

## TERMS OF REFERENCE (ToR)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	Recruitment of International Consultant for “Scaling Fences” Advocacy Coordinator
<b>Project/Program Title:</b>	Advocacy for the “Scaling Fences Study on Irregular Migration
<b>Post Title:</b>	<b>International Consultant</b>
<b>Consultant Level:</b>	<b>Level A (Junior Specialist)</b>
<b>Duty Station:</b>	Home-based with travel to selected countries in Europe and Africa
<b>Expected Places of Travel</b>	<b>Selected countries in Europe and Africa</b>
<b>Duration:</b>	50 working days distributed over 6 months
<b>Expected Start Date:</b>	Immediately after signing the contract

### I. BACKGROUND / PROJECT DESCRIPTION

The Regional Programme for Africa is a flagship programme for UNDP that responds to challenges and opportunities facing the African Continent and to the priorities and aspirations of Africa as articulated by the African Union and other regional organs. These are convergent with the vision, areas of work and guiding principles of the UNDP strategic plan, 2014-2017, and the directions of the quadrennial comprehensive policy review. The programme builds on the successes and responds to the lessons from past cooperation, with special attention to programme focus and effective engagement with the African Union and the regional economic communities through the development of long-term strategic partnerships.

Accordingly, UNDP Regional Programme for Africa carried out a ground-breaking research on irregular migration *Scaling Fences: Voices of Irregular African Migrants to Europe*. The research aims to inform forward-looking policies that better confront the challenges and understand the benefits of Irregular African Migration to Europe—for migrants themselves, for the families and communities they leave behind, and for the countries in which they seek to build new lives. Among other things, the report detailed the mechanisms, including root causes and drivers, that led to irregular migration from the African continent to Europe; and produced comparable data on the economic and social space irregular migrants occupy (occupied) in host countries as well as their countries of origin. The core message arising from this study is that migration is a reverberation of uneven development and particularly of a development trajectory that is failing young people.

In this regard, the policy response based on empirical evidence is imperative to address the challenges of irregular migration. Thus, **UNDP Africa has drafted an advocacy strategy and implementation plan** to contribute to the design of more sustainable and evidence-based policies and programmes that accelerate development while addressing the migration-development nexus in both origin and destination countries by leveraging the findings from the *Scaling Fences* report. The *Scaling Fences* research and advocacy strategy contributes to the UNDP Strategic Plan (2018-2021) and is well aligned with the Regional Programme’s priority areas/outcomes

In this context, UNDP Regional Service Center for Africa (RSCA) is looking to reinforce its capacity in finalizing the advocacy strategy and successfully implement the strategy.

### II. SCOPE OF THE WORK

The overall objective of this consultancy is to finalize the *Scaling Fences* advocacy strategy and workplan, and to coordinate the activities for the successful implementation of the advocacy plan. The individual will work closely with a communications specialist on external communication activities, ensuring these are aligned with the advocacy goals. The individual will liaise with UNDP RSCA staff, UNDP Africa Country Offices, and UNDP Representation Offices, programme partners and other stakeholders as needed.

### III. EXPECTED OUTPUTS AND DELIVERABLES

The Consultant will support the implementation of the advocacy strategy and will be responsible for the delivery of the following:

- Draft and maintain a clear calendar which is responsive to key events and dates;
- Finalize the workplan and detailed travel plan to meet the objectives of the Advocacy Strategy;
- Identify, contact and liaise with local partners in countries of origin and destination to organize joint events;
- Communicate and liaise with relevant partners (government partners, development partners, implementing partners, UN agencies, etc.) as required;
- Liaise closely with UNDP regional representation offices to ensure coordination with regional fora and global advocacy platforms;
- Consolidate minimum standards for harmonization of presentations and participation in events;
- Coordinate and conduct training sessions for Scaling Fences promoters and champions across Europe and Africa;
- Monitor and evaluate the implementation of the advocacy plan;
- Supervise the implementation of the advocacy strategy, and adjust, if needed;
- Work in close collaboration with a communication specialist to align the advocacy strategy with the communication messages and activities
- Conduct background research (incl. on cases of successful integration of migrants in Europe and the MIPEX indicator).
- Support the coordination of a new research on reverse migration of Africa migrants from Europe to Africa.

