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Resilient nations.*

## **Terms of References**

### **National Consultant to facilitate mediation training for Lower level Traditional Leaders in Northern Uganda**

<b>Location:</b>	Kampala with travel to Lira and Gulu
<b>Application Deadline:</b>	09 <sup>th</sup> February 2015
<b>Additional Category:</b>	Crisis Prevention and Recovery
<b>Type of Contract:</b>	Individual Consultant (Ugandan Nationals)
<b>Languages Required:</b>	English
<b>Starting date:</b>	Upon signing contract
<b>Expected Duration of Assignment:</b>	20 days

## **1. BACKGROUND**

The Government of Uganda launched a Peace Recovery and Development Plan (PRDP) which commenced implementation in July 2009 and now in a second phase running until June 2015. The main objective of PRDP2 is to complete the post-conflict recovery process; to strengthen the foundation for development in Northern Uganda and to narrow the gap between Northern Uganda and the national average level of all socio-economic indicators. In this context, and building on its previous engagements in Northern Uganda, UNDP continues support of PRDP2 through various projects including the Local Development and Social Cohesion in Northern Uganda that commenced in July 2013. The Local Development and Social Cohesion in Northern Uganda Project is aimed at contributing to social and economic stabilization through four outputs namely; 1 - Community justice, security and social cohesion increased for peaceful resolution of disputes, in particular as related to land and women's issues; 2- Employment opportunities enhanced and economic recovery and reintegration initiatives developed targeting youth, crises-affected and vulnerable people; 3- Peaceful and sustainable mining in Northern Uganda; and 4 - Capacities of local authorities and civil society strengthened in civic engagement, coordination, and planning for economic recovery and peace consolidation. UNDP in response to some of the needs highlighted in the Capacity Needs Assessment for Traditional Justice Institutions in Northern Uganda and in a bid to contribute to community justice by strengthening the capacity of the traditional justice institutions wishes to engage an individual consultant. The individual consultant required will conduct training on mediation in pluralist and evolving legal contexts for lower level traditional justice leaders from Lango and Acholi Sub-regions of Northern Uganda.

**Objective of the assignment:**

The main objective of the assignment is to support Government of Uganda efforts to leverage informal justice systems for effective community justice in post conflict Northern Uganda by supporting Traditional Justice Institutions.

***Specific objectives of the assignment are;***

- a) Build the capacity of traditional justice institutions in Acholi and Lango on Mediation and conflict resolution skills for sustainable peace.

**2. SCOPE OF WORK AND DELIVERABLES****Scope of Work**

The assignment will focus on implementing a mediation skills enhancement training programme for lower level traditional justice leaders from Lango and Acholi Sub-regions of Northern Uganda.

Specifically, the consultant will deliver on the following:

- a) Design and facilitate mediation trainings for lower level traditional justice leaders in Acholi and Lango sub-regions of Northern Uganda.

**Expected Outputs and Deliverables**

<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals required</b>
Brief Inception Report	6 days	7 <sup>th</sup> March 2015	UNDP, District Local Governments, JLOS
Mediation training concept			
Mediation Workshop Report	14 days	27 <sup>th</sup> March 2015	UNDP, District Local Governments, JLOS

**3. WORKING ARRANGEMENT S****Institutional Arrangement**

- a) With overall reporting to the Country Director UNDP, he/she will work on day to day basis with the UNDP field team based in Acholi and the Northern Uganda Programme Manager supervised by the Team Leader Crisis Prevention and Recovery Unit (CPR);
- b) The consultant will report to UNDP on a regular basis on the progress but this will be done in line with the set deliverables of the assignment;
- c) The consultant will liaise, interact, collaborate/meet with JLOS, Office of the Prime Minister, Uganda Police Force at National and Regional levels, Ker Kwaro Acholi, Lango Cultural

Forum, District Local Governments, Development Partners, CSOs and selected communities of Northern Uganda;

d) UNDP will support the consultant in the following:

- i. Access to all past reports and data relevant to the assignment. These will include project progress reports, midterm and final evaluation reports, and the Local Development and Social Cohesion in Northern Uganda Project document;
- ii. Access to UNDP Office and its infrastructure;
- iii. Support and assistance to gain access to relevant stakeholders for consultations to the extent possible;
- iv. Transport for visits both within Kampala and in the field;

### **Duration of the Work**

The assignment will be executed within a period of 20 working days commencing immediately upon signature of contract. The consultant is expected to adhere to the specified dates due.

