I. BACKGROUND / PROJECT DESCRIPTION

In 2018, Ethiopia undertook a serious reform following the coming to power of the Prime Minister Dr. Abiy Ahmed. In addition to lifting the state of emergency; the Prime Minister has taken a number of legal and administrative reforms in the country. The establishment of the national reconciliation commission under the proclamation no. 1102/2018 is one of these significant achievements of the Prime Minister.

The ERC is an independent commission is mandated to reconcile the lingering disagreements and different societal, ethnic and political conflicts between Ethiopians. The Commission determines the cause and dimension of repeated gross violation of human rights and suggests realistic recommendations aligned with the Federal Constitution, regional and international agreements. The Commission has three years of mandate out of which one year is dedicated to preparation and strategic plan development as well as the installation of necessary infrastructure for reconciliation, data gathering and further investigation.

The ERC was formally established in February 2019 consisting of 41 prominent individual members appointed by the parliament upon recommendation of the Prime Minister. The Commissioners are voluntary and serve on a part-time basis. The commission has also organized itself in to five main standing committees and the chairs of these committees constitute the executive committee of the reconciliation added up with the chair and vice chair of the commission appointed by the parliament upon recommendation of the Prime Minister. The five committees are 1) public communications, education and relations committee; 2) documentation of public submissions committee; 3) truth and complaints investigation committee; 4) reconciliation committee; and 5) administrative and partnership committee. The secretariat is headed by a Chief Executive Officer, who reports to the Chairperson of the Commission, oversees the day to day running of the Commission’s activities. The Secretariat is structured into seven departments and units aligned to its core mandate. Heads of the
departments will form a part of the Secretariat. They report to the Chief Executive Officer, who in turn reports to the Commission. To date however, the ERC only has been granted budget for the Chair, deputy Chair and a few administrative officers. It is crucially lacking the means for the human resources needed to staff its seven departments who are responsible for moving the daily work of the five standing committees forward.

Over the past months, the ERC has held a series of consultations in view of developing its reconciliation strategy. However, no political consensus has been reached amongst national and regional elites as to what the national reconciliation process will entail in Ethiopia. Achieving this political consensus is not only key for the ERC to start delivering on its mandate, but also to protect the commission and its members from any potential backlash once it starts its work in earnest.

To support the ERC in achieving this political consensus, UNDP Ethiopia, is seeking to recruit a team of national experts in Transformative Scenario Planning on a short-term basis who will be working in Addis Ababa (either remotely from their homes or in the offices of the ERC depending on the COVID-19 restrictions in place). The UNDP support fall under our ongoing Governance and Democratic Participation Programme.

II. OBJECTIVES OF THE CONSULTANCY
The main objectives of the consultancy are to provide technical support to the ERC for it to generate a political consensus amongst political, religious, traditional, civil society, youth and women leaders in favour of an agreed national reconciliation process. The goal is to get a group of influential leaders to sign a Reconciliation Covenant which would lay out the main elements a national reconciliation process.

III. Functions / Key Results Expected
The team of national experts in Transformative Scenario Planning (TSP) will be responsible for delivering a series of workshops and dialogue sessions on consensus building and gaining ‘political will’ on national reconciliation and truth-seeking process. These workshops and dialogue sessions will be preceded by a phase of preparatory work conducted jointly with national and international technical experts on Transitional Justice and Reconciliation who will help the (TSP) experts understand the different options for National Reconciliation processes based on international best practices and their respective benefits and drawbacks. The preparatory phase will be the basis for adapting the TSP methodology to the Transitional Justice and Reconciliation objectives of this consultancy.

They will be under the supervision of the Reconciliation Standing Committee of the ERC and have an administrative reporting line to the UNDP Governance and Capacity Development Team and closely working with UNDP Peacebuilding and Reconciliation Advisor.

Summary of Key Functions:
The team of national experts in Transformative Scenario Planning (TSP) will be responsible for the following deliverables:

1. Develop a training / workshop facilitation curriculum in Amharic/English adapting the TSP methodology to the Transitional Justice and Reconciliation process.
2. Mobilize a group of influential decision-makers, under the leadership of the ERC, at federal and regional levels and across CSOs, Media, Higher education Institutions, political parties,
religious and traditional leaders to advance a dialogue on the national reconciliation process in Ethiopia.

