (Home based).
<i>For detailed information, please refer to TOR in Annex 1</i>		

6. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Climate Resilient Green Economy (CRGG) unit will contract the consultants and ensure the timely provision of resources including per diems and travel arrangements. The CRGG Unit Leader will take the role of oversight supervision. The DRM programme Analyst and DRM/Livelihoods Technical Advisor will be responsible for liaising with the Consultant team to provide all relevant documents, set up stakeholder interviews, and arrange field visits. Once the contract is awarded, all deliverables and related email correspondences should be directed to DRM Programme Analyst and DRM/Livelihoods Technical Advisor with copy to CRGG team leader.

For detailed information, please refer to TOR in Annex 1

7. Criteria for Selecting the Best Offer

Upon the advertisement of the Procurement Notice, qualified and interested Consultants are expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis of their application as per the following:

- 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
A. Educational relevance: close fit to the post <ul style="list-style-type: none"> Advanced degree (Masters or equivalent) in disaster risk management, Climate Change and Development, environmental management, development studies, Rural Development, Natural Resources Management or a closely related discipline 		10
B. Understanding the scope of work and organization of the Technical Proposal <ul style="list-style-type: none"> In-depth understanding of the expectations (objectives, area context, and deliverables) of the consultancy assignment as reflected by the technical proposal; Appropriateness/feasibility of the proposed methodology; Technical understanding of the subject matter of the consultancy; and Proficiency of the technical proposal in terms of organization and conceptualization. 		50

C. Experience in similar assignment			30
<ul style="list-style-type: none">• Proven experience in designing strategic guidelines, investment/manuals, programme logic, results framework, and short term to long term organizational plans in the areas of DRM, agriculture, livestock, Food security and/or related fields.• At least 7 years of progressive work experience in research, analysis, programme management/evaluation in areas related to Disaster Risk Management, Climate Change, Food Security, and Livelihoods Recovery;• A proven successful record of consulting/publishing experience in technical policy-focused research on DRM and Climate Change related topics;• Knowledge and understanding of the UN system and past work experience with the UN or UNDP in particular, would be an advantage;• Experience of working in multi-cultural environment			
D. Individual Competencies (Programme Development, Analytical and Communication skills)			10
Financial (Lower Offer/Offer*100)		30%	30
Total Score	Technical Score * 70% + Financial Score * 30%		

For detailed information, please refer to TOR in Annex 1

8. PAYMENT MILESTONES AND AUTHORITY

The Consultant will be paid on the basis of submission of satisfactory deliverables as mentioned above after certification by the CRGG Unit Team Leader.

The applicant will indicate the cost of services for each deliverable in US Dollars when applying for this consultancy. All payments will be effected in Ethiopian Birr, and only after approving body confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, out of pocket expenses, and other ancillary costs.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1st Installment	Submission of inception report including detailed research methodology with work plan	CRGG Unit	20%
2nd Installment	Submission of final version of CBDRM Manual.	CRGG Unit	60%
3rd Installment	Submission of end of assignment report.	CRGG Unit	20%

For detailed information, please refer to TOR in Annex 1

9. APPLICATION PROCESS

The following application pack (presentation of proposal) is recommended:

- a) **Letter of Confirmation of Interest and Availability** using the [template²](#) provided by UNDP;
- b) **CV (with** clear presentation, in writing, of past Experience in similar/related appointment) and a **Personal History Form (P11 form³)**
- c) **Technical Proposal:** including brief description of the applicant's understanding of the proposed consultancy assignment, why the consultant considers himself/herself as most suitable for the assignment in question, the proposed timeline for this piece of work, proposed detail table of contents of the final investment plan document, and the proposed methodology explaining on how the consultant would approach and complete the assignment;
- d) **Financial Proposal:** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), 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.

