



TERM OF REFERENCE FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Recruitment of IC – Project Officer
Project/Program Title:	Ethio-Kenya Cross border Conflicts prevention and peace building project
Post Title:	National Consultant (IC)
Consultant Level:	Level B
Duty Station:	Moyale
Expected Places of Travel:	Selected Woredas in Borana and Dawa Zones
Duration:	6 months
Expected Start Date:	immediately after concluding the contract agreement

I. BACKGROUND / PROJECT DESCRIPTION

UNDP, in cooperation with the Governments of Ethiopia and Kenya, and the Intergovernmental Authority on Development (IGAD), initiated a Cross-border cooperation project between Ethiopia and Kenya for conflict prevention and peacebuilding in Marsabit-Moyale cluster. The objectives of the project are in line with the Government of Kenya's policy under the Third Medium-Term Plan (2018-2022) of the Sector Working group of Security, Peace Building and Conflict Resolution that emphasizes the importance of addressing cross-border conflicts and regional instabilities as well as strengthening early warning systems; and the Ethiopian Government's policy to address the violent resource-based inter-clan and other conflicts in the border areas. The three-year project is supported by EU and is a response to the Memorandum of Understanding (MoU) signed by the Governments of Ethiopia and Kenya to promote sustainable peace and socio-economic development in the border region of both countries. It will focus on supporting the implementation of peace building and prevention of violent conflict initiatives aimed at reducing vulnerability and increasing resilience of communities affected by conflict in the border areas of Marsabit County, Kenya and the Borana and Dawa Zones, Ethiopia. The programme will create synergy with other EU supported initiatives in the area and closely align its activities with IGAD initiatives, particularly the Conflict, Early Warning and Response Mechanism (CEWARN).

The key result areas of the project include:

1. Improved capacity of local governments for preventing conflict and promoting sustainable peace;
2. Enhanced peace and strengthen community resilience to prevent conflict and withstand shocks
3. Efficiency and effective delivery of outputs and activities on conflict prevention and peace building enhanced.

The project is organized around the following outputs: (i) Capacity of local institutions for conflict prevention assessed; (ii) Delivery of policy development framework and planning for cross-border peace initiatives conducted; (iii) Local government officials and community members are trained on conflict prevention, peacebuilding and small arms control; (iv) Community members trained on citizen participation in peacebuilding and social cohesion; (v) Peace Committee Members in Marsabit County, Borana and Dawa zones trained and mobilized to function in their roles in peace initiatives (vii) Local communities trained on conflict early warning and attend annual policy dialogues for conflict prevention; (viii) IGAD's Conflict Early Warning and Response Mechanism (CEWARN) strengthened for conflict prevention in the target area (ix) Tangible peace dividends are delivered to local communities, with a focus on effective natural resource management.

Under the supervision of the Project Manager and guidance from the Team Leader, Governance and Capacity Development Unit of UNDP Ethiopia CO the Project Officer will be responsible for the successful project implementation by contributing to the effective achievement of the project outputs and outcomes. He/She will also oversee all the monitoring and evaluation functions of all the project activities. He/She will also ensure that project activities contribute to project outcomes through delivery of planned outputs through efficient and effective management of resources. He/she will also be responsible for regular monitoring and evaluation as well as reporting on the progress of the implementation of the project and supporting the implementation of the project activities. The project officer will contribute to developing the monitoring and evaluation frameworks, tracking progress in the achievement of the outputs and outcomes and preparing the requisite progress reports.

The cross-border cooperation project between Ethiopia and Kenya for conflict prevention and peacebuilding in Marsabit-Moyale cluster is a complex project expected to demonstrate tangible impact through wide application of results-based management principles has a central place in project implementation. The project involves national and regional partners and community structures confronted with capacity and other challenges, hence the need to apply a hands-on approach and to closely coordinate with stakeholders. The project document provides for the need to work with various capacities at UNDP CO, MoP. The Project Officer should maintain regular working relationships with the UNDP Governance Unit (Team Leader and team members), and the cross-border cooperation project staff based in Moyale. In addition, he/she will work in close collaboration with local government, development partners, civil society ensuring a successful implementation of the project.

II. Purpose and Scope of the Consultancy

The overall purpose of this assignment is to support effective implementation of the project by identifying peacebuilding, conflict prevention and transformation issues in Borana and Dawa Zones particularly in Moyale Woreda of Ethiopia and its adjacent county in Kenya i.e Marsabit County. To carry out this assignment, the Consultant is expected to carry out and complete the following tasks:

- Develop appropriate monitoring and evaluation tools and put into force;
- Monitoring implementation of project activities;
- Compile and assemble data relevant to the Project;
- Contribute in work plan preparations and report writing;
- Support facilitation and documentation of learning and Knowledge Management;
- Effective Management of core project stakeholder's group (stakeholder's reference group, donor group and project approval committee);

III. SCOPE OF THE WORK

The specific responsibilities of the Project Officer are the following:

- a) Support the project office and the cluster in developing delivery acceleration action plan and implementation notes, ensuring inputs from the team;
- b) Support the coordination of implementation of activities;
- c) Assist coordination and facilitation of consultations with local government and communities;
- d) Based on consultation, consolidate and finalise the action plan and result framework;
- e) Pull information from various sources and conduct analysis and presentations for the action plan and reporting;
- f) Ensure coherence and quality of the action plan with the AWP;

IV. EXPECTED OUTPUTS AND DELIVERABLES

- Monitoring and evaluation tools developed
- Monitoring and evaluation plan prepared and put into force;
- Consultation workshops organized;
- Regular interim Reports;
- Final Report

Interim reports must be prepared every month during the period of implementation of the tasks.

