TERM OF REFERENCE (ToR)

GENERAL INFORMAION

Services/Work Description:	Recruitment of Individual consultants to evaluate the Peacebuilding Fund (PBF) project in Ethiopia (1 January 2019- 13 December 2020).
Project/Program Title:	Inclusive Governance and Conflict Management Support to Ethiopia/Peace Building Fund (PBF) Project
Post Title:	1 International and 1 National Consultant **Group of Individuals and/or Firms are not eligible for this consultancy assignment (only for individual level application)**
Consultant Level:	**Level C** (Senior Specialist)
Duty Station:	Addis Ababa, Ethiopia
Duration:	35 working days distributed over 2 months
Expected Start Date:	Immediately after concluding contract

I. BACKGROUND / PROJECT DESCRIPTION

COUNTRY CONTEXT

The years 2016 and 2017 marked a major shake-up in Ethiopia's governance landscape, starting with mass protests which erupted in the country in 2016, led by opposition groups and youths, demanding social and political reforms including an end to human rights abuses and political marginalization of opposition groups. The protests also included renewed challenges by the country's largest regional states, Oromia and Amhara, to the federal government and the existing federal arrangements, demanding more devolution greater say for regions (or, more specifically, regional parties) in federal affairs and increased democratization. The protests were at first met with security force crackdowns and the shrinking of the democratic space, including declarations of two states of emergency, and deaths of hundreds of protesters and arrests of thousands more. Yet over 2017 and 2018, the protests gradually led to a series of significant changes in the country.

In January 2017 the Government embarked on a process of dialogue between political parties, including 4 discussions between the Ethiopian People Revolutionary Democratic Front (EPRDF) and 22 other political parties. This internal dialogue has led to a series of political openings and including the release of opposition political party leaders, new electoral law which met with opposition and a rebalance of power between the federal and regional governments.

Despite a notable political will by the GoE to address root causes of conflict, the government is still in the early stages of developing peacebuilding strategy and many questions remain unanswered. Peacebuilding activities are often initiated as a reaction to conflict incidents which are not strategic, and quite often legalistic and security oriented. The absence of a national peace-building strategy has been major gap in the country making it difficult to facilitate constructive engagement, genuine reconciliation, conflict resolution and management.

As such, this project was taking the advantage of and support these early processes and help the Government to have more research and evidence and an inclusive process to further its reforms and respond to the emerging peace and stability challenges of the country.

Since the first case of COVID 19 was confirmed on March 13, 2020, the government was attempting to address the immediate socio-economic challenges by establishing foodbanks, mobilizing fund from the private sector and diaspora to reach the lower income groups of the society, introducing monetary and other instruments to support the economy.

Despite all the challenges, the Government still recognizes the importance of institutionalizing and strengthening conflict management and having a more coherent overarching peacebuilding vision for the country, which includes the voices of different communities and marginalized groups, especially those of youth and women. High on the government's agenda are also plans for dialogue and reconciliation in the country which the government attempted to address by establishing the National Reconciliation Commission in February 2019. While the launch of this

independent commissions and the initiation of preliminary steps toward a National Dialogue are seen positive developments as part of the broader democratic transition process, the lack of tangible progress on the part of the commissions contrasted with the high public expectations and rising tensions in the pre electoral period. In the effort to support the government initiative , the Inclusive Governance and Conflict Management Support to Ethiopia Project has been adjusted to responding the challenges of COVID-19 pandemic by contributing to regularizing MoP's role in facilitating inter-regional dialogue and mobilization of national and local groups for solidarity in response to COVID-19 and to promote peaceful co-existence at a time of uncertainty as its main interventions under Outcome 2. At the same time, lessons and best practices from practical conflict resolution activities under Outcome 2 will feed into policymaking at the national level.

BACKGROUND OF THE PROJECT

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 two years (December 2018- December 2020). The project was supporting the Ministry of Peace and Ministry of Women, Children and Youth (MoWCY) at federal and regional level to enhance their capacity to facilitate community dialogue on peace, strengthening national, regional and inter-regional cooperation in the targeted Somali, Oromia and SNNP Regions.

