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SECTION 3: TERMS OF REFERENCE (TOR)

ETHIOPIA

GENERAL INFORMATION

Services/Work Description: Recruitment of a firm for Personal-Development/ Mindset Training

Project/Program Title: Inclusive Governance and Conflict Management Support to Ethiopia/Peace Building Fund (PBF) project.

Duty Station: Addis Ababa

Type of the Contract: National Consultancy Firm

Duration: 11 working days distributed over 2 months

Expected Start Date: Up on signing of the contract

I. BACKGROUND / RATIONALE

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 to respond to an emerging shift of priorities by the Ministry of Peace (MoP) and later the unprecedented COVID 19 pandemic which the Government of Ethiopia has declared the state of emergency to contain its spread. Accordingly, the major adjustment of the project is to increase the engagement of national and local groups for solidarity in response to COVID-19 and to promote peaceful co-existence. Specifically, the project aims to mobilize the youth, women and other local and national actors to actively engage in the national efforts to building peace and social cohesion in the country. Thus, as part of the project effort, a a mindset training as part of part of a ToT training on peacebuilding and social cohesion is planned to be conducted for youth/University students/, women and experts of regional Peace and Security Bureaus. The training is expected to provide the space for targeted trainers to reflect, inspire and gain basic knowledge and skills on personal development for a sustainable engagement in community services and in enhancing social cohesion and unity in their receptive localities and beyond.

In view of the above background, UNDP Ethiopia Country Office is therefore seeking to hire a national consultancy firm with strong experience and skill to facilitate a training on Mindset and self-Development.

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II. OBJECTIVES OF THE SERVICE / WORK

The objectives of the Mindset/Self Development training are to:

- To enhance the knowledge of participants on basic personal development skills;
- To provide the space and techniques for self-reflection to creating positive and productive atmosphere for themselves and their surrounding;
- To promote the culture of service, respect, integrity and values of peace;
- To inspire participants for constructive engagement and community service to combat COVID 19 and build peace in their localities and beyond;
- To inculcate among participants an understanding of their important roles in the country's development and promotion of sustainable peace.

III. SCOPE OF THE SERVICE / WORK

The firm is expected to facilitate 4 days face to face training both in classroom and at the field/tour to be organized by MoP. The training will be in Addis Ababa.

The training is expected to take place in 2 rounds 2 days each for targeted youth, women, and experts of Regional Peace and Security Bureaus.

Additionally, the Firm will carry out the following:

- Develop training materials to adequately cover the objectives of the training by ensuring the latest development in the areas of Personal Development/Mindset;
- Lead the preparation of realistic agenda, outlines and schedules;
- Based on the training material and outline, prepare PowerPoint slides, practical exercises and case stories based on the objectives of the training set above.

IV. EXPECTED OUTPUTS / DELIVERABLES

The firm is expected to deliver the following: -

1. Training inception plan with a separate comprehensive training package for targeted youth , women and experts regional peace and security Bureaus (Agenda, outline containing training objectives, key contents, expected outcomes, methodology, training material, PowerPoint slides, practical exercises and pre-post training assessments);
2. Facilitate training; and
3. Training report, including pre-post training assessment analysis.

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

The training is expected to be provided by renowned firm with rich experience in providing training on Personal Development/Mindset. The firm is expected to employ outdoor exercises and materials that could be used to inspire and engage participants during the field visit/tour that is going to be organized by MoP. The firm will develop the training package to be disseminated to participants. The training will be provided face to face and expected to be flexible to the demands of the targeted youth, women and experts.

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VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

The consultancy firm is expected to take 10 calendar days including for the number of days required to produce training packages and reports.

No.	Deliverables	Implementing Partners (IP) if any	Location and Action to be Undertaken	Duration (approx.)
1	Training inception plan with a comprehensive Training Package	UNDP/MoP	Addis Ababa, the firm expected to produce two separate compressive packages for the two trainings.	5 working days
2	Training Facilitation	UNDP/MoP	Addis Ababa, the firm expected to facilitate and deliver the two trainings.	4 working days
3	Training Report including pre-post analysis		Addis Ababa, the firm expected to produce an inception report for the two trainings.	2 working days
Total working days				11 working days

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The consultancy Firm will be engaged by UNDP and will be directly supervised jointly by the MoP and UNDP/GCDU;
- The Programme Specialist, the Project Coordinator, Communication Specialist in GCDU and MoP focal person will be the focal point for the Individual Contractor for the overall delivery of the tasks.
- The Firm 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.