All application materials should be submitted through our secured e-mail: procurement.et@undp.org or to UNDP in a sealed envelope indicating the following reference “**Consultancy Service to Develop National Disaster Risk Management (DRM) Plan**” by email at the following address **ONLY:** meseret.yehuala@undp.org **before December 3, 2014 5:00pm Addis Ababa local time.**

Please note the following:

1. Only applicants with relevant qualifications and professional experience (as per the criteria stipulated) above will be considered for further evaluation of their application.
2. Incomplete applications will be excluded from further consideration.
3. English is the required language for this work.
4. It is recommended that the technical Proposal should not exceed 15 pages and not less than 7 pages
5. Final Manual is recommended not to exceed 35 pages (excluding annexes)

For detailed information, please refer to TOR in Annex 1

10. List of some of the Documents to be reviewed by the Consultant and Proposed indicative Content of the Final Guideline Document

To ANNEX A: List of Some of the Documents to be reviewed by the Consultant:

1. Disaster Risk Management Strategic Program and Investment Framework of Ethiopia
2. DRMFS/UN/UNDP DRM Project Document, Mid-term Evaluation Report, etc
3. Ethiopia's Growth and Transformation Plan (ETP) and its predecessors (PASDEP and SDPRP)
4. GoE's policies/guidelines/frameworks/reports/endorsements etc. on agriculture, livestock, DRM, rural livelihoods, etc
5. International frameworks (like Hyogo Framework for action), agreements, reports, etc on DRM,

- livestock,
6. DRMFSS/UNDP Project Progress Reports
 7. Any DRM documents or reports of DRMFSS/Ministry of Agriculture (UNDP will Liaise with DRMFSS on this)

ToR ANNEX B: Proposed indicative Content of the Final Guideline Document (The consultant may not necessarily follow the proposed outline)

1. Title of the Document (Cover Page)
2. Acknowledgements
3. List of Figures
4. List of Tables
5. Table of Contents
6. Acronyms and Abbreviations
7. Executive Summary
8. Introduction and Background for the guidelines, etc)
9. A review of DRMFSS/UNDP's engagement in CBDRM in Ethiopia
10. Methodology
11. Applied guideline for effective CBDRM in Ethiopia.
12. Recommendations
13. Annexes
 - Summary of Desk-top review
 - Study Instruments (FGD and Key Informant Interview Checklists, etc)
 - Field Visit Plan
 - List of Key stakeholders Consulted (Pseudo names could be used wherever necessary as per research ethics)
 - Summary of Desk-top review documents (with correct web links and citations wherever possible)
 - ToR of this consultancy Assignment

Any Important Data set (with appropriate citations and Acknowledgement

For detailed information, please refer to TOR in Annex 1

11. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

For detailed information, please refer to TOR in Annex 1

Note: Submission of Technical and Financial proposal is mandatory. Failing to submit one of the proposals will be automatically disqualified.

Submission Through our secured email

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposals through our secured email: **procurement.et@undp.org**
- Your proposals shall be sent in a **separate email** as Technical and Financial proposals under subject line:
 1. For Technical: Technical Proposal – Study on the Financial Sustainability of the AMDC-
[\[insert your name\]](#)
 2. For Financial: Financial Proposal – Study on the Financial Sustainability of the AMDC-
[\[insert your name\]](#)
- All prices/rates quoted must be in **ETB and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

ANNEX

ANNEX 1: TERMS OF REFERENCES (TOR)

ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUBMISSION FORM

ANNEX 3: FINANCIAL PROPOSAL COVER PAGE AND SUBMISSION FORM

ANNEX 4: GENERAL CONDITIONS OF CONTRACT FOR IC

Annex 1

TERMS OF REFERENCES (TOR)



