**CONSULTANT TERMS OF REFERENCE**

**Location: Kampala (with field missions)**

**Description of the assignment: Technical and programme management support**

**Title: Consultant to provide programme management support**

**Additional Category: Peace, Security and Systems Resilience**

**Type of Contract: Individual Consultant (National)**

**Languages Required: English**

**Starting date: 17 August 2020**

**Expected Duration of Assignment: 1 year**

**I. Background**

On the ground in about 170 countries and territories, UNDP works to eradicate poverty while protecting the planet. We help countries develop strong policies, skills, partnerships and institutions so they can sustain their progress.

The Ugandan Vision 2040, paragraph 238 articulates peace, security and defence as prerequisites for a sustainable socio-economic transformation, democracy and national unity. According to the United Nations Development Assistance Framework (UNDAF) the correlation between peace, stability, good governance and socio-economic development is aptly illustrated in a case study of Uganda’s recent history, where periods of relative peace were characterized by growth in Gross Domestic Product (GDP) averaging about 6.4% per annum since 2002. This is contrary to the prior period of low GDP growth characterized by instability. Successive World Development Reports for instance of 2011 and 2015 corroborate the powerful link between peaceful societies and accelerated development: States which have addressed conflicts in society have recorded positive development progress. The key challenge for Uganda, therefore, is to consolidate the peace by strengthening national capacities for conflict prevention and sustaining peace to avoid reversals on developmental gains.

UNDP Uganda’s Peace Security and Systems Resilience unit supports the Uganda Government in implementing its strategies for peace and security, refugees, Peacebuilding, preventing violent extremism and cross border intervention. UNDP is also implementing a PBF Project. The UN in Uganda formulated a UN Joint Programme on Harnessing Youth’s potential for Sustaining Peace in Uganda. This joint programme is funded by the UN Peace Building Fund (PBF)[[1]](#footnote-1) and implemented by three UN Agencies- UNDP (Lead), UNFPA and OHCHR working in collaboration with government and Civil Society Organisation (CSOs). The successful candidate will additionally support the Team Leader in providing project management support to sustaining peace interventions in UNDP.

UNDP Uganda is looking for a seasoned Individual consultant to backstop the following projects/interventions within its Peace, Security and Systems Resilience portfolio: Peace Building Fund (PBF), Borderlands programmes (Karamoja/Greatlakes), refugees, Resilience, Small arms and light weapons (SALW), Prevention of Violent Extremism, migrations, Trafficking in persons. He or she will also support the design of new projects for the new Country Programme document.

Under the overall guidance of Senior Management and, direct supervision of the Peace Security and Systems Resilience Team Leader, the Individual Consultant will provide quality assurance support and ensure synchronization of related activities within the thematic/sectoral areas assigned as well as those of the broader Inclusive and Effective Governance pillar.

# **II. Functions / Key Results Expected**

* **Implementation** of programme strategies;
* Contributing to good **management** of the programme;
* Ensuring continuous nurturing of **strategic partnerships** at the field level;
* Providing top quality input to **knowledge building and periodic report** on PSSR programme;
* Support resource mobilization efforts.
1. Ensuring **implementation** of programme strategies focus on achievement of the following results:
* Provide timely and relevant technical and operational information in preparation of UNDP Country office ‘s (CO) participation in inter-agency and other development group meetings (Peacebuilding fund, ORG meetings, refugee coordination platforms, Resilience with OPM, Sector working groups with government), focusing on issues of thematic and institutional linkages and coordination.
* Promote and support field level **collaboration** within UNDP and with the main partners and other UN agencies, including identification of possibilities for **joint actions**.
1. Contributing to good **management** of the programme:
* Support the process of adoption and application of RBM and Transformational Development Approach (TDA) methods and tools at sub-national level;
* Provide quality input to the PSSR Team Leader toward design and formulation component of the programme, translating UNDP priorities and strategies into local interventions. Coordination of programme implementation with the executing agencies;
* Provide Quality Assurance support during programme planning, implementation and progress monitoring and reporting;
* Contribute to continuous monitoring and assessment of the programme impact (intended or non-intended/positive or negative), with special attention to potential perverse effects such as genesis/aggravation of local level aid dependency and corruption, to ensure timely strategy readjustment;
* Undertake continuous risk assessment, analysis and management; identification of operational and financial problems; development of solutions and participation in programme audit planning, implementation and follow up; and Ensure full compliance to **audit recommendations**;
* Undertake other duties assigned by the PSSR Team Leader.
1. Ensuring continuous nurturing of strategic **partnerships** at the field level:
* Provide quality support to targeted Local Governments toward identification, mobilization and engagement of key stakeholders (CSOs, CBOs, FBOs, Social Networks, Community leadership) at the district level to ensure broad ownership of the programme at the local level – and report on the extent of stakeholders’ ownership of development strategies promoted by UNDP;
* Actively seek collaboration, complementarity with other UN agencies and international partners operating at the district level; and
* Provide sound contribution to knowledge networks and communities of practice.
1. Providing top quality input to knowledge building and **periodic reports** on PSSR programme:
* Provide periodic analysis and presentation on programme implementation and lessons learned in the CO;
* Prepare regular updates on programme component activities, outputs and outcomes as input to aggregate PSSR reports.
1. Support **resource mobilization** efforts;
* Prepare bankable concept notes/papers, project proposals;
* Provide analytics to inform policy and programming.

 **Corporate Competencies:**

* Demonstrates integrity by modeling 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

**Functional Competencies:**

Knowledge Management and Learning

* Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example
* Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

* Ability to lead strategic planning, results-based management and reporting
* Ability to lead formulation, implementation, monitoring and evaluation of development programmes and projects, mobilize resources
* Ability to formulate and manage budgets, manage contributions and investments, manage transactions, conduct financial analysis, reporting and cost-recovery
	+ Ability to implement new systems and affect staff behavioral/ attitudinal change
	+ Strong IT skills, Atlas
	+ Excellent knowledge of financial rules and regulations, accounting
	+ Excellent knowledge of Results Management Guide and Toolkit

Management and Leadership

* Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
* Consistently approaches work with energy and a positive, constructive attitude
* Demonstrates good oral and written communication skills
* Demonstrates openness to change and ability to manage complexities

**IiI. Required Skills and Experience**

**Academic Qualifications:**

Master’s Degree or equivalent in conflict studies, International Development, Political Science, Sociology, International Relations, Law, Public Administration or related field.

**Experience**

* 5 years of relevant experience at the national or international level in in peacebuilding, recovery, development, humanitarian, political and/or transitional programmes, including work experience in the field, in a post-conflict setting, including managerial experience, policy analysis/research and policy implementation coordination, monitoring and evaluation.
* Proven ability to draft, edit and produce results-focused reports;
* Knowledge of peacebuilding mainstreaming gender equality, conflict sensitivity and human rights in designing and implementing related projects including monitoring and reporting on these cross-cutting themes and SDGs;
* A proven track record in designing and managing politically sensitive projects involving national political actors.
* Experience working within a UN agency/multilateral organization and experience in or understanding and managing projects/programmes with multiple donor partners;
* Knowledge of and experience of East Africa/ horn of Africa or Uganda context will be an advantage
* Experience in the usage of computers and office software packages, good knowledge and experience in handling of web-based management systems.

**Languages:**

* Fluency in English is required.

**IV. Working Arrangements**

**Institutional Arrangements:**

The consultant will work under the direct supervision of the Team Leader PSSR.

UNDP will provide office space and internet access, logistical support, transport and security, applicable to UNDP national personnel. **The consultant however is expected to bring his/her own laptop and mobile phone and meet local communication costs** (UNDP will provide a local pre-paid SIM card). Costs to arrange meetings, workshops, travel costs to and DSA during field visits (if any) shall be covered by UNDP.

**Duration of the Work:**

The total duration of the consultancy will be a maximum of 12 months computed based on days worked.

**Duty Station:**

The consultant will work from Kampala in the UNDP Office, with missions to other locations in Uganda as required.  The consultant will follow the working hours and weekends as applicable to UNDP staff. Consultant’s movement for meetings and consultations shall be coordinated by the UNDP office. The consultant is always required to observe UNDP security rules and regulations.

**Deliverables and Schedule of Payments:**

The consultant will produce a monthly report summarising key tasks undertaken in the month together with a monthly timesheet and submit to Team Leader PSSR for approval.

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| --- | --- | --- |
| ***Deliverables / Outputs*** | ***Expected Duration***  | ***Review and Approvals*** |
| 1. Develop a detailed work plan
 |  | Team Leader Peace, Security and Systems Resilience (PSSR), Senior management |
| 1. Support implementation of programme strategies for peace, security and resilience management and advisory;
 |
| 1. Contribute to good management of the programme;
 |
| 1. Ensure continuous nurturing of strategic partnerships at field level;
 |
| 1. Provide top quality input to knowledge building and periodic report on PSSR programme;
 |
| 1. Support resource mobilization efforts for the Country Programme Document through bankable concept notes/papers, and project documents and
 |
| 1. Provide technical advisory on the implementation of the New Way of Working in Uganda.
 |
| TOTAL | 252 days |  |

**Payment Modality:**

Payments under the contract shall be made on a monthly basis upon submission of the time sheet, and monthly report highlighting the tasks undertaken each month.

