

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

GENERAL INFORMATION

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|-----------------------------------|--|
| Services/Work Description: | Recruitment of Consultant to conduct data analysis and produce report on the factors and dynamics of conflict in Oromia, SNNPR, Amhara Dire Dewa, Harer and Tigray Regional States |
| Project/Program Title: | Inclusive Governance and Conflict management support to Ethiopia (PBF Project) |
| Post Title: | National Consultant (NC) |
| Consultant Level: | Level B (Specialist) (One National) |
| Duty Station: | Addis Ababa |
| Expected Places of Travel: | N/A |
| Duration: | 30 working days |
| Expected Start Date: | As soon as contract is signed |

I. BACKGROUND / PROJECT DESCRIPTION

United Nations Development Programme (UNDP) in partnership with UN Women, IOM and UNESCO IICBA is implementing a project entitled "Inclusive Governance and Conflict Management Support to Ethiopia" (PBF Project) in Oromia, SNNPR and Somali Regions. The project, with its overarching objectives of supporting development of national peace building strategy and social cohesion in conflict-prone clusters/regions was launched on March 7, 2019 in the presence of respective dignitaries of the Ethiopian Government and the UN. The project is financially supported by the United Nations Peace Building Fund.

As part of this project, UNDP is also partnering with the Inter-Religious Council of Ethiopia (IRCE) whose mandate, credibility and institutional capacity are indispensable to deliver on the major activities of the project. As part of this engagement, IRCE intends to facilitate policy dialogue by bringing key national and regional government and community actors working on conflict prevention and peacebuilding in Ethiopia. One of the preparatory works conducted is the data that is already collected on the conflict factors in Oromia, SNNPR, Amhara, Tigray, Dire Dewa, and the Harere Regional States. The data is yet to be analyzed to identify recommendations that may lead to the policy dialogue that is planned by IRCE. Thus, in response to IRCE's request, UNDP is seeking to engage a competent consultant to analyze and synthesize the data and produce elaborated reports and a policy brief. Specifically, the successful national consultant is required to have wide comparative experience and knowledge on research and political and conflict dynamics of current Ethiopia. The consultant is expected to work collaboratively with????? to deliver the tasks and will be held responsible for both UNDP and IRCE.

II. Purpose and Scope of the Consultancy

The purpose of this assignment is, based on the data collected by IRCE, to produce an elaborated report and policy brief by identifying the factors and dynamics of conflict in the socio-political contexts of the regions where the data has been collected. To carry out this assignment, the Consultant is expected to deliver on the following specific tasks:

- Hold initial consultation with IRCE and UNDP to understand the assignment and expectations from the contracting authorities;
- Conduct data analysis that is compiled in Amharic and Afan Oromo languages;
- With support from IRCE, organise and embark on limited consultations with stakeholders to triangulate the findings;
- Based on the outcome of analysis and consultations produce an elaborated report;
- Based on the final outcomes of the report produce a policy brief to inform policy discussions;
- Submit final documents to the UNDP for onward transfer to the IRCE

III. EXPECTED OUTPUTS AND DELIVERABLES

| No. | Deliverables / Outputs | Estimated Duration to Complete | Review and Approvals Required |
|-------------------------|---|--------------------------------|-------------------------------|
| 1 | Inception Report | 3 | UNDP and IRCE |
| 2 | Data Analysis | 12 | UNDP and IRCE |
| 3 | Consultation Report | 2 | UNDP and IRCE |
| 4 | Develop, finalise and submit an elaborated report | 10 | UNDP and IRCE |
| 5 | Policy Brief | 3 | UNDP and IRCE |
| Total No of Days | | 30Working days | |

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. The consultant will be engaged by UNDP and will be directly accountable to the UNDP. However, the consultant will consistently liaise with the IRCE and UNDP and will be supervised on the day to day by the Governance Unit of UNDP;
- b. The Programme Specialist of the Governance Unit will be responsible for the overall delivery of the tasks. The consultant will meet regularly with the UNDP Programme Specialist, PBF Project Coordinator and other members of the team as well as the IRCE to review progress and make joint decision on any issue;
- c. The cost of consultations with stakeholders will be borne by UNDP;
- d. IRCE may provide the consultant with workspace; and transportation outside of Addis Ababa
- e. In case of any travel to the regional cities, UNDP will cover the expenses

V. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Advanced university degree (Master's Degree or above) in Social Sciences, Conflict Prevention and Peacebuilding, International Development, Political Science, Sociology, International Relations, Law, Public Administration, or related Fields.

b. Experience:

- A minimum of 7 (Seven) years of research and publication experience in conflict analysis, research in peacebuilding;
- Excellent analytical and research skills and be able to consistently exercise discretion and independent judgment;

- Extensive knowledge of the core elements of conflict analysis
- Solid experience and understating of country context including detailing and sequencing of strategic steps initiating a robust peace process;
- A proven track record of producing high quality policy and conflict analysis;
- A proven track record of managing politically sensitivity involving national political actors, stakeholders and interlocutors;
- Good understanding of Ethiopian political and governance landscape;
- Experience in mainstreaming gender equality and human rights in analysis

c. Language:

- Excellent knowledge of English language, including the ability to set out a coherent argument in presentations and group interactions;
- Excellent knowledge of Oromo and Amharic languages is highly required
- Capacity to communicate fluently with different stakeholders both in English and local languages (civil society, government authorities, local communities, project staff)

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;
- Conversant with conflict analysis and peacebuilding frameworks in engaging with government stakeholders while conducting consultation of the findings;
- Experience in producing high quality reports/conflict analysis/ and policy brief in English language;
- 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 favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VI. DURATION OF THE WORK¹

- a. The consultancy is for a period of 30 working days including travel days within a period of one month.

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.

- b. Any submitted document from the consultant to UNDP will be reviewed within 5 working days
- c. This is an important priority to the IRCE and UNDP thus any possible delay or change of plan from the consultant must be discussed and agreed.

VII. PAYMENT MILESTONES AND AUTHORITY

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

| Instalment of Payment/ Period | Deliverables or Documents to be Delivered | Approval should be obtained | Percentage of Payment |
|-------------------------------|---|-----------------------------|-----------------------|
| 1 st Instalment | Inception Report, Data Analysis Consultation Report | UNDP and IRCE | 20 % |
| 2 nd Instalment | Develop, finalise and submit an elaborated report | UNDP and IRCE | 50% |
| 3 rd Instalment | Develop Policy brief | UNDP and IRCE | 30 % |
| Total | | | 100% |

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Qualified Individual 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,
- 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 weights 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% | 10 |
| Relevant work experience (minimum of 7 years' experience) | 10% | 10 |
| Understanding the Scope of Work (SoW) comprehensiveness of the methodology/ approach; and organization & completeness of the proposal | 20% | 20 |
| Excellent knowledge and skill in the fields of conflict analysis and its core elements, research, Conflict Prevention and Peacebuilding, Political Science, governance and gender analysis | 30% | 30 |
| Financial (Lower Offer / Offer*100) | 30% | 30 |
| Total Score | Technical Score * 70% + Financial Score * 30% | |

IX. 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 and approach for the assignment to the UNDP.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

SECTION II. ANNEXES

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

Annex b. Duly Signed Personal CV's

XII. 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.