

**TERM OF REFERENCE (TOR)**

**FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**

**GENERAL INFORMAION**

**Services/Work Description:** Evaluation of project,“Enhancing Livelihood Restoration and

 Resilience of Refugee Hosting Communities and Internally

 Displaced People in Gambella Regional State”,

**Project/Program Title:** Livelihood restoration and resilience for refugee hosting

 communities and internal displaced people.

**Post Title:** NationalConsultant (IC)

**Consultant Level:** Level C (Senior Specialist)

**Duty Station:** Home-based (with a possibility to travel to Gambella, Ethiopia depending

 on the COVID-19 situation and travel restrictions)

**Expected Places of Travel:** Addis Ababa and Gambella Region (subject to the COVID-19 and the

 associated travel restrictions)

**Duration:** 35 working days

**Expected Start Date:** Immediately after concluding contract agreement

**I. BACKGROUND/PROJECT DESCRIPTION**

The Gambella region is prone to both natural and manmade hazards. Recurrent floods, inter-communal conflict and cross-border cattle raids continue to be challenges that affect the humanitarian situation in the region. Every year, numerous flash floods result in losses of human lives and livestock, displacement, washing away of crops and pasture/grazing land, thus causing massive disruption to the lives of the population. It is one of the least developed remote states in Ethiopia, with very limited public facilities and infrastructure and it is labelled as one of the four Developing Regional State along with Afar, Somali and Bensahngul-Gumuz. Historically, the Gambella region and its indigenous people have been among the most marginalized communities – politically, economically and socially in Ethiopia. The region lags the other regions in Ethiopia in all indicators related to human development indictors. Refugee outflows from South Sudan to Gambella region continued since the violent clashes erupted in neighboring South Sudan on 15 December 2013. As of October 31, 2017, nearly 420,000 South Sudanese refugees were hosted in Gambella region. The security situation in Gambella is tense and rather unpredictable; past security incidents affected refugees, host communities and humanitarian workers, including fatalities. Inter-group conflict between the Anyua and Nuer frequently erupts causing loss of human life, property damage and heightening tensions.

Impacts of Refugee Influx in Hosting Communities: The refugee camps are sited in the most economically marginalized areas and, as numbers grow, the relationship with host communities is at times got tense with the potential for conflict. The local communities hosting refugees are themselves in a precarious socioeconomic situation, impacted by food insecurity and malnutrition, suffering from limited access to basic social services and economic infrastructure, as well as scarce livelihood opportunities. Many of the districts that host refugees already face severe development challenges, which are often exacerbated by the refugee influx. This led to a heavy strain on social services and infrastructure. Drought exacerbated by El Niño, combined with extensive flooding, disease outbreaks and the disruption of basic public services, is having a negative impact on the lives and livelihoods as well as has sharply eroded household economic security. The presence of refugees further exacerbated their situation by increasing competition over limited social services and economic infrastructures, and livelihood opportunities.

The local government and host communities extended their generosity in hosting South Sudanese refugees, but the limited employment opportunities and lack of access to financial capital coupled with recurrent disasters and shocks (drought, flood, ethnic violence) are exacerbating vulnerabilities among the local population. Because large refugee population have been crowded into local communities and fragile socio-economic fabrics, the impact and burden created by this external demographic pressure on the local population has put a strain on the resources of the host community who could not shoulder the burden alone. Concern about livelihoods is a key driver of community division between host and refugee communities and a leading cause of resentment. Antipathy is particularly acute in heavily stressed woredas.

The South Sudanese refugee crisis required immediate provision of life-saving services to meet the most urgent humanitarian needs but it is and will remain a long-term, protracted crisis. There is a growing acknowledgment that life-saving humanitarian funding and programming are neither sufficient nor sustainable and that a more ‘development oriented’ approach is necessary to build resilience and reduce the need for humanitarian assistance over the longer term.

In response to this complex and protracted crisis, UNDP designed a project, “Enhancing Livelihood Restoration and resilience of refugee hosting Communities and internally displaced people in Gambella” with the aim to strengthen the resilience of host communities, internally Displaced people (IDPs), and refugees, the local governments and relevant institutions to cope with the large influx of refugees and support their efforts towards a sustainable development path.

