

TERM OF REFERENCE (ToR)

GENERAL INFORMATION

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| Services/Work Description: | Two National Consultants to support policy dialogues on role of youth and women to help community recovery and peacebuilding |
| Project/Program Title: | Inclusive Governance and Conflict Management Support to Ethiopia/Peace Building Fund (PBF) project |
| Post Title: | Two National Consultant (NC) Only for individual level application (group of individuals and/or firms are not eligible for this consultancy assignment) |
| Consultant Level: | Level C (Senior Specialist) |
| Duty Station: | Addis Ababa |
| Duration: | 15 working days distributed over 1 month |
| Expected Start Date: | Immediately after Signing the Contract |

I. BACKGROUND / PROJECT DESCRIPTION

The Inclusive Governance and Conflict Management Support to Ethiopia/Peace Building Fund (PBF) project, with its overarching objectives of supporting development of national peace building strategy and security and social cohesion in conflict-prone clusters/regions has been implemented for the last 18 months (January 2019- June 2020). In this course of the project, various activities were conducted to create platforms, systems and resources for capacity building, community dialogues/peace conferences, social cohesion and conflict prevention and management in the targeted Somali, Oromia and SNNP Regions.

The project has also been through an adjustment process (thematic and time extension) to respond to an emerging shift of priorities by the Ministry of Peace (MoP) and later the unprecedented COVID 19 pandemic which the GoE has declared the state of emergency as of 13 March 2020. Thereafter, thematically the project is adjusted to focus on the interventions to build the capacity of MoP and National Reconciliation Commission and to increase the engagement of national and local groups for solidarity in response to COVID-19 and to promote peaceful co-existence. Time wise, a No Cost Extension until 13th December 2020 is also approved by the PBF Support Office. As part of this adjustment, one of the components of the joint program is enhancing the role of youth and women in peace building for more effective participation

In Ethiopia, women hold 38% seats of the parliament and 50% of ministerial posts. But at grass root level the participation of women in leadership positions, particularly when it comes to decision making in peace processes, is still at a very low level. There are several instances where women have contributed to peace building in the country. It is informal, which often goes unnoticed and unrecognized as well as undocumented. There are also challenges women face impeding them from equally and effectively participating in peace building process. These include social and cultural barriers like patriarchal norms where participation is based on established systems, practical challenges of costs in terms of money and time and lack of familiarity of the process; high illiteracy rate, lack of exposure, and cultural restraints which led to years of marginalization. Remedying this marginalization will require taking measures to facilitate spaces and processes

where women can come together and synergize to meaningfully impact peace building processes and contribute to discussions related to the same.

Regarding youth, while young people are agents of violence, they are neither identified as full actors in peace settings nor recognized as having an active role as civil society actors, political constituents or participants in measures to redress violence. Young people are sometimes urged to be peacemakers, but they seldom participate in responses to conflict through governance and political measures and decision - making processes. This perception is changing in as the governments are engaging youth in peace building, forging connections between youth and their communities, building constituencies for peace and training youth.

The goal of the PBF project is therefore to increase women's and youth's participation in formal and informal peace-building decision making processes and trigger their engagement for peace at grass roots level. To this end, the project enhances their involvement through overcoming challenge and reverse the trend of low participation underpinned in a clear strategy well deliberated towards real commitment and practice.

Based on this background, UNDP in collaboration with the MoP is planning to organize two virtual dialogue events bringing together influential youth and women from all over Ethiopia. These events will be followed by a third high level event with policy makers to transmit concerns and recommendations of the youth and women captured through the previous two events. The two virtual dialogues (conference) will be organized under the theme of "***Policy Dialogues on Role of Youth and Women to Enable Communities Recover and Build Peace***" and will be used as fora where issues on the role of youth and women in helping communities to recover and build peace will be identified and discussed in -depth.

Topics for discussion in the virtual dialogues, but not limited to, will include the role of women and youth in peace building, challenges they are facing, and the way forward where discussion papers will be presented to kick start the conversation. The participants of the events will be selected in collaboration with MoP.

This ToR is therefore developed to guide recruitment of professional who will produce the required documents for presentations relevant to the two Policy Level virtual discussions.

