

SECTION 3: TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description:	International Firm Level Consultancy - Consultation with relevant parliamentary committees in National/State legislatures in Nigeria, Cameroon, Niger and Chad to support the implementation of the Regional Stabilization Strategy (RSS) of the Lake Chad Basin Commission (LCBC).
Project/Program Title:	Lake Chad Stabilization Facility
Duty Station:	Home-based with possible travel to Nigeria, Cameroon, Chad and Niger.
Type of the Contract:	International Consultancy Firm
Duration:	110 working days extended over six months
Expected Start Date:	Immediately after Concluding Contract Agreement

I. BACKGROUND / RATIONALE

The link between security, humanitarian and development issues around the Lake Chad Basin has led to an intractable extremist insurgency since 2009 that has killed tens of thousands of people and displaced an estimated 2.5 million people. To date, more than 10 million people in the Lake Chad Basin, particularly the northern and far north regions of Cameroon, Hadjer Lamis and Lake provinces in Chad, the Diffa region in Niger and the states of Borno, Yobe and Adamawa, are affected and in urgent need of assistance. In response to this threat, United Nations Security Council Resolution 2349 (2017) was adopted, followed by a series of high-level conferences, including the Oslo Advisory Group on Prevention and Stabilization conference in the Lake Chad region, held in Berlin, calling for strengthening regional collaborative capacity to address the crisis and the African Union and Lake Chad Basin Commission conference on developing a framework for a regional stabilization.

In the context above and to address the root causes of the conflict and ensure the long-term stabilization of the region, a regional strategy for stabilization, recovery and resilience (RSS) of the Lake Chad Basin areas affected by Boko Haram, was adopted by the Council of Ministers of the Lake Chad Basin Commission in August 2018 and approved by the African Union Peace and Security Council (CSC-AU) in December 2018.

UNDP has set up a Regional Stabilisation Facility for Lake Chad ("the Facility") as a contribution to supporting the RSS and is aimed at securing a step-change in the scale and nature of intervention around Lake Chad, in terms of speed and flexibility of response, increased territorial coverage, and improved regional cooperation. The Facility acts as a rapid-response mechanism that relevant authorities can sequence with military operations as necessary, to ensure immediate follow-up in specific locations that curtails the ability of Boko Haram to re-infiltrate and exploit any security vacuum or community perceptions of non-responsive Government, by extending an organized and effective civilian security umbrella and by consolidating military progress with development 'dividends' for the local population. The Facility has two specific objectives:

1. Immediate stabilization of insecure areas, where few actors are currently working, and where communities remain vulnerable to continued infiltration and attack
2. Extended Stabilisation: Support to LCBC and AU implementation of the RSS as a coherent and coordinated overarching framework for cross-border cooperation and multi-partner intervention in the region, aimed at long-term stabilization and steady transition from the provision of humanitarian assistance to development and resilience

Several of the activities envisaged to secure the outputs necessary to immediate stabilization are already being implemented by UNDP or other actors. The facility aims to increase effectiveness by delivering them together as a package, rapidly and flexibly, in more vulnerable areas where such assistance is currently piecemeal or absent.

The Facility is distinct from but does help to address the RSS, including the overall capacities of LCBC as well as specific PILLARS including pillar 5 (Governance & Social contract), pillar 6 (socio-economic

recovery and environmental sustainability), pillar 8 (PVE) and pillar 9 (empowerment of women and inclusion of youth). As noted above, through extended stabilization, the Facility will also support the establishment and operationalization of the structures required within the RSS including the Steering Committee which oversees the implementation of the Strategy, cross border cooperation mechanisms including the Governors' Forum, Civil Society Forum and Private Sector Forum. The Secretariat established at LCBC which has some functions including knowledge management, regional communication and technical advisory roles to set up the structures to implement the nine (9) pillars of the RSS including through Territorial Action Plans (TAPS).

To manage the Lake Chad Basin Inter-Parliamentary Advisory Committee (IPAC) in support of the implementation of the RSS, the RSS Secretariat is looking for an International firm. Under the overall guidance and direct supervision of the Coordinator/Head of Stabilisation Secretariat and the Inter-Parliamentary Advisor, the firm will; (1) identify parliamentary committees relevant to the implementation of the RSS, (2) engage National legislatures on the setting up of the IPAC.