The shifting priorities of the Ministry and the internal restructuring and ad hoc priority setting to respond to emerging peace and security crises in the country have led to the temporary halt on the establishment of Peace Councils at the national and sub-national levels, the joint conflict assessment and the development of comprehensive national peacebuilding strategy. Putting this in consideration the project has also been through an adjustment process (thematic and time extension) to respond to an emerging shift of priorities of the Ministry of Peace (MoP) and later to respond to the unprecedented COVID-19 pandemic. Thereafter, thematically the project was adjusted to focus on 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 was approved by the PBF Support Office.

THEORY OF CHANGE (ToC)

At the national level the project chooses to focus on the adoption of a National Peacebuilding Strategy which represents an ambitious normative change in the current political context. The project will support this by ensuring adequate technical support to key national stakeholders to lead a national process ensuring full ownership. The project will also support the participation of diverse voices in an inclusive and participatory fashion. Newly commissioned policy research will also fill critical gaps as the evidence base regarding a variety of religious and ethnic conflicts remains thin. The creation of this evidence base will, however, only allow for better policy makers can be successfully established as part of the project.

At the regional and community level, the project is cognizant of the fact that these conflicts have been complex, long and rather intractable and so a one –size fits all approach will not work. As such, the project envisages at least two types of interventions, one favoring inter-regional dialogue, while the other takes a more decentralized and localized approach of conflict resolution with a focus strengthening existing mechanism, such as community-level dialogue and conflict resolutions. Both approaches foresee specific activities focusing on women empowerment and gender equality.

In collaboration with partners, local government, and communities, the project was engaged to achieve the following aspirations.

Outcome 1 - The GOE develops/adopts a national peacebuilding strategy through an inclusive and evidence-based process:

- ***Output 1.1*** Capacity of Government actors Strengthened
- ***Output 1.2*** Support to the process of developing a peacebuilding strategy available
- ***Output 1.3*** Policy guidance for peacebuilding strategy availed
- ***Output 1.4*** Inclusive Consultation for Peacebuilding strategy organized

Outcome 2 - Increased Security and Social Cohesion in conflict-prone clusters

- ***Output 2.1*** Regional and Inter-regional Mechanisms strengthened
- ***Output 2.2*** Mechanisms to address IDP/Community Conflict Strengthened

Output 2.3 Women and youth empowerment at the community level supported for more effective conflict management

Output 2.4 Increased engagement of national and local groups for solidarity in response to Covid-19 and to promote peaceful co-existence at a time of uncertainty.

GEOGRAPHIC AND BENEFICIARY TARGETING

The activities under Outcome-I (National peacebuilding strategy) focused on the national level whereas the second outcome (Increased Security and Social Cohesion in conflict prone regions) targeted conflict-prone woredas in Oromia, SNNPR and Somali regions. The project targeted community leaders, elders and religious leaders from conflicting parties as well as other Community actors including IDPs, returnees', women, youth at community level and in state universities.

IMPELEMENTING PARTNERS

At the national level, the project operated based on signed formal partnership agreements between the participating UN agencies (UNDP/IOM/UN Women) and the Ministry of Peace, which is the key governmental partner, for the implementation of this project. Other state stakeholders including Ministry of Women, Children and youth (MoWCY), Ethiopian Broadcasting Authority (EBA), National Peace and Reconciliation Commission, and CSOs including Inter-religious Council of Ethiopia and Peace and Development Center, women's forums and community groups. At the regional level, the project was engaged with Regional Presidents Offices, Regional Security and Administration Bureau, Women, Children and Youth Affairs Bureaus, Education Bureaus ,Regional Disaster Prevention and Preparedness Bureau (DPPB), Regional Durable Solutions Working Groups (DSWGs), and traditional and youth leaders as well as religious leaders.

PROJECT INFORMATION

Project title	The Inclusive Governance and Conflict Management Support to Ethiopia/Peace Building Fund (PBF) project	
Atlas ID		
Corporate outcome and output	Outcome 1 - The GOE develops/adopts a national peacebuilding strategy through an inclusive and evidence-based process: Outcome 2 - Increased Security and Social Cohesion in conflict-prone clusters	
Country	Ethiopia	
Date project document signed	13 Dec 2018	
Project dates	**Start**	**Planned end**
	13 Dec 2018	13 Dec 2020
Project budget	$2,840,341 PBF + $ 150,000 UNDP	
Funding source	PBF	
Implementing party	UNDP (Leading agency), IOM, and UN Women	