VIII. PAYMENT MILESTONES AND AUTHORITY

The Prospective Service Provider will indicate the all-inclusive cost of services for each deliverable in US dollars when applying to provide this service. The Proposer will be paid based on the effective UN exchange rate and only after the Programme Specialist or Team Leader confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

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Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	After the training inception plan and the comprehensive training packages were reviewed and endorsed	GCDU	30%
2 nd Installment	After the completing the 11 days assignment and Submitted the training report including the pre-post assessment.	GCDU	70%
Total			100%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

The consultancy firm is expected to compose of/have:

- A team of experts with advanced university degree (Master's Degree or above) in Psychology, Counseling, Leadership, Management, Communication, or any related Social Science field.
- At least 7 years of practical experience in facilitating Personal Development/Mindset workshops and trainings;
- Experience in managing trainings for diverse stakeholders including government officials, youth and women, preferably have a lot of engagements with the non-for-profit sector and UN agencies;
- International and national credibility in providing the required service
- Capability to deploy qualified expertise/ trainers in the general and specialized Mindset and Personal Development skills;
- Strong knowledge and resource to provide practical training to inspire the youth women and government officials for peacebuilding and social cohesion activities;
- Capability to deploy good trainers and experts in both Amharic and English language(s)
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach

The multi-disciplinary team should comprise two members with the following educational qualifications; experience and competencies:

a. Experience:

Lead Trainer

Academic Qualification:

Advanced University degree (Master's Degree or above) in Psychology, Counseling, Leadership, Management, Communication, or any related Social Science field.

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Experience:

Minimum 7 years proven professional experience in facilitating Personal Development and Mindset workshops and trainings;

Co-Facilitator/trainer**Academic Qualification:**

A post-graduate degree in Psychology, Counseling, Leadership, Management, Communication, or any related Social Science field

Experience:

A minimum of 6 years of proven training facilitation experience in and Personal Development/ Mindset;

a. Functional Competencies:**Both the lead and co facilitator/trainer should have: -**

- Excellent training facilitation, motivational, communication skills;
- The capability to identify the strengths and weaknesses of trainees and help him / her use them to their advantage;
- Capable to customize their trainings to suit the participants needs rather than try to fit a standard approach to all;
- Hands on skill apply practical exercises and reflections on the central topics on Personal Development /Mindset;
- Capture better ways to engage with target audience and convey information clearly through effective use of inspirational materials and techniques that could inspire participants for action;
- Excellent command on both written and spoken English is essential;
- 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 tailored training;
- Excellent presentation and reporting skills;
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

b. 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.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly, the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), 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%

XI. LOGISTICAL SUPPORT

UNDP will provide the logistics and Administrative support by hiring an authorized Hotel to provide catering service, training hall, projectors and other required accessories to facilitate the training. The soft copies of the training package will also be provided to the training participants to avoid physical contact during the training. The Consultants are expected to cover any transport service cost that they may be incurring during the trainings.

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The firm shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the company under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

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PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes	120
SUB TOTAL		300

Technical Proposal Evaluation (FORM II)		
Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85

SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Lead Facilitator	
	General Qualification	
	Suitability for the Project	
	- National experience	15
	- 7 years proven professional experience in facilitating Personal Development/Mindset workshops and trainings	45
	- Professional experience in the area of specialization	45
	- Knowledge of Ethiopian Current geopolitical Context	40
	- Language qualification	20
SUB TOTAL		165
3.2	Co-facilitator	
	General Qualification	
	Suitability for the project	
	- 6 years of proven training facilitation experience in Personal Development/Mindset;	35
	- Professional experience in the area of specialization	45
	- Knowledge of the Ethiopian Current geopolitical Context	35
	- Language qualification	20
SUB TOTAL		135
Aggregate		1000

This TOR is approved by: [indicate name of Approving Manager]

Name: Cleophas Torori

Designation: Deputy Resident Representative-Programmes

Signature: _____

Date Signed: *Cleophas Torori*

08-oct-2020