No.	Deliverables/Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Monthly Reports 1-5	March 1 – July 31-2020	UNDP
2	Final Report	August 31-2020	UNDP

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The IC will be supported by a the Cross-border project team comprising of the Cross-Border Project Manager, UNDP Team Leader (Governance), UNDP Programme Specialist (Governance). The incumbent will be reporting to the Project Manager and closely working with the rest of the team in the field and Country Office.

VI. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP will be responsible for local travel arrangements to woredas and regions in Ethiopia related to the assignment.

VII. DURATION OF THE WORK¹

The engagement of the IC will be for Six-Months, with possibility of extension based on performance.

¹ *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*

VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Academic Qualification:

The Project Officer must have university degree (preferably second degree) in project management, monitoring and evaluation, peace studies, conflict management, or other relevant social sciences.

Experience:

- A minimum of five years of experience in project management with strong background in monitoring and evaluation;
- Proven experience of monitoring and evaluation, project/programme management, preparing reports for donors;
- Previous experience in peacebuilding and conflict management;
- Facilitation and training skills is desirable;
- Experience in project design, implementations and evaluation;
- Solid experience and understating of peacebuilding and reconciliation processes including detailing and sequencing of strategic steps initiating a robust peace process;
- Proven track record of managing political sensitivity involving national political actors, stakeholders and interlocutors;
- Good understanding of Ethiopian political and governance landscape, particularly in pastoralist settings;
- Experience in mainstreaming gender equality and human rights in analysis, project development and M & E.

Language:

Fluency in English with excellent written and oral communications skills. Knowledge of the local language is required (Somali and Oromiffa).

Other:

- Experience in the usage of computers and office software packages (MS Word, Excel, etc.)
- Advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems and ERP financials, preferably PeopleSoft would be an added advantage.

Competencies

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, linguistic, 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.

Technical Skills

- An understanding of the current political and economic policies in Ethiopia and in the horn;
- In-depth practical knowledge of programmatic issues regarding transition from humanitarian assistance and relief to recovery/resilience;
- In-depth understanding of conflict dynamics in the duty areas, and peacebuilding approaches;
- Strong knowledge of community-based economics development and poverty related issues and approaches.
- Ability to lead the design and implementation of UNDP programme activities, strengthening of strategic partnerships for early recovery in a protracted crisis setting;
- Ability to build and sustain effective partnerships with UN and partner agencies and advocate effectively, communicate sensitively about Cross-border issues;
 - Understanding of the region, cultures, and economic conditions;
 - Knowledge and/or special skills such as analytical skills, conceptual, leadership, report writing, research skills, presentation skills, communications abilities, teamwork, working in diversity, emotional intelligence

Functional Competencies:

- Excellent communication, interpersonal and liaison skills;
- Ability to work under pressure and travel to multiple sites in remote locations;
- Good participatory skills, including the ability to foster teambuilding and facilitate meetings or workshops.
- 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

Behaviour

- Ability to work in harmony with persons of different national and cultural backgrounds.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Recruitment Notice, qualified Individual Consultants are 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 is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max.
Point Technical Competence (based on CV, proposal & Interview (if required))	70%	100
• Criteria a. Minimum educational background		10
• Criteria b. Experience in similar projects and contracts		15
• Criteria c. Understanding the Scope of Work and Methodology		30
• Criteria d. Analytical and Communication Skills		15
Financial (Lower Offer/Offer *100)	30%	30
Total Score= Technical Score *70% + Financial Score * 30%		

IX. PAYMENT MILESTONES AND AUTHORITY

Instalment of Payment/Period	Deliverables or Documents to be Delivered	Approval should be Obtained	Percentage of Payment
Six Instalments	Monthly Reports	UNDP	Monthly Payment

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

Interested consultants must submit the following documents/information to demonstrate their qualifications:

1. A brief Technical Proposal explaining why the applicant is the most suitable candidate for the work and providing an Expression of Interest indicating experience and a brief on how they will approach the job. The applicant/s must attach CVs of experts including experience in similar projects and at least 3 references;
2. Financial proposal (Only Professional Fees). Work related expenses should be covered by UNDP.

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing as follows:

Proposed Table of Contents	Page
TECHNICAL PROPOSAL COVER PAGES	
Cover Page	
Cover Letter	
SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM	
1.1. Letter of Motivation;	
1.2. Past Experience in Similar Consultancy and/or Projects	
1.3. List of Personal Referees	

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP confirming Interest and availability (use the template hereto).

Annex b. Duly Signed CV

XI. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultant needs to apply standard ethical principles during the course of the evaluation. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The 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.

XII. ANNEXES TO THE ToR

- Existing literature or documents that will help Offeror 's gain a better understanding of the project situation and the work required should be provided as annex to the ToR, especially of such literature or documents are not confidential.

XIII. HOW TO APPLY

Interested consultant with required qualification and experience must submit the following documents/information to demonstrate their qualifications:

- Technical Proposal/Application explaining why the applicant is the most suitable candidate for the work and providing a brief methodology on how he/she will approach and conduct the work (including a break-down of working days). The consultancy will be conducted within 30 calendar days;
- The applicant/s must attach CV including past experience in similar projects and indicating at least 3 references;
- Financial proposal (including professional fees and travel costs), separate from the Technical Proposal. Application procedures can be down-loaded from UNDP web-site.