EVALUATION PURPOSE AND OBJECTIVES

PURPOSE

This project final evaluation presents an opportunity to assess the achievements of Inclusive Governance and Conflict Management Support to Ethiopia project in an inclusive way to determine its overall added value to peacebuilding in effort in Ethiopia, focusing on state capacity to building to institutionalizing and strengthening the country conflict management system and increased social cohesion and improved security in the selected three regions. In assessing the degree to which the project met its intended objective(s) and results, the evaluation will provide key lessons about successful peacebuilding approaches and practices, as well as highlight areas where the project performed less effectively/lessons from failures than anticipated. Additionally, given that the project is pilot and the first -ever PBF supported initiative in Ethiopia and it was also a first cooperation with the newly created MoP, the project evaluation findings will be a lessons learnt to inform potential future peacebuilding initiatives and capture lessons on engaging with a new institutional partnership side. In that sense, this project evaluation is equally about accountability as well as learning.

OBJECTIVES OF THE EVALUATION:

Henceforth, the objective of this evaluation is to:

- Assess the relevance and appropriateness of the project in terms of: a) alignment with National Peacebuilding Policy and national priorities of Ethiopia, b) whether the project capitalized on the UN's added value in Ethiopia; and C) the degree to which the project addressed cross-cutting issues such as conflict and gender-sensitivity/gender inclusion in Ethiopia;
- Assess to what extent the PBF fund support the government of Ethiopia to develop a national peacebuilding strategy either through direct or catalytic effects;
- Assess how relevant, efficient, effective and sustainable the PBF project support has been nationally and specifically in Oromia – Somali and Oromia – SNNP clusters;
- Assess the feasibility of the logic of the project/TOC and associated risks and assumptions;
- Assess how the PBF project supported women involvement in the peacebuilding process, wether it promoted Women, Peace and Security (WPS) agenda and how the interventions supported by PBF project factored in gender equality in peacebuilding;
- Assess the effectiveness of the project implementation modalities, partnership arrangements, beneficiary participation, and replication;
- Provide lessons for future PBF support both in terms of programming and management of PBF funds and serve as a useful evidence-based input for decision-making on any possible future support;
- Document good practices, innovations and lessons emerging from the project;
- Provide actionable recommendations for future programming.

II. SCOPE OF THE WORK/EVALUATION

The evaluation will consider the overall performance of PBF support under Inclusive Governance and Conflict Management Support for Ethiopia project from December 2018 to December 2020. The scope of the evaluation will focus on examining the PBF project overall contribution to building the country national peace strategy and increased security and social cohesion in conflict prone areas in Oromia, Somali and SNNP regions. Furthermore, the evaluation will assess the relevance, effectiveness, sustainability and efficiency of PBF's total contribution for the two outcomes of the project; ***Outcome 1:*** *National Peacebuilding strategy and* ***Outcome 2:*** *Increased Security and Social Cohesion in conflict prone regions*

EVALUATION CRITERIA AND KEY GUIDING QUESTIONS

The evaluation will examine the overall contribution of the project to the building and consolidation of peace efforts at national and regional level (Oromia, Somali and SNNP). Particularly the evaluation will focus on the project contribution in building the national and regional state capacity to institutionalizing and strengthening the country conflict management system, to facilitate community dialogue on peace, strengthening national, regional and inter-regional cooperation, establish and strengthen the national and regional CEWARN Facilities, and conflict resolution mechanisms by engaging and putting women and youth at the core its activities.

The comprehensive questions to be answered are based on the OECD DAC evaluation criteria and the UN Evaluation Group standards (including those on gender mainstreaming), which have been adapted to the context at hand as follows:

RELEVANCE:

- Was the project relevant in addressing conflict drivers and factors for peace identified in a conflict analysis?
- Was the project appropriate and strategic to the main peacebuilding goals and challenges in the country at the time of the PBF project's design? Did relevance continue throughout implementation And to what extent and in what ways did the project adapt to the changing context?
- Was the project relevant to the UN's peacebuilding mandate and the SDGs, SDG 5 and SDG 16? and the government of Ethiopia national priority?
- Was the project relevant to the needs and priorities of the target groups/beneficiaries? Were they consulted during design and implementation of the project?
- Did the project's theory of change clearly articulate assumptions about why the project approach is expected to produce the desired change? Was the theory of change grounded in evidence?
- To what extent did the PBF project respond to peacebuilding gaps and aligned with national and international existing frameworks in PB and also the UN prevention strategy to Ethiopia?