II. OBJECTIVES OF THE SERVICE / WORK

The main objective of the project is to carry out consultations with the relevant parliamentary committees of the national and state legislatures in Nigeria, Cameroon, Chad and Niger on the reactivation of the LCBC Inter-Parliamentary Advisory Committee and the organization of the First LCBC Inter-Parliamentary Forum.

III. SCOPE OF THE SERVICE / WORK

Based on the main objective, the institution or firm is expected to deliver the following;
Desk Review of National/State Parliaments, Parliamentary Committees and their relevance to the different Pillars of the RSS;

1. Engagement of Parliamentary Committees and Former IPAC Members at National Levels;
2. Reactivation of IPAC and Organization of First LCBC Inter-Parliamentary Forum.

IV. EXPECTED OUTPUTS / DELIVERABLES

The duration of the assignment is expected to be spread between July to December 2020 and the following outputs and deliverables are expected.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Report on Desk Review of National/State Parliaments, Parliamentary Committees and their relevance to the different Pillars of the RSS	40 Working Days	Head of RSS Secretariat/ Inter-Parliamentary Advisor
2	Report on Engagement of Parliamentary Committees and Former IPAC Members at National Levels;	40 Working Days	
3	Report on Reactivation of IPAC and Organization of First LCBC Inter-Parliamentary Forum	30 Working Days	

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

The firm is required to use both primary and secondary sources to gather information for this project. The firm will be expected to consult the Regional Strategy for the Stabilization, Recovery & Resilience of the Boko Haram-affected areas of the Lake Chad Basin (RSS), national constitutions, scientific journals, reports, newspapers and the websites of the different legislatures to gather data necessary for the identification of relevant parliamentary committees across national/state legislatures. Primary sources for information will be comprised of direct interviews with salient members of the relevant parliamentary committees and former members of the IPAC on the objectives, composition, governance and management of the LCBC Inter-Parliamentary Committee.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

This consultancy assignment will be home-based. Travel to Nigeria, Cameroon, Niger and Chad for consultations with the parliamentarians and stakeholders of the different national and state legislatures will be required if security and safety conditions of COVID 19 within the different countries permit. Details are given in the table below.

No.	Deliverables	Location and Action to be Undertaken	Duration (approx.)
1	Report of Desk Review of Parliament, the committees and their relevance to the RSS	From Home: Desk review on parliamentary committees across four countries	40 working days
2	Report on Engagement of Parliamentary Committees and Former IPAC Members at National Level	Virtual/In-person consultations with parliamentary committee members and other stakeholders in Nigeria, Cameroon, Niger and Chad	40 working days
3	Report of Reactivation of IPAC and Organization of First LCBC Inter-Parliamentary Forum	To be determined	30 working days
Total working Days			110 working days

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance and direct supervision of the Senior Advisor and Head of Stabilization, the firm shall carry out a desk study on the parliamentary committees relevant to the implementation of RSS across legislatures of the four countries, the identify key parliamentary committees relevant to the implementation of the RSS and engage these committees in the setting up of IPAC and support in the planning and organization of the First LCBC Inter-Parliamentary Forum. The RSS Inter-Parliamentary Advisor will be the focal point for the firm for the overall delivery of the tasks. The firm shall submit deliverables at the end of each major task to the RSS Inter-Parliamentary Advisor. The final deliverable shall be submitted by 10th December 2020.

VIII. PAYMENT MILESTONES AND AUTHORITY

The prospective firm or institution will indicate the cost of services for each deliverable in **US dollars all-inclusive¹ lump-sum contract amount** when applying for this consultancy. The consultant will be paid **based on the effective UN exchange rate (where applicable), and** only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder. Per UNDP rules, the lump sum contract amount to be offered should consider the **professional fee inclusive of travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs**.

The qualified firm shall receive lump-sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalment of Payment	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Report on Desk Review of National/State Parliaments, Parliamentary Committees and their relevance to the different Pillars of the RSS.	UNDP	30%
2 nd Installment	Report on Engagement of Parliamentary Committees and Former IPAC Members at National Levels;	UNDP	35%
3 rd Installment	Report of Reactivation of IPAC and Organization of First LCBC Inter-Parliamentary Forum	UNDP	35%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

The institutions or consulting firms interested in this assignment should be a reputable institution focused on governance, stabilization, peacebuilding and international cooperation. The firm or institution must demonstrate a good track record of providing similar services. The consulting firm/institution should own equipment such as laptops for day to day work. The institution will further be required to meet the following criteria:

9.1 Minimum Organization Requirements

The prospective institution or firm is expected to meet the following requirements:

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

- It must have at least ten years of practical experience in governance, management and leadership preferably have a lot of engagements with the non-for-profit sector and UN agencies;
- Knowledge of relevant sectors and access to stakeholders and relevant information sources, especially of the Lake Chad region;
- Experience working with the UN or other international organizations is beneficial;
- Capability to deploy strong analytical aptitude, communication and presentation expertise;
- Capability to deploy good communication expertise in English and French languages;
- Certification from an accredited institution recognized by the UN;
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach.