3. Conduct a series of dialogue sessions (27 in total, 3 per regional state to discuss regional priorities and identify delegates for national workshops) and (3) workshops (at national level) on consensus building and gaining ‘political will’ on national reconciliation and truth-seeking process.

4. Under the leadership of the ERC’s Justice and Reconciliation Standing Committee, working closely with the ERC Secretariat’s Reconciliation Technical Advisers and the Team of Technical Experts on Transitional Justice and Reconciliation hired by UNDP to support the ERC, the TSP experts will help facilitate the work of the group of influential decision-makers to agree on a draft Reconciliation Covenant – a non-binding document outlining the key elements of the national reconciliation process in Ethiopia.

IV. Impact of Results

The key results of the consultants are expected to have an impact on the overall work of the Ethiopian Reconciliation Commission by strengthening the political consensus for the Ethiopian National Reconciliation Model described in the Reconciliation Covenant.

V. Competencies

Corporate Competencies:
- Demonstrates integrity by modelling the UN’s values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religious, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.
- Understand Ethiopian Government Policies and strategies and demonstrate value to the same.

Core Competencies:
- Creates new and relevant ideas and leads others to implement them;
- Models high professional standards and empowers team members to innovate and deliver;
- Understands personal and team roles, responsibilities and objectives;
- Gains trust of peers, partners, and clients by demonstrating substantive and technical abilities including presenting authoritative advice to partners and other stakeholders.

Functional/Technical Competencies:
- Excellent trainer
- Excellent leadership, coordination and relationship building skills;
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation;
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills;
- Demonstrated engagement with diverse donors and development partners;
- An effective and energetic team player, with the ability to work in a multidisciplinary and multicultural environment;
- Strong self-motivation and innovative skills, with capacity to work independently and meet deadlines.

Client Orientation:
- Ability to anticipate and manage the needs and interests of multiple stakeholders and balance often contradictory expectations from national partners;
- Works towards creating an enabling environment for a smooth relationship between the clients and service providers.
**Analytical Abilities:**
- Knowledge of conflict and peacebuilding concepts and the ability to apply to strategic and/or practical situations;
- Knowledge of the interaction between political actors, political processes and peace in a society, including the impact of power distribution on political stability and economic outcomes;
- Capacity to assess scope of request for advisory services, prepare detailed TORs, regular brief and engage and support a variety of technical consultants; assess quality of services provided by technical consultants and make recommendations as might be required.

**Partnership and Networking:**
- Engages and fosters strategic partnerships with other stakeholders and UN agencies, funds and programs;
- Shares UNDP knowledge and activities (at UN and other venues)

**Innovation, Outreach and Communication:**
- Writes clearly and concisely in English and Amharic.
- Communicates within and at large, participates in peer communities and engages substantively;
- Makes the case for innovative ideas, documenting successes and building them into the design of new approaches and tools;
- Demonstrates effective presentation and writing, and strong analytical and strategic skills.

**Gender and Institution Development:**
- Demonstrates knowledge of systems and tools for gender mainstreaming;
- Applies gender dimension to strategic and/or practical situations, including analysis of projects from a gender perspective;
- Demonstrates knowledge of Women’s Rights and Political participation/empowerment issues and concepts and applies these in strategic and/or practical situations.

**Teambuilding:**
- Works effectively with diverse groups of professionals towards common goals;
- Able to manage different personalities and motivate others while ensuring team coordination and spirit;

---

**VI. Required Qualifications**

**Education:**
Advanced university degree (master’s degree) in the field international relations, policy analysis, development studies, conflict/peace studies, law, human rights, political science, international development or related field.

**Experience:**
The Transformative Scenario Planning Experts should have 10 years of relevant experience working on public policy research, governance and political dialogue and reconciliation in Ethiopia.
- Experience in leading workshops and trainings.
- Experience delivering trainings on the Transformative Scenario Planning methodology.
- Experience in facilitating dialogues on sensitive matters.
- Experience in project cycle management.
- Experience in policy research.
- Ability to develop and maintain strong relationships with federal and regional authorities and other critical stakeholders.
- Experiences in working on conflict resolution and peace building related activities through ownership and participation of communities and local governments.
• Able to work both independently and within teams;
• Able to work under pressure; and
• Experience in liaising and engaging different stakeholders, including national governments, in a complex environment and in managing partners expectations;
• Experience in designing and implementing, capacity building initiatives.
• Experience working within a UN agency and/or other international organizations would be added advantage,
• Experience in the use of computers and office software packages, including experience in handling web-based teleconferencing platforms and systems (e.g. Zoom, Microsoft Teams, etc); and
• Flexible, with ability to perform and prioritize multiple tasks.