The project, with financial support from Japan, was designed with an implementing period of 1year (April 2018- March 2019) with four interlinked outputs:

1. Livelihoods of displacement affected communities and IDPs stabilized in order to facilitate IDPs voluntary return and integration processes
2. Increased access to entrepreneurship and market responsive vocational skills development training, with particular focus on youth.
3. Food security and livelihoods of the host communities improved in a sustainable manner, through increasing production locally and practicing climate smart production techniques
4. Peaceful Co-existence between Hosting and Refugee Communities Promoted

The evaluation is to assist understanding of the project effectiveness, relevant, efficacy; and sustainability and to inform the next steps in terms of scaling up the interventions.

**II. SCOPE OF THE WORK AND OBJECTIVES**

* To identify best practices and lessons learned from the interventions;
* Assess the approach employed, identify gaps and major success of the project towards contributing to community resilience building; challenges encountered; and propose possible solutions that can inform development of new integrated multi-year project for the region with particular attention to refugees, IDPs and host communities.

**Specifically, the evaluation will involve**:

* Assessing the results achieved from the implementation of the project/ programmatic impact and challenges;
* Examining the relevance, efficiency, effectiveness, and sustainability of strategies and interventions of the project;
* Assessing the project responsiveness to emerging issues related to social protection, food security, environment, climate change and natural resources management, the emerging COVID 19 pandemic, flood and desert locust, peace building, migration, etc;
* Assessing the suitability of the indicators, benchmarks and targets set in the project on livelihood and peace building interventions of the project;
* Assessing the operational and coordination mechanism of the project with the view to identifying strengths and weaknesses; and to propose measures that will strengthen effective coordination on UNDP programmes and other UN agencies /INGOs in the region;
* Document lessons learned and recommendations for consideration in the development of a multiyear project to support the region.

**III. EVALUATION CRITERA AND QUESTIONS**

The evaluation is expected to apply the internationally accepted evaluation criteria of relevance, effectiveness, efficiency, and sustainability. It will also look into adaptability, responsiveness, coherence and gender, women equality, gender mainstreaming and disability inclusion. Aligning to the evaluation criteria, the evaluation may need to include and address the following key evaluation questions, among others:

**Relevance:**

* To what extent the operations and objectives of the programme remained consistent with the need of beneficiaries of the partner, need of implementing partners, current country needs (regional and woreda levels, and donor’s expectations?
* To what extent were the interventions aligned with the needs of other key stakeholders particularly government and other actors in the sectors relevant to resilience building and livelihoods improvement?
* Were the approaches and strategies used relevant to achieve intended outputs and outcomes of the programme/intervention?
* To what extent did the interventions respond to the needs of beneficiaries including the vulnerable groups such as women, youth, and IDPs?
* To what extent did the programme remain aligned to SDGs, GTP II and UNDAF?

**Effectiveness:**

* To what extent has this programme achieved its planned outputs, immediate outcomes, and objectives?
* What are the main expected and unexpected results of the programme—the unintended results?
* To what extent did the strategic revision of the programme at the end of the inception phase lead to achievement (or lack of achievement) of the outputs, and objectives of the programme?
* Did the assumptions and the Theory of Change hold true? If not, why?
* What were the major factors influencing implementation and operations of the programme for achievement or non-achievement of results?
* What are lessons learned and good practices to take into account future effective and efficient designing and implementation of similar programmes?

**Efficiency:**

* Did the Project’s implementation mechanisms, including institutional arrangements, partnerships, support services, etc., permit utilization of resources in efficient way, and also delivery of services and achievement of results in a timely manner?
* Did the programme cost efficient? Did the cost per output/sub-output the most cost effective?
* To what extent did project management practices and tools adequate to timely and effectively implement the programme?
* Were project resources adequate and available on time to implement the activities as planned?