Annex 1 – Terms of Reference

GENERAL INFORMATION

Services/Work Description:	Consultancy Service to Develop National Disaster Risk Management (DRM) Plan
Practice Area:	Disaster Risk Management, Rural Livelihoods, Agriculture and Food Security
Post Title:	National Consultant
Consultant Level:	Level B (Specialist)
Duty Station:	Addis Ababa, with short travel to Somali and Afar for field testing.
Duration:	32 days
Expected Start Date:	Immediately after concluding Contract Agreement
Supervisor:	Team Leader, CRGG Unit, UNDP Ethiopia and closely works with the DRM/Resilience Building Programme Analyst and DRM/LR technical Advisor
Scope of Advertisement:	Locally or globally (including undp.job.org)

I. BACKGROUND / RATIONALE

Despite the significant and persistent economic progress over the last decade or so, Ethiopia continues to be exposed to several kinds of hazards and disasters, which have got the strength to dilute economic and institutional gains over the same period or beyond. While drought and floods represent major challenges, some other hazards like crop pests and diseases, livestock diseases, landslides, earthquakes, and conflict also affect communities over a wide range of different agro-ecologic and socio-economic zones of the country. The predominantly agrarian and/or pastoral nature of the rural livelihoods of the country puts rural communities at heightened level of vulnerabilities to disasters leading to crisis of livelihoods, if not addressed through appropriate disaster risk management systems.

Within the context of disaster risk management, over the last 3 decades, the Government of Ethiopia (GoE) has managed to design and implement large scale programmes focusing on disaster prevention and mitigation, household asset building, and environmental rehabilitation through public works. A track record of significant achievement has also been witnessed in terms of preparedness through the early warning system, the strategic grain reserve, and the development of standard guidelines for assessment and intervention. Moreover, recovery strategic framework is in place, which guides the community recovery from disasters and the protection of livelihoods. With a clear vision of becoming a middle income, democratic and developmental state and a carbon neutral climate resilient economy by 2025, Ethiopia has developed a 5 years comprehensive social and economic development plan called Growth and Transformation Plan (GTP) in 2010. This plan marked a great step forward in moving from

reactive crisis management approach to a multi-sectoral and multi-hazard disaster risk management approach.

Rooted in the objectives, targets, and developmental goals of the GTP is the Disaster Risk Management Strategic Programme and Investment Framework (DRM SPIF) – the GoE’s recently endorsed framework to provide a strategic foresight for the prioritization and planning of investments that will drive Ethiopia’s Disaster Risk Management system. By identifying priority investment areas with estimates of the financing needs to be provided by Government and its development partners, the framework looks in to operationalizing the country’s existing DRM policy⁴. As a guiding strategic framework, it also outlines major areas of investment that can then be more fully fleshed out with development partners moving forward with strong government leadership and direction.

UNDP, as an active partner to the GoE in terms of providing upstream policy support, institutional strengthening, financing, and capacity building, has been engaged in multi-year and multi-donor Disaster Risk Management and Livelihood Recovery Programme (DRR/LR) since 2010 in the most hazard prone regions of the country. The overall goal of this project is to enhance institutional capacities for disaster risk reduction and to ensure effective policy, program and planning from federal to community levels in the country. The role of UNDP remains to be a technical and financial support to the implementing partner, namely the Disaster Risk Management and Food Security Sector (DRMFSS) of The Ministry of Agriculture (MOA), The Ministry of Finance and Economic Development (MoFED), and other partners. The project document is currently under revision to cover the period until 2016. UNDP, along with other participants, has also assumed active role in supporting the government in the process of Development of the DRM SPIF.

Taking key recommendations from the recent Mid-Term evaluation of the DRR/LR programme, the goal of the DRM-SPIF, learnings from joint DRR programming experience over the past several years, and ever dynamic global realities in the areas of DRM and resilience building in to consideration, DRMFSS/UNDP decided to have a National DRM Plan that guides the overall direction of DRM exercise in the country. The Plan will mainly draw upon the newly endorsed DRM SPIF among other key policy frameworks, and as such will be a tool to guide the roll out the DRM SPIF across the country. On the other hand, the plan will clearly indicate the government’s commitment (with support from partners) to put effective and proactive DRM system in place at national level. The overall goal of the intended consultancy service is therefore to develop a National DRM plan in line with the current priorities, commitment, and policies of the government of Ethiopia.

