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## TERM OF REFERENCE (ToR)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	Recruitment of an <b>International Consultant</b> for the integration of a multiyear resilience strategy and the durable solutions initiative into Government of Ethiopia ten-year perspective plan and development of guidelines for better articulation of the HDP nexus.
<b>Project/Programme Title:</b>	Supporting an Inclusive and Multi-Sectoral Response to COVID-19 and Addressing its Socio-Economic Impact in Ethiopia
<b>Post Title:</b>	International Consultant ( <b>IC</b> )
<b>Consultant Level:</b>	<b>Level C</b> (Senior Specialist)
<b>Duty Station:</b>	Home-Based
<b>Expected Places of Travel:</b>	<b>Expected to travel to Addis Ababa, Ethiopia, if borders are opened.</b>
<b>Duration:</b>	42 working days distributed over a period of 3 months;
<b>Expected Start Date:</b>	Immediately after signing the contract

### I. BACKGROUND / PROJECT DESCRIPTION

COVID-19 has spread rapidly to almost every corner of the world. With most countries in pre-surge and surge phase, an urgent global response across the health, development and humanitarian dimensions is needed. As a global pandemic that threatens to deepen inequalities and undo progress made on sustainable development and humanitarian responses more broadly, COVID-19 is already devastating individuals, families, communities, economies and infrastructure. In Ethiopia, the first case of COVID-19 was confirmed on 3<sup>rd</sup> March 2020, in Addis Ababa. Since then, figures are rising daily with most of them in the capital city Addis Ababa. As part of the national response, an inter-ministerial task force chaired by the Prime Minister has been established and an Emergency Operations Centre (EOC) activated to coordinate the responses.

The Government of Ethiopia (GoE) with the support of the UN agencies has prepared and responding to the needs of those impacted by the pandemic based on a National Emergency Response Plan (NERP); imposed a State of Emergency; released a socio-economic impact assessment which shows the impact on the economy; and expanded testing sites across the country. The government has also encouraged local production of essential PPE supplies and taken a host of policy and budgetary measures in order to tackle the pandemic spread and curtail its impact. Development partners have reprogrammed funds to complement the government efforts in responding to and seeking to mitigate the impact of the pandemic.

Prior to the COVID-19 outbreak, the UN had supported the GoE to draft a multi-year resilience strategy which was due to be launched by the government, but the period coincided with the restriction on movements to contain the COVID-19 virus. The strategy was designed under the leadership of the RC/HC and included contributions from UN agencies as well as IFIs. Informed by a World Bank study on lowlands in Ethiopia and other strategic documents, the strategy is meant to create a paradigm shift in new ways of working toward reducing humanitarian requests to meet people needs. It adopts a strategic approach that can build peoples resilience and reduce needs, especially those most vulnerable in drylands and lowlands pastoralists.



A Durable Solutions Initiative (DSI), launched by the Federal Government in December 2019, aims to meet the needs of IDPs and host communities as well as laying the foundation for resilience initiatives. It has five major pillars for action, including a “Policy” pillar that aims to ensure solutions are mainstreamed in all policy documents of the GoE. UNDP is well placed to provide leadership under this pillar, to ensure synergies are developed between the durable solutions agenda specific to the internally displaced and the broader efforts to build more resilient communities across the country.

The current response to COVID-19 in the face of floods and desert locust infestation has demonstrated significant lessons including the coordination and information management gaps between federal and regional levels as well as gaps in linking humanitarian-development and to a greater extent, peace. The GoE has commenced the preparation of its ten-year perspective plan in the face of the pandemic and other concomitant disasters. It has signed a new Sustainable Development Cooperation Framework with the UN and included at output level both the issues of resilience and durable solutions. This is therefore a unique period and a great opportunity for the UN to strategically work with the National Planning Department to ensure that the ten-year perspective plan embeds a humanitarian-development-peace (HDP) approach. The multi-year resilience strategy has outlined five collective outcomes to be implemented over a period of five years in some selected regions and thereafter, scale-up in other regions for another five years. The vision overlaps with the GoE ten-year perspective plan. To this end, UNDP is seeking the services of a Senior Specialist (international) who will work with a National Consultant to ensure the integration of the multi-year resilience strategy and the DSI into the ten-year perspective plan; based on the past and ongoing COVID-19 pandemic lessons learned, desert locust and floods responses and violence erupting in some parts of the country as a result of increased political tensions with the key objective to ensure that the draft guidelines will strengthen the HDP nexus in Ethiopia. The Specialist will also review a draft programme on disaster and climate risk governance and systematically incorporate the guidelines (HDP nexus) into relevant sections of that programme.

## **I. OBJECTIVE AND SCOPE OF THE CONSULTANCY SERVICE**

- The objective of the consultancy is to: integrate a Multi-year Resilience Strategy developed by the UN and other Government development partners and the DSI into relevant sections of the ten-year perspective plan. Based on the ongoing responses to the COVID-19 pandemic, floods and desert locust, the international and local consultants will also analyze lessons learned from the ongoing responses and the extent to which the responses are linking humanitarian needs with the long-term development perspectives for resilience. Building on the analysis and existing literature/ information, the consultants will produce a draft guideline about the HDP nexus.