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

9.2 Task Manager / Team Leader

Academic Qualification:

- At least a Master's degree in political science, law, social science, international studies, public administration, economics or related fields.

Experience:

- A minimum of ten (10) years of progressively responsible experience in governance, policy work or project management or the private sector and/or crisis/ post-conflict management or other related area is required.
- Experience working in a country with stabilization or post-conflict peacebuilding is desirable. Relevant field experience in the field (actual setting where a mission and/or project is being implemented) in emergencies (complex emergency or natural disaster) is desirable.
- Experience in the UN Common System is desirable.

Competencies:

- Ability to provide general leadership and direction to the study/research analysis and report writing;
- Excellent research and advocacy skills relating to stabilization and peacebuilding;
- Strong organizational skills;
- Strong communication skills;
- Proficiency in English and French

9.3 Lead Consultant / Senior Expert

Academic Qualification:

- At least a Master's degree in political science, law, social science, international studies, public administration, economics or related fields

Experience:

- A minimum of seven (07) years of progressively responsible experience in governance, policy work or project management or the private sector and/or crisis/ post-conflict management or other related area is required.
- Experience working in a country with stabilization and peacebuilding is desirable. Relevant field experience in the field (actual setting where a mission and/or project is being implemented) in emergencies (complex emergency or natural disaster) is desirable.
- Experience in the UN Common System is desirable.

Competencies:

- Ability to undertake technical policy-focused research related to stabilization and development.
- Ability to work under pressure and to deliver promptly without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills;
- Proficiency should be in English and proficiency of French language will be an added advantage.
- Excellent command on both written and spoken English is essential.

9.4 Project Staff / Associate Consultants / Team Members

Academic Qualification:

- At least a Master's degree in political science, law, social science, international studies, public administration, economics or related fields.

Experience:

- A minimum of five (05) years of professional experience and proven expertise and experience in governance, institutional development for international organizations such as UN agencies.

Competencies:

- Training and hands-on experience in governance and institutional development;
- Ability to work under pressure, with a group of UN agencies, and to deliver promptly without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills;
- Proficiency in English and French.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), 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%

XI. LOGISTICAL SUPPORT

The RSS will ensure that the firm receives access to all relevant documentation needed for this project.

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, firms are 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.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The firm shall not either during the term or after the 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 firm under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

XIV. ANNEXES TO THE TOR

The following documents will guide the firm to gain an understanding of the project to be carried out.

- Regional Strategy for the Stabilization, Recovery & Resilience of the Boko Haram-affected areas of the Lake Chad Basin (RSS).
- Concept Note for the Reactivation of the LCBC IPAC
- Draft Terms of Reference for the Establishment of the LCBC IPAC

PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

The criteria for the evaluation of the Technical Proposal shall be based on the areas below.

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	25%	250
2	Proposed Methodology, Approach and Implementation Plan	50%	500
3	Management Structure and Key Personnel	25%	250
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
The expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control 	90
1.3	The extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes 	120
SUB TOTAL		300
Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of a task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and are the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task/Project Manager / Team Leader / General Qualification Suitability for the Project <ul style="list-style-type: none"> - International experience - Training experience - Professional experience in the area of specialization - Knowledge of region - Language qualification 	25 20 45 30 20
SUB TOTAL		140
3.2	Senior Expert(s) / Lead Consultant(s) General Qualification Suitability for the Project <ul style="list-style-type: none"> - International experience - Training experience - Professional experience in the area of specialization - Knowledge of the region - Language qualification 	15 15 45 25 20
SUB TOTAL		120
3.3	Project Staff/ Associate Consultants General Qualification Suitability for the Project <ul style="list-style-type: none"> - International experience - Training experience - Professional experience in the area of specialization - Knowledge of the region - Language qualification 	5 5 10 10 10
SUB TOTAL		40
Aggregate		1000