II. OBJECTIVES OF THE CONSULTANCY

The overall goal of the intended consultancy service is therefore to develop a national DRM plan that serves as a tool to guide the future of DRM programming in the country; and which presents key priorities in the DRM sector along with simple and operational methods, resource management structures, strategic engagements, and programme logic. The plan will clearly translate the DRM SPIF and related policy priorities in to unified action plan crossing from short term operational plan through long term foresight plan along with SMART deliverables.

⁴ Ministry of Agriculture. Disaster Risk Management and Food Security Sector, *Disaster Risk Management strategic Programme and Investment Framework*,

Given the above stated objectives of the assignment thus, the National consultant will help and closely work with the International Consultant to develop a DRM plan that considers the following key aspects among others.

1. A brief background to DRM in Ethiopia (nature and magnitude of major disasters, GoE's/UNDP's engagement in DRM, trends in DRM programming, etc)
2. Proposed long term and short term strategic engagements in DRM with a conceptual framework in line with the DRM SPIF
3. Challenges, progress, and the way forward in development of capacity, institutional mechanisms, and policy frameworks on DRM in Ethiopia.
4. Clear guidance on DRM planning exercise and implementation.
5. Detailed national DRM plan with results and resources framework (programme logic)
6. Programme monitoring and evaluation framework, transition strategy, and sustainability.

III. METHODOLOGY

The National Consultant is expected to support, assist and facilitate the following tasks during the evaluation process. He will support the international consultant in:

- I) Providing timely information and support in desk review of relevant documents (Policy documents, project documents, donor proposals, progress reports, programme work plans and other relevant reports as indicated in ANNEX A of this ToR);
- II) Arrange meetings/interview/discussions with relevant stakeholders at all levels (UN/UNDP, federal level implementing partners, line ministries, institutions, programme staffs etc);
- III) Undertake field visits and support the international consultant in data collection (FGDs and field level interviews) with relevant beneficiaries in the programme areas, implementing partners at the regional/zonal levels, development partners,

IV. DELIVERABLES

1. Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of inception report within 05 days of signing of the contract;
2. Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of the draft desktop review report within 12 days of signing of the contract;
3. Accompany and facilitate field visit of the International consultant in arranging meetings with various stakeholders at federal to community level including facilitate discussion in local language during the process and provide inputs of the meetings to the International consultant and assist in drafting the draft investment plan documents within 30 days of signing of the contract;

4. Assist the international consultant in preparation of Zero draft National DRM plan and presentation of the same within 32 days of signing of the contract;
5. Submission of end of assignment report jointly with the international consultant within 32 days of signing of the contract;

The Consultant should work under the overall supervision and advice of the CRGG Unit team leader, and will closely work with the DRM/Resilience building Programme Analyst and DRM Technical Advisor.

V. DURATION OF THE ASSIGNMENT AND TIMEFRAME FOR DELIVERABLES

No.	Deliverables or Tasks	Duration (approximate)
1	Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of inception report within 05 days of signing of the contract;	05 days from signing a contract (home based)
2	Support the International consultant by providing inputs during the desktop review of all relevant documents and submission of the draft desktop review report within 12 days of signing of the contract;	12 days from signing a contract (home based)
3	Accompany and facilitate field visit of the International consultant in arranging meetings with various stakeholders at federal to community level including facilitate discussion in local language during the process and provide inputs of the meetings to the International consultant and assist in drafting the draft investment plan documents within 30 days of signing of the contract;	Within 30 days from signing a contract
4	Assist the international consultant in preparation of Zero draft National DRM plan and presentation of the same within	32 days from signing the contract
5	Submission of end of assignment report.	32 days from signing the contract (Home based).