**Sustainability:**

* To what extent were and are the results and positive changes from the programme implementation likely to continue now that the programme is over?
* To what extent did the shift in the politico-economy context of the country and Gambella region likely to affect sustainability of results and outcomes achieved?
* To what extent are the implementing partners showing ownership of the programme, results, and lessons learned and their ability to continue with the programme with limited or without intervention from UNDP and FAO?
* To what extent did the programme establish and maintain effective partnerships with development partners, government, Civil Society Organizations (CSOs), NGOs, Universities etc.?
* To what extent did the programme response to the needs of women and youth?
* To what extent did the project incorporate the voice of the affected communities?

The above listed of evaluation questions should not to be considered as exhaustive to address the evaluation purpose and objectives in a comprehensive manner.

**IV. METHODOLOGY**

The consultant will employ a range of extensive qualitative and quantitative methodologies for this assignment.

* **Desk review:** Relevant documents including project documents, terminal reports, periodic progress reports, the DRM policy and other relevant documents will be made available in support of the evaluation;
* **Key informant Interviews /Discussions**: The consultant will meet and discuss with all relevant stakeholders at regional and woreda levels, UNDP project staff based in Gambella and different community groups;
* **Focus Group Discussions:** focus group discussions will be conducted among target communities with a guiding check list of relevant questions to capture the best practices and challenges faced in the implementation of the project;
* **Semi-structured interview schedules:** Relevant semi-structured questionnaires will be employed at field level to get fresh and firsthand information on the impact of the project activities;
* **Field observations:** The consultant will make observations in the beneficiary communities and draw any tangible evidences /results arising from the project interventions.

This evaluation will be conducted in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The consultant must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UNDP and partners.

 A length of 40 to 60 pages including executive summary is suggested. For this reason, UNDP staff members based in other country offices, the regional centres and headquarters units should not be part of the evaluation team. 42 UNEG, ‘Ethical Guidelines for Evaluation’, June 2008[[1]](#footnote-1).

**V. EXPECTED OUTPUTS AND DELIVERABLES**

1. **Inception report:** This will include introduction and background, study methodology, data collection instruments, and work plan to be submitted within 3 working days after signing the contract;
2. **Draft Report of Desk review –** the consultant will review all available and relevant documents and submit the review report within 5 working days after signing the contract;
3. **Discussions, meetings and field mission:** – This will be completed within 25 working days after signing of the contract;
4. **Submission and presentation of the first draft report:** This will be done on 30th day from signing the contract;
5. **Preparation and submission of the final report:** This will be submitted by the consultant on 35th day from the day of signing the contract;
6. **End of Assignment Report:** 35th day from signing the contract.

 The Consultant will work under the overall supervision and advice of the Project Coordinator based in Gambella with guidance from the Senior Resilience Advisor.

**VI. TIMEFRAME FOR THE ASSIGNMENT AND TIMEFRAME FOR DELIVERABLES**

**Table 1**

|  |  |  |
| --- | --- | --- |
| **No.** | **Deliverables** | **Duration (approximate)** |
| 1 | Inception report | 3 Working days from signing contract (home based) |
| 2 | Draft Report of Desk top review  | 5 Working days from signing contract (home based) |
| 3 | Discussions, meetings and field mission | 25 working days (including travel days) |
| 4 | Submission and presentation of the draft report | 30 working days from signing of contract  |
| 5 | Preparation and submission of the final Report | 35 working days from signing of contract |
| 6 | End of Assignment Report  | 35 working days from signing of contract. |

**VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**.

The consultant will be supervised and guided by the Project Coordinator and under the guidance of the Senior Resilience Advisor. UNDP field office-based staff (Project Coordinator) in Gambella is responsible for the provision of all necessary support including documents, set up stakeholder’s interviews, and arrange field visits, etc. Any arranged field will consider COVID-19 restriction measures as well as UNDP’s travel rules and regulations.

