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ETHIOPIA

TERMS OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Project administration and financial management support to the Sahel Resilience Project Team
Project/Program Title:	Strengthening capacities for disaster risk reduction and adaptation for Resilience in the Sahel Region
Post Title:	National Individual Consultant – Project Associate
Consultant Level:	Level A (Junior Specialist)
Duty Station:	Addis Ababa
Expected Places of Travel:	N/A
Duration:	4 months with possibility of extension
Expected Start Date:	As soon as possible

I. BACKGROUND / PROJECT DESCRIPTION

One of the poorest and most environmentally degraded regions in the world, the West African Sahel region is also considered one of the world's most vulnerable regions to climate change, with temperature increases projected to be 1.5 times higher than the rest of the world. Climate vulnerability is compounded by the region's high dependence on rain-fed agriculture and its natural resources to support food security and livelihoods, high population growth, rapid and unplanned urbanization, environmental degradation, deepening poverty levels, governance challenges and low socio-economic development, and chronic humanitarian crises due to recurrent drought, flooding, food insecurity, epidemics and violent conflict. These factors increase the fragility of communities while recurrent disasters have been causing a continuous deterioration of livelihoods, exposing people to deeper poverty and food insecurity and undermining their resilience to future shocks and stresses, with varying impacts on different social groups such as women, children, the elderly, people with disabilities and other vulnerable groups. The cumulative impacts of these events have been eroding hard-earned development gains, while undermining recovery from the various crises as well as the resilience to future crises.

The development challenge presented above highlights the unique opportunity for supporting the Western Sahel through African Union (AU), the Economic Community of West African States (ECOWAS) and its member states to take integrated and holistic approaches to disaster and climate risk-informed development that contributes to building resilience of the whole region. UNDP has sought to strengthen the policy and institutional capacities of Western Sahel countries in understanding the multi-dimensional risks that the region face and devising mechanisms that anticipate and respond to these challenges. In this regard, UNDP Regional Service Centre of Africa developed a regional project Strengthening capacities for disaster risk reduction and adaptation for Resilience in the Sahel Region: fostering risk-informed solutions for sustainable development, which is anchored in the Regional

Programme. The main objective of this regional initiative is that regional institutions and national governments have institutionalized and domesticated risk-informed development planning, programming and investment for resilience building.

With funding from the Swedish Government (Swedish International Development Cooperation Agency – SIDA), the Sahel Resilience Project proposes to strengthen the Sahel regional capacity in fostering risk-informed development through a multi-country approach. The change expected to be achieved through this Project is that Sahel regional institutions and national governments have institutionalized and domesticated risk-informed development planning, programming and investment for gender-responsive resilience building. The project focuses on seven Sahel countries (Burkina Faso, Mali, Senegal, Mauritania, Chad, Niger and Nigeria).

The Regional Project will be implemented in partnership with the African Union, Regional Economic Commissions and Institutions (ECOWAS, Lake Chad Basin Commission, CILSS/AGRHYMET), UN Women and academia/research-based institutions (Peri-Peri U). The Project Team will be housed within the Humanitarian Division of the ECOWAS Directorate of Humanitarian and Social Affairs in Abuja. The Project Administrative will work under the guidance of the Project Manager and in close collaboration with the ECOWAS Humanitarian Division, and ECOWAS Operations and Finance Teams. The Project Administrative will report directly to the Project Manager.

II. SCOPE OF THE WORK

The Project Associate is expected to perform a variety of administrative tasks and support activities assisting the Project Manager and her team. This include managing partners and liaising with UNDP Country Offices, Government partners, managing and coordinating information flow between Project and its partners and stakeholders, providing administrative and programmatic support to the project. To be successful in this role, the incumbent should be well-organized, have great time management skills to meet deadlines and be able to act without guidance.

III. KEY RESPONSIBILITIES AND DELIVERABLES

Under the guidance and direct supervision of the Resilience Project Manager, the Project Associate provides project and administrative services in support of the Regional Resilience Project. This includes project support in financial management, planning, implementation, administrative support, reporting and information management. The Associate implements UNDP's policies, rules and regulations. The Associate will identify and help resolve bottlenecks, clarify and interpret procedures in terms of project management practices. The Associate will also work in close collaboration with the operations, programme and project teams in the UNDP Regional Centre for Africa (Addis), UNDP Sub-regional Hub for West and Central Africa (Dakar) as well as UNDP Country Offices in the seven project countries for resolving complex project-related issues and information delivery.