II. OBJECTIVE OF THE POLICY DIALOGUES

The objectives of the policy dialogues are to:

- Increase women's and youth's participation in formal and informal peace-building decision making processes;
- Trigger women's and youth's active engagement for peace at grassroots level;
- Voice the concerns of the youth and women to policy makers;

III. SCOPE OF THE WORK

The consultants will be engaged in preparing and delivering one discussion paper on the role of youth and women in peace building process and support the communities to recover. And the two virtual events is expected to carry out the following tasks:

- Develop discussion paper to be presented on the virtual dialogues and, prepare key points of discussion.
- Submit the discussions paper to UNDP and MoP for their review and approval;
- Finalize discussion paper after incorporating inputs from UNDP and MoP;

- Present the discussion paper during the virtual events;

Develop a report with a policy recommendation separate for women and youth based on the policy dialogues discussions and suggestions

IV. EXPECTED OUTPUTS AND DELIVERABLES

The consultant is expected to present a discussion paper on the virtual policy dialogues.

| No. | Deliverables / Outputs | Estimated Duration to Complete | Review and Approvals Required |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------|
| 1 | Develop two discussion paper to be presented during the virtual events, Prepare key points of discussion | 4 Working days | Governance Unit/UNDP and MoP |
| 2 | Incorporate feedback and finalize the discussion paper. | 3 Working days | Governance Unit/UNDP/MoP |
| 3 | Presentation of the discussion paper | 3 working days | Governance Unit/UNDP/MoP |
| 4. | Develop a report with a policy recommendation separate for women and youth based on the policy dialogues discussions and suggestions. | 5 working days | Governance Unit/UNDP/MoP |
| Total | | 15 days | |

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The Individual Contractor will be engaged by UNDP and will be directly supervised by the GCDU;
- The Programme Specialist, the project coordinator in GCDU and MoP focal person will be the focal points for the Individual Contractor for the overall delivery of the tasks.
- The Individual contractor will meet regularly with the UNDP Programme Specialist, the Project coordinator and MoP focal person to review progress and make joint decision on any issue.

VI. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP will provide the logistics and Administrative support by hiring an authorized virtual event organizer and other required support to facilitate the policy dialogues.

The Consultants are expected to cover any transport service cost that they may be incurring during the 15 days.

VII. DURATION OF THE WORK¹

The two consultants are expected to take 15 working days including for the number of days required to produce the presentation and discussion paper and report.

VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Master's degree and above in Peace and Security studies, Law, Gender studies, Human Rights, Political Science, Sociology and other relevant social science field.

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.

- A strong background on preparation of discussion papers, training facilitation and presentation in peace building, conflict transformation, human rights
- b. Experience:**
 - A minimum of 5 years' experience in the area of peace building, conflict transformation, gender equality, peace and security, law, human rights, and related relevant fields
 - Extensive knowledge and understanding of youth and gender issues in peace building and conflict transformation, the role of youth and women in peace building and conflict resolutions.
 - Demonstrated experience in preparing and presenting conference papers.
 - Clear and professional understanding of practical challenges faced by the Ethiopian youth and women in national and local peace building.
- c. Language:**
 - Strong command in writing and speaking Amharic and English
 - Excellent skills in setting out a coherent argument in presentations and plenary interactions;
 - Capacity to communicate fluently with different stakeholders (civil society, government authorities, and local communities)
- d. Functional Competencies:**
 - Ability to build strong relationship with clients, focuses on impact and results for the client and responds positively to the feedback;
 - Approaches the work with energy, positive and constructive attitude;
 - Demonstrates openness to change and ability to manage complexities;
 - Ability to anticipate and manage the needs and interests of multiple stakeholders and balance often contradictory expectations from stakeholders and actors;
 - Experience in designing and facilitation of training;
 - Excellent public speaking and presentation skills;
 - Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
- e. Core Competencies:**
 - Demonstrates integrity by modelling 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
 - Treats all people fairly without favoritism;
 - Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

IX. 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 is:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

| Criteria | Weight | Max. Point |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|------------|
| Technical Competence (based on CV, Proposal and interview (if required)) | 70% | 100 |
| ▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal | | 50 pts* |
| ▪ Criteria b. [Master's degree and above in Peace and security studies, Law, Gender studies, Human Rights, political science, sociology and other relevant social science] | | 5 pts** |
| ▪ Criteria c. [5 years' experience in the area of peace building, conflict transformation, gender equality, peace and security, law, human rights] | | 10 pts ** |
| ▪ Criteria d. [Extensive knowledge and understanding of youth and gender issues in peace building, conflict transformation and the role of women and youth in peace building and conflict resolutions] | | 5 pts** |
| Financial (Lower Offer/Offer*100) | 30% | 30 |

X. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant is expected to indicate the cost of services for each deliverable in **ETB all-inclusive² lump-sum contract amount** when applying for this consultancy. **and** only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

| Installment of Payment/ Period | Deliverables | Approval should be obtained | % of Payment |
|--------------------------------|----------------------------------------------------------------------------------|-----------------------------|--------------|
| 1 st and Final | Upon 100% completion of the assignment and the report was submitted and approved | UNDP | 100% |

XI. 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, approach for the assignment with financial quotation to the UNDP.

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 &

Annex b. Duly Signed Personal CV's /P11

XII. 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.

XIII. HOW TO APPLY

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

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH1811**

² 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