

ANNEX I



Empowered lives.
Resilient nations.

ETHIOPIA

TERM OF REFERENCE FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANTS TO FACILITATE A TRAINING ON CONFLICT PREVENTION, MANAGEMENT AND MEDIATION

GENERAL INFORMATION

Services/Work Description:	Facilitators for Conflict Prevention, Management and Mediation Training
Project/Program Title:	Women in Peacebuilding and Conflict Resolution in Oromia and Somali Regions
Post Title:	Two National Consultants (NCs)
Consultant Level:	Level B (Specialist)
Duty Station:	Addis Ababa
Expected Places of Travel:	Bishoftu – Training Venue
Duration:	15 working days for each facilitator
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND

United Nations Development Programme (UNDP) initiated a short-term project on Women in Peace in response to the recurring and emerging conflicts in Ethiopia targeting mainly Oromia and Somali Regional States. The project aims to empower senior women leaders to play significant roles in conflict prevention, management and mediation processes contributing towards durable peace and stability in Ethiopia.

The project targets women leaders at all levels including members of the House of peoples' Representatives, House of Federation, Federal and Regional Cabinet members, Regional Councils as well as key women stakeholders in Private and Civil Society Organizations (CSOs). It is expected that the project will enhance the capacity of women leaders, actors and gender-based institutions as peace builders, insider mediators, and peace facilitators.

The project overarching outcome is an empowered women groups, actors and institutions with commitment to resolving recurring or emerging conflict in Oromia and Somali regions towards building sustainable peace and stability in Ethiopia. The immediate expected result is enhanced capacities of women leaders at national parliament, regional councils, academia, civil societies and in the private sector for peace building and conflict resolution. The project empowers women groups, actors and institutions to become voices against conflict and to take initiatives to maintain peace and social cohesion in Ethiopia in general and in Oromia and Somali Regional States.

The project is being implemented in partnership with Ministry of Peace Ministry of Women, Youth and Children Affairs, Office of the Regional Bureaus of Security and Administration and Women, Youth and Children Affairs and other stakeholders pertinent to the project.

Thus, as part of this project initiative high-level training workshops for senior women leaders of the private sector, CSOs and members of Regional councils of Oromia, Somali and SNNPR is planned to be conducted on Conflict Prevention, Management and Mediation. In this training invited women participants are expected to share their experiences and challenges across different regional contexts and, importantly, to gather good practices that have been used to address the current recurring conflict in the country. Recognizing that no single actor can solve the current challenges of Ethiopia, the training workshop will provide a space for senior women leaders to share approaches of how to engage with national and regional stakeholders for a lasting peace in the country, as well as ways to leverage the capacity of the partner institutions and women senior leaders.

In view of the above background, UNDP, is therefore looking for two national trainers/facilitators with strong experience and skill to facilitate trainings on Conflict Prevention, Management and Mediation for women leaders of Regional Councils, the private sector, CSOs.

II. OBJECTIVE OF THE TRAINING

The training will enhance the overall competence of the women leaders to consolidate their capacity in conflict management, negotiation and mediation skills in their constituencies/environment to enhance national/local infrastructures for peace in Ethiopia. Specifically, it is intended to:

- Facilitate learning from each other and sharing good practices, innovations and lessons learnt;
- Provide an appropriate and relatively simple ways to understand current local conflicts; and
- Agree on common possible doable actions within the framework of their institutions.

III. SCOPE OF THE WORK

The trainers/facilitators are expected to carry out the following:

- Determine key content areas and methodology for facilitation in light of the overall objective above and based on the institutional contexts and mandates of regional councils, CSOs and the private sector;
- Develop/Review training materials to adequately cover the objectives of the training and to ensure content reflects the identified needs and latest development in the training topics listed above;
- Lead the preparation of realistic agenda, outlines and schedules;
- Based on the training material and outline, prepare PowerPoint slides, practical exercises and case stories based on the objectives of the training set above;
- Facilitate 3 days training sessions each for women leaders of regional councils from Oromia, Somali and SNNPR, private sector and CSOs.

IV. EXPECTED OUTPUTS AND DELIVERABLES

1. Inception plan with a comprehensive Training Package (Agenda, outline containing training objectives, key contents, expected outcomes, methodology, training material, PowerPoint slides, practical exercises and case stories);

2. Facilitate training; and
3. Training report.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception Plan with a comprehensive Training Package	4 Working days	Governance Unit/UNDP
2	Training Facilitation (by two trainers)	9 Working days	Governance Unit/UNDP
3	Training Report	2 working days	Governance Unit/UNDP
Total		15 days	

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The trainers/facilitators will be engaged as consultants by UNDP and will report to UNDP through the Programme Specialist in Governance and Capacity Development Unit

VI. DURATION OF THE WORK

The assignment is estimated for 15 **calendar days** for each facilitator simultaneously

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Advanced university degree (Master's Degree or above) in Peace and Security Studies International Development, Political Science, Sociology, International Relations, Law, Regional and Local Development Studies or related Social Sciences field.

b. Experience:

- A minimum of seven (7) years of training need assessment, facilitation and reporting experience in conflict prevention management and mediation skills for CSOs and the private sector;
- Strong experience in conducting participatory training approaches;
- Sound knowledge of latest development in national and international best practices related to the topics,
- High level of skill in facilitation and managing peacebuilding actors in a complex political environment;
- A proven track record of producing high quality analytical training reports;
- Good understanding of the current Ethiopian political and governance landscape;
- Experience in mainstreaming gender equality and human rights in training need assessment, facilitation and reporting

c. Language:

- Excellent knowledge of Amharic and English languages including the ability to set out a coherent argument in presentations, facilitation and group interactions;
- Good knowledge of any other Ethiopian languages would be an advantage;

d. Functional Competencies:

- Ability to build strong relationship with clients, focuses on impact and results for the client and responds positively to the feedback;
- Approaches the work with energy, positive and constructive attitude;

- Demonstrates openness to change and ability to manage complexities;
- Ability to anticipate and manage the needs and interests of multiple stakeholders and balance often contradictory expectations from stakeholders and actors;
- Experience in designing training;
- Excellent public speaking and presentation skills;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required

e. Core Competencies:

- 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 favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. PAYMENT MILESTONES AND AUTHORITY

The qualified consultants shall receive his/her payments upon certification of the completed tasks satisfactorily, as per the following schedule:

Installment of Payment/ Period	Deliverables	Approval should be obtained	Percentage of Payment
1 st Installment	Training Inception plan and a comprehensive Training Package	DGCD	30%
2 nd Installment	Training Report	DGCD	70%

IX. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual International Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; 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 and interview (if required))	70%	100
▪ Academic qualifications		10 pts
▪ Relevant work experience (minimum of 10 years' experience)		10 pts

<ul style="list-style-type: none"> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		40 pts
<ul style="list-style-type: none"> Extensive knowledge, skill and experience in the field of evaluation/review/assessment, strategic planning, programme analysis, governance and gender analysis 		10 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

Interested consultants should submit cover letter expressing their interest and outlining their qualification and motivation for the consultancy together with CV and brief proposal on the methodology, approach for the assignment with financial quotation to the UNDP.

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.

This TOR is approved by:

Name: Cleophas Torori

Designation: Deputy Resident Representative (Programme)

Signature: _____

Date Signed: