

## TERM OF REFERENCE (ToR)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	<b>National Consultant – Programme Assistant for UN-Habitat Ethiopia Country Office</b>
<b>Project/Program Title:</b>	<b>UNHABITAT</b>
<b>Post Title:</b>	Individual National Consultant (NC) <b>Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)</b>
<b>Consultant Level:</b>	<b>Junior – Level A</b>
<b>Duty Station:</b>	Jijiga, Ethiopia
<b>Duration:</b>	<b>Five months with possible extension</b>
<b>Expected Start Date:</b>	Immediately after Signing the Contract

### I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Human Settlements Programme (UN-Habitat) is the mandated Agency to support central and local government officials in the identification of solutions for fostering sustainable and inclusive urban development processes. The focus of the consultancy is the implementation of projects and other activities in human settlement in the context of displacement and migration, spatial equality, and participatory urban planning process.

This consultancy position will be supervised by UN-Habitat Country Office in Ethiopia.

#### The situation of IDPs in Ethiopia

Ethiopia is fast becoming an urbanized society, where the population influx is particularly high its secondary and intermediate towns. These areas today receive most of the urban population growth-and are expected to continue to do so. At the same time, the secondary and intermediate towns host a significant population of refugees and Internally Displaced Persons (IDPs). Due to a combination of extreme weather events such as floods and droughts, and man-made crises such as inter-communal clashes and violence, Ethiopia has currently 1,700,000 IDPs of which over 1 million live in the Somali Region<sup>1</sup>, and 761,819 refugees of which 198,402 live in the Somali Region<sup>2</sup>.

Ethiopia recently ratified the African Union Convention for the Protection and Assistance of Internally Displaced Persons in Africa, also known as the Kampala Convention. The Kampala Convention is the world's only legally binding instrument for the protection of internally displaced persons in Africa. Several intention surveys conducted by the Government indicate that some IDPs prefer reintegration into the host community, relocation to urban areas or return to urban areas. In general, integration, return and relocation are key response strategies pursued as a durable solutions strategy by the government and various stakeholders. This involves a response strategy around working towards decent living conditions including means of livelihood, access to basic services, spatial planning and rural-urban linkages, among others.

Somali Region of Ethiopia is leading the implementation of the Durable Solutions for IDPs, inclusive of urban solutions for voluntarily relocation, return and integration. As the regional government pursues its efforts in delivering durable solutions, the consultant will support liaising with the different

<sup>1</sup> IOM DTM, December 2019

<sup>2</sup> UNHCR April 2020

organizations and support implementation of UN-Habitat projects in the Region promoting resilient and inclusive development.

## II. SCOPE OF THE WORK

The scope of this assignment is to support projects focusing upon urban inclusivity of displaced, migrant and poor population, organizing participatory planning process, urban infrastructure assessments and liaison with representatives from government and non-government organizations.

## III. EXPECTED OUTPUTS AND DELIVERABLES

Under the overall supervision of the UN-Habitat country office in Ethiopia, the consultant will undertake the following tasks:

- Support in the coordination and delivery of site assessments, qualitative infrastructure mapping and stakeholder consultations, as per specific UN-Habitat requests.
- Support in the organisation of stakeholder workshops (IDP, host community & institutions) that focus on urban inclusivity of displaced, migrant and poor population.
- Participate and represent UN-Habitat in meetings with institutional partners and donors
- Support in planning and preparation of learning events on durable solutions for government and partners
- Implement UN-Habitat projects related to displacement affected communities in urban areas
- Support the Somali Region Durable Solutions Working Group by participating in meetings, documenting conversations, ensuring timely information sharing, and following up on action points agreed upon during the meetings.
- Support missions and other logistical assignments for UN-Habitat team
- Perform other duties as may be assigned by immediate supervisor

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Support in the coordination and delivery of site assessments, qualitative infrastructure mapping and stakeholder consultations, as per specific UN-Habitat requests	Month 1, 2	UN-Habitat
2	Support in the organisation of stakeholder workshops (IDP, host community & institutions) that focus on urban inclusivity of displaced, migrant and poor population.	Month 2, 3, 4	
3	Participate and represent UN-Habitat in meetings with institutional partners and donors	Month 1, 2, 3, 4, 5	
4	Support in planning and preparation of learning events on durable solutions for government and partners	Month 2, 3, 4	
5	Implement UN-Habitat projects related to displacement affected communities in urban areas	Month 1, 2, 3, 4, 5	UN-Habitat
6	Support the Somali Region Durable Solutions Working Group by participating in meetings, documenting conversations, ensuring timely information sharing, and following up on action points agreed upon during the meetings.	Month 1, 2, 3, 4, 5	
7	Support missions and other logistical assignments for UN-Habitat team	Month 2, 3, 4	
8	Perform other duties as may be assigned by immediate supervisor	Month 1, 2, 3, 4, 5	

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

- a. The project manager will directly supervise the Contractor and he/she will be directly responsible to, and reporting to, seeking approval/ acceptance of output from Country Programme Manager;
- b. The contractor is expected to provide weekly reports via email and monthly narrative reports in format shared by the project manager. The reports must be shared with the project manager, the country program manager and programme support staff as indicated.
- c. The Contractor is expected to collaborate with UN organizations and NGOs in Somali region and with different governed bureaus engaged in deployment of durable solutions for IDPs. The consultant will interact with representatives of local administration, local academic institutions, civil society and representatives of internally displaced peoples.
- d. The entities other than UN-Habitat have a consultative role, while the project implementation is managed solely by UN-Habitat.
- e. The project will provide office space, support personnel in Jijiga and Addis Ababa, and logistical support for missions outside Jijiga.

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

- a. Office Space; Equipment and Secretarial services and Arrangement of workshop(s)
- b. The assignment does not require presence on the UNDP premises
- c. UN-Habitat Ethiopia will be in-charge for offering both administrative and logistics supports

#### **VI. DURATION OF THE WORK<sup>3</sup>**

- a. The expected duration of work is 5 Months/ 21.75 minimum expected working days per/month
- b. 31st December 2020 is the expected date of full completion, if the tasks is not completed on time the contractor should finalize his work with no cost extension.
- c. The start and expected completion date of the work is from August – December 2020
- d. Feedback on reporting will be given within 5 working days.
- e. The project period as agreed with the donor is ending on 31 December 2020, inclusive of reports of all processes and outputs produced within this project. Therefore, the work should be done with the timeframe.

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

##### **a. Education:**

- Bachelor's degree in urban planning or management, sociology, economics, geography, architecture, civil engineering or other urban studies

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

- Minimum of 2-4 years of working experience, with relevant knowledge in urban development
- Demonstrated experience related to different aspects of spatial development and community development projects
- Experience in data collection, policy analysis and report writing
- Experience with projects implementation

##### **c. Language:**

- English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Amharic or Somali Language

---

<sup>3</sup> 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.

is preferred. Required ability to communicate technical knowledge to non-expert audience using graphic and visual tools.

**d. Functional Competencies:**

- Capacity to collect, manage and report data and information to a high level of detail
- Qualitative and quantitative research skills
- Ability to work independently with a high degree of responsibility, availability to conduct missions in short notice.
- Excellent verbal communication and writing skills.
- Computer/software literate, knowledgeable in Microsoft Office, and preferably GIS software
- Fluency in English is required, Somali Language is a preferred

**e. Core Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UN-Habitat;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

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

Upon the advertisement of the Procurement Notice, 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, 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	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>		<b>70%</b>	70
<ul style="list-style-type: none"> <li>▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		<b>30</b>	
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Competency-based Interview which allow to evaluate individual competencies in terms of language proficiency; analytical and comprehension skills; presentation skills; confidence; problem solving skills; teamwork ability, managerial ability</li> </ul>		<b>20</b>	
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Bachelor's degree in urban planning or management, sociology, economics, geography, architecture, civil engineering or other urban studies</li> </ul>		<b>10</b>	
<ul style="list-style-type: none"> <li>▪ <b>Criteria d.</b> Between 2 and 4 years of working experience</li> </ul>		<b>10</b>	
<b>Financial (Lower Offer/Offer*100)</b>		<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>		

## IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **ETB all-inclusive<sup>4</sup> lump-sum contract amount** when applying for this consultancy. The consultant will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

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

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from	Percentage of Payment
1 <sup>st</sup> Installment	Narrative report including methodology and plan for data collection, stakeholder consultations and other meeting reports	UNHABITAT	Monthly
2 <sup>nd</sup> Installment	Narrative report including data collection progress, stakeholder consultations and support in project implementation	UNHABITAT	Monthly
3 <sup>rd</sup> Installment	Narrative report including data collection progress, stakeholder consultations and support in project implementation	UNHABITAT	Monthly
4 <sup>th</sup> Installment	Narrative report including data collection progress, stakeholder consultations and support in project implementation	UNHABITAT	Monthly
5 <sup>th</sup> Installment	Narrative report including input to reports, publications, dissemination of findings to stakeholders and other meeting reports	UNHABITAT	Monthly

## X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

### 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) – use separate pdf file

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

---

<sup>4</sup> 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

## **XI. 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.

## **XII. HOW TO APPLY**

Interested consultant with required qualification and experience must submit their applications **through:**  
<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH1703**