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Climate Resilient Green Economy (CRGG) unit will contract the consultants and ensure the timely provision of resources including per diems and travel arrangements. The CRGG Unit Leader will take the role of oversight supervision. The DRM programme Analyst and DRM/Livelihoods Technical Advisor will be responsible for liaising with the Consultant team to provide all relevant documents, set up stakeholder interviews, and arrange field visits. Once the contract is awarded, all deliverables and related email correspondences should be directed to DRM Programme Analyst and DRM/Livelihoods Technical Advisor with copy to CRGG team leader

VII. Criteria for Selecting the Best Offer

Upon the advertisement of the Procurement Notice, qualified and interested Consultants are expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis of their application as per the following:

- 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:
 - c. Technical Criteria weight is **70%**
 - d. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal)	70%	100
E. Educational relevance: close fit to the post <ul style="list-style-type: none"> Aadvanced degree (Masters or equivalent) in disaster risk management, Climate Change and Development, environmental management, development studies, Rural Development, Natural Resources Management or a closely related discipline 		10
F. Understanding the scope of work and organization of the Technical Proposal <ul style="list-style-type: none"> In-depth understanding of the expectations (objectives, area context, and deliverables) of the consultancy assignment as reflected by the technical proposal; Appropriateness/feasibility of the proposed methodology; Technical understanding of the subject matter of the consultancy; and Proficiency of the technical proposal in terms of organization and conceptualization. 		50
G. Experience in similar assignment <ul style="list-style-type: none"> Proven experience in designing strategic guidelines, investment/manuals, programme logic, results framework, and short term to long term organizational plans in the areas of DRM, agriculture, livestock, Food security and/or related fields. At least 7 years of progressive work experience in research, analysis, programme management/evaluation in areas related to Disaster Risk Management, Climate Change, Food Security, and Livelihoods Recovery; A proven successful record of consulting/publishing experience in technical policy-focused research on DRM and Climate Change related topics; Knowledge and understanding of the UN system and past work experience with the UN or UNDP in particular, would be an advantage; Experience of working in multi-cultural environment 		30
H. Individual Competencies (Programme Development, Analytical and Communication skills)		10
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

VIII. PAYMENT MILESTONES AND AUTHORITY

The Consultant will be paid on the basis of submission of satisfactory deliverables as mentioned above after certification by the CRGG Unit Team Leader.

The applicant will indicate the cost of services for each deliverable in US Dollars when applying for this consultancy. All payments will be effected in Ethiopian Birr, and only after approving body confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, out of pocket expenses, and other ancillary costs.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Submission of inception report including detailed research methodology with work plan	CRGG Unit	20%
2 nd Installment	Submission of Draft version of National DRM Plan.	CRGG Unit	60%
3 rd Installment	Submission of end of assignment report.	CRGG Unit	20%

IX. APPLICATION PROCESS⁵

The following application pack (presentation of proposal) is recommended:

- e) **Letter of Confirmation of Interest and Availability** using the [template⁶](#) provided by UNDP;
- f) **CV (with** clear presentation, in writing, of past Experience in similar/related appointment) and a **Personal History Form** ([P11 form⁷](#))
- g) **Technical Proposal:** including brief description of the applicant's understanding of the proposed consultancy assignment, why the consultant considers himself/herself as most suitable for the assignment in question, the proposed timeline for this piece of work, proposed detail table of contents of the final investment plan document, and the proposed methodology explaining on how the consultant would approach and complete the assignment;
- h) **Financial Proposal:** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), 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

⁶<https://intranet.undp.org/unit/bom/psd/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

⁷ http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

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.