## **II. EXPECTED OUTPUTS OF THE ASSIGNMENT**

- Inception report outlining how the three deliverables will be undertaken;
- Guidelines for HDP nexus developed and available for consideration;
- Multiyear resilience strategy (MYRS) and DSI incorporated into relevant sections of the GoE Ten-year Perspective Plan;
- Disaster and Climate Risk Governance programme reviewed integrating HDP nexus guidelines.

## **VI. METHODOLOGY**

- **MYRS and DSI incorporation into Ten-year perspective plan:** The two Consultants will liaise with NDRMC who will make available the draft plan. A careful analysis will then be undertaken by the consultants where MYRS and DSI can be incorporated. The consultants will make use of the current COVID-19 pandemic, floods and desert locust responses and where necessary review to ensure that the draft plan is not only responding to current needs but ensuring that it captures the needs of all those left behind and under chronic food insecurity in order to strengthen their resilience against shocks and stresses. The local consultant will make available the draft of the Ten-year perspective plan to the international consultant.



- **HDP nexus guidelines:** The consultants will employ both qualitative and quantitative analyses drawing on the ongoing disaster responses to identify gaps both policies and programming that require review/strengthening for an effective implementation of the HDP nexus for resilience. Key informants will include but not be limited to: Ministry of Finance (Planning Department); Ministry of Peace; Ministry of Agriculture; NDRMC Federal level and in selected regions (i.e. Somali, Oromia, and Amhara); the UN agencies (UNOCHA; UNHRC: UNICEF; UN Women, FAO; WFP); IFIs (WB, AfDB); and bilateral agencies (Japan, UK, South Korea, Canada; Sweden, Denmark, etc.). The consultants will also make use of existing documents and views from professionals globally to inform preparation of the guidelines.
- **Review of DCRG:** The document will be made available by UNDP to the consultants who will thoroughly review and integrate the HDP guidelines into the plan.
- **Split of the task:** The two consultants will discuss and agree about how the task is to be carried out for effective and timely completion of the work.
- The local consultant is expected to: make available to the international consultant all relevant documents required to accomplish the task; organize meetings; any other task required by the lead consultant to accomplish the tasks.
- The international consultant shall be the designated lead consultant and shall be responsible for quality checks and submission of all reports.

## V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

a. This is a home-based assignment with a two-week travel to the duty station when international borders are opened.

- Professional fees shall **exclude** DSA and roundtrip ticket to the duty station;
- During travel to the duty station, UNDP CO shall be responsible for his/her per-diem (living allowances as per day and shall not exceed UNDP/UN Daily Subsistence Allowance (DSA) Ethiopia/Addis Ababa as a duty station or equivalent as pertaining in the regions). Roundtrip ticket will be an economy class based on UNDP's procurement rules.

## VI. LOCATION AND DURATION OF THE WORK<sup>1</sup>

a. This is a home based with possible travel to Ethiopia and selected regions if conditions COVID-19 pandemic improves. Duration is 42 working days spread over a period of 3 months (October - December 2020 with possible extension for 21 working days over a period of 2 months).

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

### **a. Education:**

- Master's degree in the social sciences (Sociology, Anthropology, Development studies, Disaster Risk Management, Climate Change; Environment, Development studies, Economics/Statistics or related fields relevant for the assignment).

### **b. Experience:**

- Experience of having undertaken/participated previously in resilience analysis in Ethiopia (country analysis, situation analysis, or humanitarian-development-peace nexus approaches) will be a major advantage;

<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.



- Minimum of 10 years of relevant research and analysis/experience at the national or international levels, with multi-stakeholder actors including government;
- Knowledge of government planning processes.

**c. Language:**

- Excellent command of English, both spoken and written.

**d. Functional Competencies:**

- Excellent knowledge of the recent developments on humanitarian and development operations in general and of nexus issues in particular;
- Proven analytical skills and proficiency in English;
- Proven record, demonstrating ability to deliver quality reports/analysis and results in line with established deadlines.

**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;
  - Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.
- Important Note:** The consultant is required to have the above-mentioned professional and technical qualifications. **Only applicants who hold these qualifications** will be contacted.

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultants (International) are expected to submit both Technical and Financial Proposals. 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 weights of the proposals are:
  - a. Technical criteria weight is **70%**; and
  - 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>	100
<ul style="list-style-type: none"> <li>▪ <b>Criteria a.</b> Understanding the scope of work; comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		50 pts*
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Presentation (clarity, conciseness, audience friendly) of the content</li> </ul>		25 pts**
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Ability to discharge the consultancy service within the timeframe as per the ToR</li> </ul>		25 pts **
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

**IX. PAYMENT MILESTONES AND AUTHORITY**



The prospective consultant will indicate the cost of services for each deliverable in **US dollars all-inclusive<sup>2</sup> lump-sum contract amount** when applying for this consultancy. The consultant will be paid only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lumpsum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedules:

Instalment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Instalment	Submission of inception report	UNDP, IGSD Unit	30%
2 <sup>nd</sup> Instalment	i. MYRS and DSI incorporated into GoE ten-year perspective plan ( <i>Note: evidence will be based on the relevant sections of the ten-year perspective plan where the incorporation has been made</i> ).  ii. Finalization of Guidelines on HDP nexus ( <i>at most 25 pages or less including Table of Content</i> )	UNDP, IGSD Unit	40%
3 <sup>rd</sup> Instalment	Review and incorporation of HDP nexus guidelines into a Disaster and Climate Risk Governance (DCRG) programme.	UNDP, IGSD Unit	30%

## X. 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.

## XI. 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 the property of UNDP.