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ETHIOPIA

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## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	International Consultant to Document Best Practices for Three Projects Food Security, EMPAS and CCA Highland Projects
<b>Project/Program Title:</b>	Climate Change Adap Growth: Imp. CRGE in Highland Areas
<b>Post Title:</b>	International Consultant
<b>Consultant Level:</b>	Level C (Senior Specialist)
<b>Duty Station:</b>	Home-based (15 days) and 30 days in Ethiopia
<b>Expected Places of Travel:</b>	Afar, Amhara, Oromiya, SNNP, Somalia, Tigray (IAP, EMPA and Highlands Project sites)
<b>Duration:</b>	45 days
<b>Expected Start Date:</b>	Immediately After Concluding Contract Agreement

### I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Development Programme (UNDP) Ethiopia Country Office is strengthening its engagement in implementing the Global Environment Facility (GEF) financed projects being as key implementing agent in the country. Currently the office is implementing three GEF funded projects , namely: Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia (IAP), CCA Growth: Implementing climate resilient and green economy plans in highland areas in Ethiopia (Highlands) and Enhanced Management of Protected Area State (EMPAS) projects. The implementing partner of these projects is the Environment, Forest and Climate Change Commission (EFCCC).

The Country Office is strengthening its engagement that focus among others on the Climate Change, biodiversity and ecosystem conservation, food security and protected area management. As a knowledge organization, it hopes to upscale its contribution and impact on the policy dialogue in order to help ensure that Ethiopia is best informed on the opportunities and challenges open to the country in order to cope with the impacts of Climate Change, conserve its biodiversity and protected area and meet its Climate Resilience Green Development vision.

This assignment is therefore, required to document the Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia (IAP), CCA Growth: Implementing Climate Resilient and Green Economy plans in Highland areas in Ethiopia (Highlands) and The Enhanced Management of Protected Area State (EMPAS) projects successful practices which can be replicated and or up scaled outside the current project sites or in other areas within and outside Ethiopia and for global lessons and experience sharing.

The consultant shall work under the supervision and guidance of the Inclusive Growth and Sustainable Development Unit of the UNDP Country Office (CO).

## II. Objective of the study

The main objective of the study is: to assist the UNDP country office to collect and document the achievements of the Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience in Ethiopia (IAP), CCA Growth: Implementing Climate Resilient and Green Economy plans in Highland areas in Ethiopia (Highlands) and The Enhanced Management of Protected Area State (EMPAS) projects and document best practices which can be replicated and or up scaled outside the pilot areas or in other areas within and outside Ethiopia and for global lessons and experience sharing.

## III. SCOPE OF THE WORK

The documentation work will include:

1. Conduct desk reviews of relevant documents and interview, focused group discussion with UNDP Country office and implementing partners of the (MIBC) project.
2. Conduct site visits, interview, focused group discussion with beneficiary communities and relevant government officials at the project sites to synthesize and document project best practices.
3. Document the project best practices and synthesis of programme progress to be replicated and or up scaled outside the pilot districts or in other areas within and outside Ethiopia and for global lessons and experience sharing.
4. Prepare at least 8 (two for each project sites) short “story telling” article by interviewing sample project beneficiaries.

## III. EXPECTED OUTPUTS AND DELIVERABLES

The finalized assessment report should include (at minimum) the following outputs:

1. An inception report outlining understanding of the ToR, the proposed methodology and timeline.
2. Draft synthesized project best practices document.
3. Presentation of the draft Best practice document
4. Eight short “story telling” articles (two per project sites) by interviewing sample project beneficiaries including supporting pictures and video recording.
5. Final project Best Practice document both in soft and hard copies.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report	3 days	July 4, 2020
2	Draft synthesized project best practices	25 days	July 29, 2020
3	Draft synthesized the project best practices presentation to UNDP Co and government	1 day	July 30,2020
4	Final projects Best Practice documents both in soft and hard copies and final MIBC project Best Practice document both in soft and hard copies. Eight short “story telling” articles (two per project,) by interviewing sample project beneficiaries including supporting high resolution photo and video recordings.	4 days	August 16, 2020

#### **IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

- The consultant shall report directly to the Programme Specialist (GEF)
- The consultant will work from home; with a minimum of 30 days in the field and Addis Ababa
- Estimated level of effort: 45 calendar days.
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- Given the sensitive nature of pipelining before proposals are approved, the consultant shall not communicate to any person, government, or other entity external to UNDP Country office any unpublished information made known to the incumbent by reason of his or her candidacy or association with UNDP Co except as required by these TOR or upon written authorization from the UNDP CO ;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet connection, camera, phone, scanner/printer, etc.) and must have access to a reliable internet connection;

#### **V. Payment Installment**

Three payments will be made

- upon submission of the inception report (20%),
- upon submission of the draft report (30%) and
- the final 50% payment will be upon submission of the final acceptable document will be made upon submission of a certification of payment form, and acceptance and confirmation by the UNDP Country Office on satisfactory delivery of final output.

#### **VI. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

The Consultant will be responsible for providing her/his own working station (i.e. laptop, camera, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.

**The consultant will cover all costs including international travel to and from Ethiopia and DSA. ONLY UNDP - Each project will provide vehicles to project sites.**

#### **VII. DURATION OF THE WORK<sup>1</sup>**

The duration of the assignment is for 45 calendar days starting from July 1, 2020.

#### **VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

##### **a. Academic Qualifications:**

##### **Education:**

Master's Degree or equivalent in Agricultural Economics, Ecology, Natural Resources, Environment Management, Natural or Environment Sciences, or development studies with environment specialization;

##### **b. Experience:**

- Minimum of seven years' experience documenting development programmes through best practices, assessment studies, drafting policy brief and synthesis reports.

- Proven experience in assessment studies and excellent knowledge of programme design, monitoring and evaluation, research, policy analysis,
- field experience particularly in Ethiopia is an advantage.
- Proven ability to meet strict deadlines.

Interested applicants must submit evidence of recently completed research or analytical products/sample that documents best practices, including through storytelling articles and project intervention photos.

**c. Competencies:**

**Corporate**

Excellent communications and networking skills and the ability to work in a team;

- Strong interpersonal and negotiating skills;
- Ability to work in a multicultural environment; and
- Sound judgment and discretion

**d. Language and other skills:**

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Excellent writing skills in English demonstrated in previous best practice documentation assignments
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
- Photography skills: Demonstrated skills in capturing programme interventions through engaging photos

**e. Compliance of the UN Core Values:**

- 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.

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

From the existing roster, 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
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>
<ul style="list-style-type: none"> <li>▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>	<b>20</b>
<ul style="list-style-type: none"> <li>▪ Educational background as per the requirement in the ToR</li> </ul>	<b>10</b>
<ul style="list-style-type: none"> <li>▪ Years of experience in successfully delivering on similar consultancy assignments</li> </ul>	<b>20</b>
<ul style="list-style-type: none"> <li>▪ Samples of previously finalised similar best practices</li> </ul>	<b>20</b>
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>

## **IX. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

### **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

## **X. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of the MOF. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.