All application materials should be submitted through our secured e-mail: procurement.et@undp.org or to UNDP in a sealed envelope indicating the following reference “**Consultancy Service to Develop National Disaster Risk Management (DRM) Plan**” by email at the following address **ONLY: meseret.yehuala@undp.org before December 3, 2014 5:00pm Addis Ababa local time.**

Please note the following:

6. *Only applicants with relevant qualifications and professional experience (as per the criteria stipulated) above will be considered for further evaluation of their application.*
7. Incomplete applications will be excluded from further consideration.
8. *English is the required language for this work.*
9. It is recommended that the technical Proposal should not exceed 15 pages and not less than 7 pages
10. *Final National DRM plan document is recommended not to exceed 45 pages (excluding annexes)*

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

ToR ANNEX A: List of Some of the Documents to be reviewed by the Consultant:

1. Disaster Risk Management Strategic Program and Investment Framework of Ethiopia
2. DRMFSS/UN/UNDP DRM Project Document, Mid-term Evaluation Report, etc
3. Ethiopia's Growth and Transformation Plan (ETP) and its predecessors (PASDEP and SDPRP)
4. GoE's policies/guidelines/frameworks/reports/endorsements etc. on agriculture, livestock, DRM, rural livelihoods, etc
5. International frameworks (like Hyogo Framework for action), agreements, reports, etc on DRM, livestock,
6. DRMFSS/UNDP Project Progress Reports
7. Any DRM documents or reports of DRMFSS/Ministry of Agriculture (UNDP will Liaise with DRMFSS on this)

ToR ANNEX B: Proposed indicative Content of the Final Version of the DRM Plan (The consultant may not necessarily follow the proposed outline)

1. Title of the Document (Cover Page)
2. Acknowledgements
3. List of Figures
4. List of Tables
5. Table of Contents
6. Acronyms and Abbreviations
7. Executive Summary
8. Introduction and Background for the National DRM Plan, etc)

9. A review of DRMFSS/UNDP's engagement in DRM in Ethiopia
10. Methodology
11. National DRM plan (with conceptual background, strategies, resources & results framework, programme logic, etc)
12. Key Recommendations/Remarks
13. Annexes
 - Summary of Desk-top review
 - Study Instruments (FGD and Key Informant Interview Checklists, etc)
 - Field Visit Plan
 - List of Key stakeholders Consulted (Pseudo names could be used wherever necessary as per research ethics)
 - Summary of Desk-top review documents (with correct web links and citations wherever possible)
 - ToR of this consultancy Assignment
 - Any Important Data set (with appropriate citations and Acknowledgement)

Annex 2

TECHNICAL PROPOSAL

Cover Page

**IC Reference: Consultancy Service to Develop
National Disaster Risk Management (DRM) Plan
Prepared by: _____**

Date: _____

TECHNICAL PROPOSAL SUBMISSION FORM

Proposed by: [insert your name]

Directions:

- a. Briefly explain why you are the most suitable for the consultancy service you applied for. It should not be more than four hundred fifty words.
 - b. Provide a detailed approach and/or methodology you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
 - c. Include your proposed work plan which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
 - d. Past experience in similar projects and/or consultancy services and their respective contract person name and address.
 - e. List of three personal referees in terms of their title (position), where they work, email, and telephone address
 - f. It must be prepared in English.
-

Annex 3

FINANCIAL PROPOSAL

Cover Page

**IC Reference: Consultancy Service to Develop
National Disaster Risk Management (DRM) Plan**

Prepared by: _____

Date: _____

FINANCIAL PROPOSAL SUBMISSION FORM

Proposed by: [\[insert your name\]](#)

Directions:

- a. The financial proposal shall specify a **total lump sum amount** (including travel, per diems, and number of anticipated working days)
- b. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- c. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- d. You must send this proposal separately through **our secured email** procurement.et@undp.org in a **PDF FORMAT**

I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
Personnel Costs			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
Duty Travel			
Round Trip Airfares [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
AGGREGATE AMOUNT			

Amount in Words: [Insert the total amount in words]

II. BREAKDOWN OF COST BY DELIVERABLES*

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Amount (in ETB)
1			
2			
3			
Total		100%	

*Basis for payment tranches

Full Name: _____

Signature: _____

Date Signed: _____

Annex 4

GENERAL CONDITIONS OF CONTRACT For the Services of Individual Contractors (IC)

Which are available on UNDP website at www.undp.org