**UNDP Ethiopia**

* The Management of UNDP Ethiopia, PMSU or IGSD Unit will take responsibility to:
* Assign an Evaluation Manager/Evaluation Focal Person who will coordinate the evaluation, safeguards independence, provides routine support throughout the evaluation process, and so on;
* Approve the final TOR, inception and evaluation reports;
* Ensure the independence and impartiality of the evaluation at all stages;
* Participate in discussions with the evaluation team on the evaluation design and the evaluation subject, its performance and results with the Evaluation Manager and the evaluation team;
* Organize and participate in debriefings;
* Oversee dissemination and follow-up processes - including the preparation of management response to the evaluation recommendations;

**Evaluation Focal Person and PMSU**

The Evaluation Focal Person and PMSU to coordinate and lead quality assurance process of the evaluation will be responsible to:

* Manage the evaluation process through all phases including drafting this TOR;
* Ensure quality assurance mechanisms are operational;
* Consolidate and share comments on draft TOR, Inception and Evaluation Reports with the Evaluation Team;
* Ensure the expected use of quality assurance mechanisms (checklists, quality support, etc.);
* Ensure that the team has access to all documentation and information necessary to the evaluation;
* Facilitate the team’s contacts with Implementing Partners and other stakeholders;
* Set-up meetings, and field visits;
* Provide logistic support during the fieldwork;
* Organize security briefings for the evaluation team and provide any materials as required;

**Evaluation Team**

The Evaluation Team in general and the Consultant in particular, will have responsibilities to:

* Carry out desk review and field data collection and triangulation, and analysis of data collected through desk review and field visit;
* Draft inception report (containing the methodology and detail action-plan for the evaluation) and share it with the IGSD Unit/UNDP for comments;
* Finalize inception report with incorporation of relevant comments from IGSD Unit/UNDP and Independent Quality Assurance Support Service;
* Conduct field visit/research (interviews, observation, etc.);
* Ensure that all aspects of the TOR are fulfilled;
* After approval from Evaluation Manager to submit/present preliminary findings to the IGSD Unit/UNDP;
* Draft evaluation reports (using template for reporting, typographic styles and UN spelling);
* Finalize evaluation report on the basis of comments received from different levels;

**Implementing Partners and other Stakeholders**

The Implementing Partners and other stakeholders will avail themselves to meet with the evaluation team and consultant and provide data and information that are required and relevant to achieve the purpose and objectives of this final evaluation.

**Table 2. Sample evaluation matrix:** The consultant will need to complete this evaluation matrix which is mandatory and as part of the consultancy.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Relevant evaluation criteria  | Key questions  | Data sources | Data-collection methods/tools  | Indicators/ success standard | Methods for data analysis |
|  |  |  |  |  |  |

 **LOGISTICS AND ADMINISTRATIVE SUPPORT TO INDIVIDUAL CONTRACT (IC)**

Government institutions/Implementing Partners and UNDP Ethiopia will jointly facilitate the organization of the meetings and discussion sessions during data collection and validation. UNDP will provide office space when necessary, internet access and basic equipment for the duration of the consultancy. UNDP will also avail a vehicle and driver for travels for mission outside of Addis Ababa.

**Language**

Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions is required.

**IX. EDUCATIONS QUALIFICATIONS AND EXPERIENCES**

**Educational relevance:** Advanced degree (Masters’ or equivalent) in Disaster Risk Management, Climate Change Adaptation, Environmental Management, Development Studies, Rural Development, Livelihoods and Food Security Studies, Natural Resources Management, peace and security or a closely related discipline.

**Experiences**

* Proven experience in Impact Assessment/Evaluation of DRM, Livelihoods, Food Security, agriculture and livestock, peace and security or related programs/projects;
* At least 7 years of progressive work experience in research, analysis, program management, impact assessment and evaluation that relates to DRM, Climate Change Adaptation, Food Security, and Agriculture, Livelihoods Recovery and peace and security;
* A proven record of consulting/publishing experience in technical assessment/research on DRM, Climate Change Adaptation, Food Security, Agriculture, and Livelihoods Recovery related topics;
* Experience of working in multi-cultural environment/settings is an asset;
* Knowledge and understanding of UN system and past work experience with the UN and International organizations (INGOs).