EFFECTIVENESS/ IMPACT:

- To what extent did project achieve its envisioned outcomes/outputs contribute to the project's strategic vision?
- To what extent did the project mainstream a gender dimension and support gender-responsive peacebuilding?
- How appropriate and clear was the PBF project's targeting strategy in terms of geographic and beneficiary targeting?

- Was the project monitoring system adequately capturing data on peacebuilding results at an appropriate outcome level?
- To what extent the direct grant to EBA has helped project communications and impacted public perceptions of PBF and the MoP's efforts around peacebuilding?
- To what extent engaging with local CSOs helped to advance project implementation efforts on the ground in line with PBF's new strategy 2020- 24, which increasingly seeks to promote and build capacities of local actors?

EFFICIENCY:

- How efficient was the overall staffing, planning and coordination within the project (including between the three implementing agencies and with the key stakeholders)? Have project funds and activities been delivered in a timely manner?
- How well did the project collect and use data to monitor results? How effectively was updated data used to manage the project?
- How well did the project team communicate with implementing partners, stakeholders and project beneficiaries on its progress?
- Overall, did the PBF project provide value for money? Have resources been used efficiently?
- To what extent did the PBF project ensure synergies within different programs of UN agencies and other implementing organizations and donor with the same portfolio?
- To what extent have planned outputs been achieved on time?

SUSTAINABILITY & OWNERSHIP

- How strong is the commitment of the Government and other stakeholders to sustaining the results of PBF support and continuing initiatives, especially women's participation in decision making processes, supported under PBF Project?
- How has the project enhanced and contributed to the development of national capacity in order to ensure suitability of efforts and benefits?

CATALYTIC:

- Was the project financially and/or programmatically catalytic and to what extent the IGAD- related activities were catalytic in shaping UN's support?
- Has PBF funding been used to scale-up other peacebuilding work and/or has it helped to create broader platforms for peacebuilding?

GENDER EQUALITY:

- To what extent have gender considerations been mainstreamed and been addressed in the design, implementation and monitoring of the project?
- Is the gender marker data assigned to this project representative of reality?
- To what extent has the project promoted positive changes in women participation in the peacebuilding process? Were there any unintended effects?

HUMAN RIGHTS

- To what extent have poor, indigenous and physically challenged women and other disadvantaged and marginalized groups benefited from the project

METHODOLOGY

The end of Project evaluation will be carried out in accordance with UNDP Evaluation guideline, Evaluation Norms[1], UN Women gender responsive evaluation guideline[2], ethical standards as well as OECD/DAC evaluation principles and guidelines and in full compliance with the DAC Evaluation Quality Standards. This is a summative evaluation involving both qualitative and quantitative methods to evaluate the project performance and to make recommendations for the next programming cycle.

The evaluation must follow participatory approach whereby discussions with and surveys of key stakeholders provide/ verify the substance of the findings. The Evaluators should review the project theory of change and other relevant project documentation to understand the programming logic and the changes that the project intended to contribute to. The evaluation team should propose, where necessary, suggestions for improvement or strengthening existing theories of change or the identification of theories of change where they are absent.

[1] http://web.undp.org/evaluation/guideline/index.shtml

[2] https://www.unwomen.org/en/digital-library/publications/2015/4/un-women-evaluation-handbook-how-to-manage-gender-responsive-evaluation

Proposals should be clear on the specific role each of the various methodological approaches in helping to address each of the evaluation questions. Based on the current country situation travel restrictions was lifted and the consultants are expected to visits the field sites, however there is still a possibility of travel restrictions in some of the project sites, thus the consultants are expected to proposed methods include creative options for virtual/online participation and data collection.