**V. Price proposal and Schedule of payments**

**Shortlisted candidates (ONLY) will be requested to submit a Financial Proposal.  The consultant shall then submit a price proposal when requested by UNDP, in accordance with the below:**

* **Daily Fee** – The contractor shall propose a daily fee, which should be inclusive of her/his professional fee, local communication cost and insurance (inclusive of medical health insurance and evacuation). The number of working days for which the daily fee shall be payable under the contract is based on days worked**.**
* **The total professional fee** shall be converted into a lump-sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment linked with deliverables and at the end of assignment. Payments will be made at the end of the assignment.

UNDP reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs are incomplete, not delivered or there is a failure to meet agreed-to deadlines

**Evaluation Method and Criteria:**

Individual consultant will be evaluated based on the following methodology:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

* 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.

\* Technical Criteria weight 70%

\* Financial Criteria weight 30%

**Only candidates obtaining a minimum of 49 points (70% of the total technical points), which will be identified through an interview would be considered for the Financial Evaluation**.

1. **Criteria 1: Previous experience in Programme Management work in peace/security/crisis related field - 20 points**
2. **Criteria 2: Knowledge of UN/UNDP’s programme management: - 20 points**
3. **Criteria 3: Experience of written translation and interpretation – 15 points**
4. **Criteria 4: Experience working with the UN and with multi-stakeholders: governments, NGOs, the UN/ multilateral/bilateral institutions and donor entities; - 15 points**

**Financial Evaluation (30%):**

The following formula will be used to evaluate financial proposal:

p = y (µ/z), where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

µ = price of the lowest priced proposal

z = price of the proposal being evaluated

**Documents to be included when submitting the proposals:**

Interested national Consultant must submit the following documents/information to demonstrate their qualifications in one single PDF document:

* Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
* Technical Proposal (can be attached with CV or response can be provided to mandatory question on jobs site):
	+ Brief description of why the individual considers him/herself as the most suitable for the assignment;
	+ A methodology, on how they will approach and complete the assignment and work plan as indicated above.

**All materials developed will remain the copyright of UNDP Uganda.  UNDP Uganda will be free to adapt and modify them in the future.**

**Annexes *(click on the hyperlink to access the documents)*:**

* **Annex 1 -**[**IC Contract Template**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Finfo.undp.org%2Fgssu%2FeRecruit%2FTemplates_IC%2FAnnexII.pdf&data=02%7C01%7Cmohammadkhalid.alimkhail%40undp.org%7Cc5584ee1d47a4191368108d75aa64cfe%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637077542604846870&sdata=yG5aHd9Ev2FGm4XjhySImRKFCxTcnDycarIwLz0hTkU%3D&reserved=0) (for information);
* **Annex 2** **-**[**Financial Proposal Template using the template provided by UNDP**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.af.undp.org%2Fcontent%2Fdam%2Fafghanistan%2Fdocs%2FOther%2FIC%2FAnnex%2520II%2520-%2520Financial%2520Proposal%2520Template%2520for%2520the%2520Individual%2520Contractor%2520(IC)%2520Assignment%2520-%2520National.docx&data=02%7C01%7Cmohammadkhalid.alimkhail%40undp.org%7Cc5584ee1d47a4191368108d75aa64cfe%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637077542604856862&sdata=mI6V1H21X8AsTsiZ2FBDJqbqvQhEZ9f%2FqMdtudTTA9g%3D&reserved=0)(to be completed at later stage upon request by UNDP);
* **Annex 3 –**[**IC General Terms and Conditions**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Finfo.undp.org%2Fgssu%2FeRecruit%2FTemplates_IC%2FAnnexIII.pdf&data=02%7C01%7Cmohammadkhalid.alimkhail%40undp.org%7Cc5584ee1d47a4191368108d75aa64cfe%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637077542604856862&sdata=J4XiH%2BBg6y0tgduJ1667P0onMiyFNZBdJKNNczPB0nc%3D&reserved=0) (for information);
* **Annex 4 –**[**RLA Template**](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Finfo.undp.org%2Fgssu%2FeRecruit%2FTemplates_IC%2FAnnexIV.pdf&data=02%7C01%7Cmohammadkhalid.alimkhail%40undp.org%7Cc5584ee1d47a4191368108d75aa64cfe%7Cb3e5db5e2944483799f57488ace54319%7C0%7C0%7C637077542604856862&sdata=0IsP0zrOiRNUbvl04onlWEP3E6GPFBJ%2F5Dhoki1yxuE%3D&reserved=0) (if consultant wishes to be recruited through an employer) - (for information).

**Note: Incomplete application will result in automatic disqualification of candidate.**

1. The Secretary-General established a Peacebuilding Fund (PBF) for post-conflict peacebuilding initiatives in October 2006. The PBF constitutes an essential component of the enhanced UN architecture to provide for a more sustained engagement in support of countries emerging from conflict and will support peacebuilding activities which directly contribute to post-conflict stabilization and strengthen the capacity of Governments, national/local institutions and transitional or other relevant authorities. [↑](#footnote-ref-1)