### **Duty Station**

The duty station will be Kampala with travel to Lira and Gulu districts of Northern Uganda.

## **4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Functional competencies:**

- Demonstrates integrity and ethical standards;
- Mature judgment and initiative;
- Ability to think out-of-the-box;
- Ability to present complex issues in simple and clear manner; Demonstrates integrity and ethical standards;
- Ability to work under pressure and deliver high quality results on time;
- Initiative and independence;
- Good communication and organizational skills, with demonstrated evidence of capacity to produce and present good reports.

### **Corporate competencies:**

- Ability to draft concise and informative documentation in English for a range of uses from detailed progress reports to media releases including ability to analyse complex information and to draw out the key points and issues and to present these in a way that can be easily understood;
- Strong inter-personal skills, communication, networking and team-building skills; competent in leading teams and creating team spirit, management of inter-group dynamics and conflicting interests of various actors, stimulating team members to produce quality outputs in a timely and transparent fashion;
- Excellent oral and written skills, with analytic capacity and ability to synthesize project outputs and relevant findings for the preparation of quality papers and reports;

- Results driven, ability to work under pressure and to meet strict deadlines; remains calm and in control under pressure;
- Uses Information Technology effectively as a tool and resource;

### **Core skills**

- Ability to communicate effectively orally and in writing in order to communicate complex, technical information to technical and general audiences;
- Skill in negotiating effectively in sensitive situations;
- Skill in achieving results through persuading, influencing and working with others;
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.

### **Education**

- An advanced University degree (masters or equivalent) with qualifications in sociology, anthropology, political science, peace studies, law or other related field with proven work in the field of traditional justice and mediation;

### **Experience**

- Prior experience facilitating trainings of a similar nature;
- Prior work experience in and knowledge of or work experience in Northern Uganda or similar context will be an added advantage;
- Conflict and post-conflict work experience especially involving Government, Local Government and Community systems and structures;
- Excellent analytical and writing skills with the capacity to process qualitative and quantitative information and produce clear and precise reports.

### **Language Requirements:**

- Fluency in English

## **5. PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

Payment to the individual consultant will be made in two installments upon satisfactory completion of the following deliverables:

- 30% of the contract amount upon submission of and acceptance of inception report and Mediation Training Concept;
- 70% of contract amount upon submission of and acceptance of Mediation training report.

## **6. EVALUATION METHOD AND CRITERIA**

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) where the minimum passing score of technical proposal is 70%.

### **Evaluation Criteria:**

Technical Proposal (Maximum 70 points):

- Relevance of education – 15 points;
- Language and writing skills – 10 points;
- Relevance of professional experience in conducting assignment of similar nature and scope specifically in the area of traditional justice and mediation - 45 points.

Financial Proposal (Maximum 30 points): To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

## **7. APPLICATION PROCEDURE:**

### **Application Procedure:**

*The candidate is required to submit an electronic application directly uploaded on the UNDP jobs website with all the requirements as listed here below. Annexes and further information may be downloaded on <http://procurement-notice.undp.org/>. (Reference # 20410)*

**The application should include the following documents/information:**

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (see Annex II);
- Updated Personal CV highlighting past experience in similar assignments and with 3 professional references with contact details (email and telephone);
- Technical Proposal: suggested outline for technical proposal;
- The offerors' interpretation of the assignment;
- Approach and methodology for undertaking the assignment;
- Work-plan.

Financial proposal (in template provided in Annex II) stating an all-inclusive fixed lumpsum fee for this assignment in Ugandan Shillings, supported by a breakdown of costs. Such total lumpsum price must include professional fee, and costs necessary to conduct the assignment such as communication costs, etc. The consultant will be paid against the completion of specific, measurable deliverables as identified in this TOR.

### **Annexes:**

- Annex I: Individual Contractor General Terms and Conditions;
- Annex II: Template to Confirmation of Interest and Availability and Submit the Financial Proposal;
- For clarifications, please send your email to [justine.naiga-bagonza@undp.org](mailto:justine.naiga-bagonza@undp.org), [diana.nabbanja@undp.org](mailto:diana.nabbanja@undp.org) and [agnes.kintu@undp.org](mailto:agnes.kintu@undp.org).