Deliverables per month shall be agreed upon between the Consultant and the supervisor upon commencement of the assignment. All relevant draft deliverables shall be submitted in English by the Consultant for review and feedback. Formats of the deliverables should comply with the UNDP requirements. The detailed outline of these deliverables shall be agreed upon the commencement of the assignment

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will work closely with the Regional Programme Team as well as other Consultants and UNDP staff members, under the direct supervision of the Africa Regional Programme Coordinator, located in the UNDP Regional Service Centre for Africa in Addis Ababa

This assignment will be home based. In the case of travel, standard UNDP standard DSA rates will apply.

### V. DURATION OF THE WORK<sup>1</sup>

The contract is for up to 50 working days distributed over 6 months

### VI. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

#### I. Academic Qualifications:

- Advanced university degree (Master's degree or equivalent) in management, development studies, economics, sustainable development planning, social sciences or related fields;

#### II. Years and sphere of experience:

- A minimum of 3 years of professional experience related to international development;
- Experience coordinating programmes or projects with international partners;
- Experience working in Africa and in Europe is desirable;
- Research experience on migration issues, particularly from the African continent;
- Having participated in the production of the *Scaling Fences* study is desirable.

#### III. Competencies:

- Be familiar with the phenomenon of irregular migration and its impact in Europe;

---

<sup>1</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.

- A demonstrable understanding of African region as well as migration related issues/trends within the context of development;
- Excellent written and oral communication skills;
- Previous successful experience of working with UN agencies is an advantage;
- Good communication skills and proven ability to speak in public;
- Demonstrated commitment to timely delivery of projects;
- Fluent in English as well as in either French or Spanish;

IV. Personal qualities:

- Proven commitment to the core values of the United Nations, respecting differences of culture, gender, religion, ethnicity, nationality, language, age, HIV status, disability, and sexual orientation, or other status;
- Computer skills (PowerPoint, Word, Excel; STATA; GIS);
- Responsibility;
- Flexibility;
- Attention to detail.

## VII. 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>	
▪ <b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts*
• <b>Criteria b.</b> Be familiar with the phenomenon of irregular migration and its impact in Europe		20 pts*
• <b>Criteria c.</b> A demonstrable understanding of African region as well as migration related issues/trends within the context of development;		20 pts *
• <b>Criteria d</b> Fluent in English as well as in either French or Spanish.		10 pts*
<b>Financial (Lower Offer/ Offer*100)</b>	<b>30%</b>	
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## VIII. PAYMENT MILESTONES AND AUTHORITY

The Consultant will be paid in six equal installments (per month) after satisfactory completion of the tasks assigned for the month.

Installment of Payment/Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	To be discussed and agreed upon listed (III. EXPECTED OUTPUTS AND DELIVERABLES)	Supervisor/UNDP	Monthly
2 <sup>nd</sup> Installment	To be discussed and agreed upon listed (III. EXPECTED OUTPUTS AND DELIVERABLES)	Supervisor/UNDP	Monthly
3 <sup>rd</sup> Installment	To be discussed and agreed upon listed (III. EXPECTED OUTPUTS AND DELIVERABLES)	Supervisor/UNDP	Monthly
4 <sup>th</sup> Installment	To be discussed and agreed upon listed (III. EXPECTED OUTPUTS AND DELIVERABLES)	Supervisor/UNDP	Monthly
5 <sup>th</sup> Installment	To be discussed and agreed upon listed (III. EXPECTED OUTPUTS AND DELIVERABLES)	Supervisor/UNDP	Monthly
6 <sup>th</sup> Installment	To be discussed and agreed upon listed (III. EXPECTED OUTPUTS AND DELIVERABLES)	Supervisor/UNDP	Monthly

## **IX. 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

## **X. 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.

## **XI. HOW TO APPLY**

Interested consultant with required qualification and experience must submit their applications **through:**

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH1741**