The methodologies for data collection may include but not necessarily be limited to:

- **Document review of all relevant documentation**: Theory of change and results framework, Annual workplans, biannual and annual reports, monitoring reports and technical project team meeting minutes.
- **Semi-structured interviews** with key stakeholders including key government counterparts, community members, and representatives of key civil society organizations (CSOs). Key informant interviews and focus group discussions, as appropriate, with major stakeholders, UN agencies and beneficiaries
- Systematic review of monitoring data from the Recipient UN Organizations, and other key sources of data;
- On-site field visits and interviews of PBF-funded project beneficiaries, where possible. Beneficiaries should represent diverse groups, including women from different ethnic groups. Proposals should clearly indicate how interview and focus group discussion data will be captured, coded and analyzed.
- Survey of key stakeholders, and beneficiaries if relevant

III. EXPECTED OUTPUTS AND DELIVERABLES

The evaluation team expected to deliver the following

Evaluation inception report (10-15 pages). The consultants/evaluators will prepare an inception report which details the consultants/evaluators understanding of the evaluation and how the evaluation questions will be addressed. This is to ensure that evaluators and the stakeholders (IOM/UN Women, UNDP and MoP) have a shared understanding of the evaluation. The inception report must include the evaluation matrix summarizing the evaluation design, methodology, evaluation questions, data sources and collection analysis tool for each data source and the measure by which each question will be evaluated.

The inception report should include the following key elements:

- Overall approach and methodology
- Evaluation Matrix – summarizes and visualize the evaluation design and methodology for discussion with stakeholders. It details evaluation questions that the evaluation will answer, data sources, data collection, analysis tools or methods appropriate for each data source, and the standard or measure by which each question will be evaluated.

Sample evaluation matrix

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

- Key lines of inquiry & interview protocol
- Data collection tools and mechanisms
- Proposed list of interviewees in collaboration with implementing partners and UN agencies
- A work plan and timelines to be agreed with relevant PBF focal points

The Inception report will be reviewed and approved by both the evaluation manager and the PBF prior to commencement of data collection in the field.

- **Presentation/validation of preliminary findings to relevant in-country stakeholders and PBF.** Immediately following an evaluation, the evaluator is expected to provide preliminary debriefing and findings before sharing the draft report.
- **Draft evaluation report** (30 – 50 pages including annexes). The draft evaluation report will be submitted to the UNDP for review and comments. UNDP will distribute it to the members of the stakeholders (IOM/UN Women/ MoP/PBF) and the project reference group for review and comments. Comments from the stakeholders will be provided within 10 days after the reception of the Draft Report. The report will be reviewed to ensure that the evaluation meets the required quality criteria. The report expected to provide options for strategy and policy as well as recommendations.
- **Final evaluation report.** The final report (30 to 50 pages): This will be submitted 10 days and will include comments from the programme stakeholders. The content and the structure of the final analytical report with finding, recommendations and lessons learnt covering the scope of the evaluation should meet the

requirements of the UNDP evaluation guideline. The final report will be approved by the evaluator manager and PBF.

- **Presentations of the evaluation key findings and lesson learned to stakeholders and/or the other relevant project partners**

TIME FRAME FOR THE EVALUATION PROCESS

The schedule of the evaluation is expected to be as follows

Activity	Deliverable	Time allocated
Desk review, briefings of evaluators, Finalizing the evaluation design and methods and preparing the detailed inception report	Inception report	10 days (December 5 – 15)
Data collection and analysis (visits to the field, interviews, questionnaires), sharing preliminary findings, and Preparing the draft report	Draft report	20 days[3] (December – 16 – January 6)
Validation workshop – the draft report will be reviewed (for quality assurance) and comments will be incorporated in the final evaluation report	Final report	5 days (January 12)

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The UNDP, through its M&E Unit and the project M&E officer, will manage and oversee the evaluation process. A Reference Group will be created to provide feedback and advice on each of the deliverables. The Reference Group is likely to have members from the project technical committee, key government stakeholders, and PBSO/PBF. Its TORs will be developed and shared with the evaluation team prior to the commencement of the assignment. The UNDP M&E unit will approve each of the deliverables by the evaluation team, following the internal quality assurance and consultation with the Reference Group.

The evaluation will be conducted by the evaluation team composed of an International Evaluation Consultant (Team Leader) and National Evaluation Consultant (National). The International Evaluation Consultant will lead the evaluation process and decide on planning and distribution of the evaluation workload and tasks. The National Evaluation Consultant will provide support to the International Evaluation Consultant throughout the evaluation process.