Language requirements:
• Excellent oral and written communication and reporting skills in both English and Amharic. Knowledge of other Ethiopian languages is a plus.

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS
The ICs will mostly work remotely from their homes/offices and conduct the workshops and dialogue series through online video conferencing services (e.g. Zoom, Skype, etc). They will be expected to report for in person meetings at the ERC Secretariat on an exceptional basis. Functionally, they will be reporting to the supervision of the Reconciliation Committee. Administratively they will report to the Governance Team Leader within UNDP. The ICs will be required to closely coordinate with the Peacebuilding and Reconciliation Adviser within UNDP.

VIII. DURATION OF THE ASSIGNMENT
The engagement of the ICs will be for 30 working days distributed over 4 months.

IX. CRITERIA FOR SELECTING THE BEST CANDIDATE
Applicants are expected to submit their CVs, Academic credentials, Work Certifications, Produce evidence of having delivered trainings on political dialogue and scenario planning in Ethiopia; and any other relevant credentials.
Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. The technical proposal should include how the IC will deliver the expected key deliverables listed below. The financial proposal should show how the IC’s proposed rate by deliverables and spread over 12 months.

The following criteria will be followed in selecting the best candidate.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Competence (based on Credentials and technical proposal)</td>
<td>70%</td>
<td>20</td>
</tr>
<tr>
<td>Criteria a. [Experience and skills mix]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criteria b. [Methodology for undertaking assignment]</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Criteria c. [Motivation]</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Financial (Lower Offer)</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td></td>
<td><strong>Technical Score (70%) + Financial Score (30%)</strong></td>
</tr>
</tbody>
</table>

---
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.
X. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultants need to apply standard ethical principles during the course of the evaluation. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The consultants 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 by the contracting authority. Proprietary interests on all materials and documents prepared by the consultants under this assignment shall become and remain properties of the ERC and of UNDP.

XI. DELIVERABLES

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables</th>
<th>Implementing Partners (IP)</th>
<th>Location and Action to be Undertaken</th>
<th>Duration (approx.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Workshop and dialogue series curriculum</td>
<td>ERC / UNDP</td>
<td>Addis Ababa / workshop and dialogue series curriculum</td>
<td>7 working days</td>
</tr>
<tr>
<td>2</td>
<td>Regional dialogue series and national workshops reports</td>
<td>ERC / UNDP</td>
<td>Addis Ababa / dialogue series and workshops</td>
<td>22 working days</td>
</tr>
<tr>
<td>3</td>
<td>Narrative and financial report</td>
<td>ERC / UNDP</td>
<td>Addis Ababa / report writing</td>
<td>1 working day</td>
</tr>
<tr>
<td></td>
<td><strong>Total Working Days</strong></td>
<td></td>
<td></td>
<td><strong>30 working days</strong></td>
</tr>
</tbody>
</table>

XII. PAYMENT TERMS

<table>
<thead>
<tr>
<th>Payment Schedule (Payment trenches)</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Approval should be obtained from:</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Instalment</td>
<td>Workshop and dialogue series curriculum</td>
<td>ERC Justice and Reconciliation Standing Committee / UNDP Peacebuilding and Reconciliation Advisor</td>
<td>30%</td>
</tr>
<tr>
<td>2nd instalment</td>
<td>Regional dialogue series and national workshops reports</td>
<td>“</td>
<td>40%</td>
</tr>
<tr>
<td>3rd instalment</td>
<td>Final narrative and financial report</td>
<td>“</td>
<td>30%</td>
</tr>
</tbody>
</table>

XIII. ANNEXES TO THE ToR

- Existing literature or documents that will help Offeror’s gain a better understanding of the assignment and the work required would be provided as annex to the ToR, especially of such literature or documents are not confidential.

XIV. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications through: [https://etendering.partneragencies.org](https://etendering.partneragencies.org) UNDP/ETH10/Event ID: ETH1636A
XV. 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) – 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