1) Support to the implementation, management and monitoring of the Project:

- Providing project management and administrative support in the preparation of project work plans, budgets, proposals on implementation arrangements;

- Support for collection, analysis and presentation of information for monitoring and evaluation of project implementation against targets;
- Tracking, monitoring and reporting on the use of project resources;
- Maintaining project budget;
- Confirmation of availability of funds prior to review by supervisor; creating vendor set-up information in Atlas;
- Ensuring the compliance of project implementation and general operations;
- Ensure regular reporting, follow up of commitments and update internal databases;
- Generating reports and information on implementation of projects and project status.

2) General operational and administrative support to the Project Management Team:

- Assisting the Project Manager and DRR Specialist administratively;
- Guidance to project staff in business processes, administrative and other requirements and procedures;
- Coordinating and writing briefing materials and reports for meetings;
- Processing of Travel Requests, including timely follow-up action on medical/security clearance;
- Assistance in planning, designing, implementing, and documenting of field visits, special events, meetings, conferences, staff missions, workshops, and trainings including with the logistics, budgets, reproduction of background documentation, preparation of list of participants, and the drafting of minutes;
- Handling the communication work related to the project;
- Taking care of and assisting procurement of staff, goods and services;
- Organizing and preparing agendas and minutes of meetings and tracking follow-up actions;
- Maintaining timetables for Board meetings and provides support to organizing and holding the meetings, including the preparation and dissemination of information and follow-up.

3) Management of the project's documentation portfolio:

- Preparing information for the audit of the project;
- Organizing, compiling and processing information from stakeholders, as inputs to various databases and documents;
- Editing and translating reports as necessary for in-house dissemination and/or publication;
- Compilation and design of background information for formulation of work plans, draft annual/quarterly budgets, proposals on implementation arrangements, draft of quarterly reports to the Project Manager;
- Support in developing progress reports and correspondence as necessary, and provision of inputs to donor reports as per applicable guidelines;
- Coordination of assets management and timely preparation and submission of periodic inventory reports;
- Proper control of supporting documents of funds and activities;
- Collecting and disseminating information related to the project;
- Monitoring quality of delivery of inputs provided by internal and external partners and communicates findings and progresses to the Project Manager;
- Contribution to knowledge sharing and learning.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report directly to the UNDP Project Manager. He/she will work with the Project Team as well as DRR Units of AU and ECOWAS Commissions led by the AU DREA Technical Coordinator for DRR and the Head of ECOWAS Humanitarian Division, respectively. The consultant is required to

establish amicable, collaborative and effective relationship with project implementing partners, stakeholders, donors, national governments with which the Project has fundamental interest and working relationship.

The Consultant shall operate in accordance with UNDP General Conditions for Individual Consultants

V. DURATION OF THE WORK

- The Project Associate will be recruited for four (04) months with possibility of future extensions, subject to meeting the required satisfactory performance standards and availability of budget. The duty station is Addis Ababa.
- The Job requires full time presence of five day a week excluding official holidays and weekends.

VI. QUALIFICATIONS AND WORK EXPERIENCE REQUIRED

- BA Degree or above in relevant social sciences fields. With more than 5 years of working experience and Master's degree will be an added advantage.
- Proven work experience as Project/Programme Associate or similar roles;
- Experience in monitoring project performance;
- Strong experience in report writing;
- Solid experience with office management systems, MS Office and Database Management Systems;
- Strong communication skills;
- Fluency in writing and speaking in English; Fluency in writing and speaking in French will be an added advantage;
- Excellent organizational skills with an ability to think proactively and prioritize work;
- Knowledge and experience in disaster risk reduction, climate change or social and economic development projects/programmes is an advantage.

VII. CRITERIA FOR SELECTING THE BEST OFFER

The consultant will be recruited using the following selection criteria. Qualified Individual Consultant (IC) is expected to submit both the Technical and Financial Proposals. 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 (as required))	70%	100
Criteria (a): Professional capability and experience to perform the services- Competency interview		40

Criteria (b): Educational background as per the requirement in the ToR			15
Criteria (c): Experience and knowledge of the assignment and years of experience			15
Financial (Lower Offer/Offer*100)		30%	30
Total Score	Technical Score * 70% + Financial Score * 30%		

VIII. Payments

Monthly - upon successful completion of assignment and certification form the hiring unit

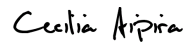
TOR Approved by:

RESHMI THECKETHIL, Resilience Project Manager



04-Nov-2020

CECILIA AIPIRA, Disaster Risk Reduction Team Leader for Africa



05-Nov-2020