The evaluators/consultants will prepare an Inception Report to further refine the evaluation questions and detail its methodological approach, including data collection instruments. The Inception Report must be approved by PBSO prior to commencement of the evaluation data collection process. In addition, the evaluators/consultants will schedule a presentation of preliminary findings and a separate validation exercise will be scheduled with the project key stakeholders and the Reference Group prior to the submission of the final report. The final report needs to be endorsed by the evaluation manager and PBSO.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The Consultants are expected to cover any transport service cost that they may be incurring during the 35 days.

VI. DURATION OF THE WORK[4]

Each consultant is expected to take 35 working days including for the number of days required to produce the inception report, data collection, validation meetings, draft report and final report.

[3] Out of the 20 days, in 12 days the consultants expected to finalize the actual data collection.

[4] *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.*

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education and Experience:

Required Skills and Experience - International consultants

- Master's degree in a relevant area including social sciences, international development, Project Management, Applied social research (Research methods), Peace and Security studies, conflict studies, law, or public administration;
- Eight to ten years of evaluation experience, including the use of mixed methods, and evaluation experience within post-conflict countries and peacebuilding programmes;
- Fluency in English is mandatory;

Required Skills and Experience - National consultants

- University degree in social sciences, political sciences, public administration or related field;
- At least 5 years of professional experience in project/programme evaluations, specifically in the area of local governance and local development;
- Sound knowledge of results-based management systems, and gender-sensitive monitoring and evaluation methodologies;
- Knowledge and experience in the area of local government, public administration and local development-related projects;
- General understanding and knowledge of the political and administrative context in Ethiopia;
- Knowledge and experience of the UN System and the UN Reform process;

b. Language:

Fluency in English is mandatory and the national consultant fluency in Amharic;

d. Functional Competencies:

- Ability to work in a diverse and multi-cultural environment;
- Self-motivated and ability to work under pressure and to meet strict and competing deadlines;
- Demonstrated familiarity with the United Nations and its Agencies, Funds and Programmes;
- Demonstrated understanding of gender issues and women in peacebuilding within evaluation;
- Demonstrated understanding of conflict analysis, conflict drivers, post-conflict recovery;
- Demonstrating understanding of the governance sector, Rule of law, citizen security, justice and human rights issues
- Ability to plan effectively, prioritize, complete tasks quickly, adapt to changing context and demonstrated leadership in managing a team.
- Strong analytical skills, including with qualitative and quantitative research methods;
- Excellent communication skills, written and oral, including in cross-cultural contexts;

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.

VIII. 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%**	
Criteria a. [Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal]		50 pts*
Criteria b. [International consultant - Master's degree and above in Peace and security studies, Law, Gender studies, Human Rights, political science, sociology and other relevant social science. National Consultant - University degree in social sciences, political sciences, public administration or related field;]		5 pts**
Criteria c. [International consultant - Eight to ten years of evaluation experience, including the use of mixed methods. Ideally evaluation experience within post-conflict countries and peacebuilding programmes; , human rights. National consultant - Five years of professional experience in project/programme evaluations, specifically in the area of local governance and local development]		10 pts **
Criteria d. [Extensive knowledge and understanding of evaluation methodologies, data analysis 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%**	
Total Score	**Technical Score * 70% + Financial Score * 30%**	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultants are expected to indicate the cost of services for each deliverable in **US dollars (for International Consultant) and ETB/Birr (for National Consultant) all-inclusive[5] lump-sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

Installment of Payment/ Period	Deliverables	Approval should be obtained	Percentage of Payment
1st Installment	Inception Report	PBSO/UNDP	30%
2nd Installment	Draft Report	PBSO/UNDP	40%
3rd Installment	Final Report	PBSO/UNDP	30%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, prospective Consultants are given a proposed ***Table of Contents***. Therefore, prospective Consultants Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

[5] *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*

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

1.7 Copy of Academic credentials

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's /P11

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultants 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.

XII. EVALUATION ETHICS

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The evaluators 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 evaluator must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. 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.

XIII. HOW TO APPLY

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

https://etendering.partneragencies.org UNDP/ETH10/Event ID: ETH1921 for International Consultant and

https://etendering.partneragencies.org UNDP/ETH10/Event ID: ETH1922 for National consultant