**NOTES:** *Only applicants who hold these qualifications**will be short-listed and contacted.*

1. **Criteria for Selecting the Best Offer**

Upon the advertisement of the Procurement Notice, qualified and interested Consultants are expected to submit both their Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis of their application as per the following:

* 1. Technical Criteria weight is **70%; b.** Financial Criteria weight is **30%**

**Table 3: Criteria**

| **Criteria** | **Weight** | **Max. Point** |
| --- | --- | --- |
| **Technical Competence (based on CV, Proposal and interview (if required))** | **70%** | **100** |
| 1. **Educational relevance: closely matches with the ToR**
* Advanced degree (Masters or equivalent) in DRM, CCA, Environmental Management, Development Studies, Rural Development, Livelihoods and Food Security Studies, Natural Resources Management, Peace and Security or closely related discipline.
 |  | 10 |
| 1. **Understanding the scope of work and organization of Technical Proposal**
	* In-depth understanding of the expectations (objectives, area context, and deliverables) of the assignment as reflected by the technical proposal;
	* Appropriateness/feasibility of the proposed methodology;
	* Technical understanding of the subject matter of the consultancy; and
	* Proficiency of the technical proposal in terms of organization and conceptualization.
 |  | 50 |
| 1. **Experience in similar assignment/s**
* Proven track record and experience in Impact Assessment/Evaluation of DRM, Livelihoods, Food Security, agriculture and livestock, peace and security or related programmes/projects.
* At least 7 years of progressive work experience in research, analysis, program management, and impact assessment/evaluation in areas related to DRM, CCA, Food Security, Agriculture, Livelihoods Recovery, peace and security.
* A proven successful record of consulting/publishing experience in technical assessment/research on DRM, Climate Change, Food Security, Agriculture, and Livelihoods Recovery, peace and security or related topics;
* Experience of working in multi-cultural environment
* Knowledge and understanding of the UN system and past work experience with the UN and International organizations (INGOs)
 |  | 30 |
| 1. **Individual Competencies** (Program Development, Analytical and Communication skills)
 |  | 10 |
| **Financial (Lower Offer/Offer\*100)** | **30%** | **30** |
| **Total Score**  | **Technical Score \* 70% + Financial Score \* 30%** |

1. **PAYMENT MILESTONES AND AUTHORITY**

The Consultant will be paid based on submission of satisfactory deliverables as mentioned above.

The applicant will indicate the cost of services for each deliverable in USD when applying for this consultancy. All payments will be affected only after approving body confirms the successful completion of each deliverable as stipulated hereunder.

**Table 4: Payment modalities**

| **Installment of Payment** | **Deliverables or Documents to be Delivered**  | **Approval should be obtained from:** | **Percentage of Payment** |
| --- | --- | --- | --- |
| 1st Installment  | Submission of inception report including detailed research methodology with work plan | IGSD Team Leader and Senior Resilience Advisor | 20% |
| 2nd Installment  | Submission of first draft report | IGSD Team Leader and Senior Resilience Advisor | 60% |
| 3rd Installment  | Submission of final report and end of assignment report. | IGSD Team Leader and Senior Resilience Advisor | 20% |

1. **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.

1. **CONFIDENTIALITY AND PROPRIETARY OF 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.

1. **APPLICATION PROCESS**

The following application pack is recommended:

1. **Letter of Confirmation of Interest and Availability**
2. **CV (with c**lear presentation, in writing, of past experiences in similar/related appointments)
3. **Technical Proposal:** including brief description of the applicant’s understanding of the proposed consultancy assignment, why the consultant considers himself/herself as most suitable for the assignment in question, the proposed timeline for this piece of work, proposed detail table of contents of the final report, and the proposed methodology explaining how the s/he would approach and complete the assignment;
4. **Financial Proposal:** Should indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs.

**This TOR is approved by:**

**Name: Gizachew Sisay (Team Leader, IGSD Unit)**

**Designation:**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:**

1. http://www.uneval.org/search/index.jsp?q=ethical+guidelines.

 [↑](#footnote-ref-1)