

TERMS OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	National Consultant - Senior National Editor on Human Resource Competency Framework (HRCFW) for Ethiopian FCSC Commission (FCSC)
Project/Program Title:	Capacity Development Project to Support the Civil Service Reform
Post Title:	Senior National Editor on Human Resource Competency Framework (HRCFW)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Addis Ababa, Ethiopia
Duration:	30 days
Expected Start Date:	Immediately after concluding contact agreement

I. BACKGROUND / PROJECT DESCRIPTION

The Federal Civil Service Commission was established as a federal institution in 2010 E.C(2017/18) with the following duties and responsibilities: Administration and capacity building of civil servants that extends to enabling government institutions to efficiently and effectively fulfil their mission and bring about their policies and strategies, to manage human resource development and administration, support, monitor and coordinate the effective implementation of changes and service delivery programs within itself and for the rest of civil service institutions in the country.

The Federal Civil Service Commission has developed a 'roadmap' that outlines a vision of civil-service reforms over the next ten years. The roadmap calls for a greater use of evidence in the design of future civil-service reforms, including a strengthening of current data systems, a greater use of new and existing data, and rigorous impact evaluations that inform future reform design.

The global pandemic has increased the urgency with which the civil service needs to strengthen data systems, digital infrastructure, and the capacity for using data for public-sector decision-making.

The Government of Federal Democratic Republic of Ethiopia has recently undertaking profound reform initiatives in all aspects. Designing and implementing Human Resource Competency Framework (HRCFW) across all civil service institutions is one of these initiatives. As part of the job, the commission has undertaken various studies which can be used as the basis of designing the HRCFW. Along with, three draft documents have been produced. These documents are prepared in Amharic language and looking to secure the services of a highly experienced professional editor to work on these documents.

Proofreading and editing of documents are three in type and are in Amharic version having different titles which includes Countries' Best Practice on Competency Framework Development and Implementation (69

pages), Local Institutions' Practice on Competency Framework Development and Implementation (45 pages), and Organized Data on Civil Service Values, vision, Mission and principles (105 pages).

In this way, Federal Civil Service Commission and DFID have delegated UNDP to outsource the language editing assignment and hire competent National Editor to carry out the edition of the Human Resource Competency Framework (HRCFW) documents to the federal civil service commission which will help the commission to make all its services more effective and efficient.

II. OBJECTIVES OF THE CONSULTANCY

The main objectives of the consultancy are to enable UNDP to provide technical/ follow up support to the FCSC to have standardized and up to date Human Resource Competency Framework (HRCFW). The second objective of this consultancy service is to enable the Federal civil service commission to implement its mandate in line with the current reform which is ongoing at all levels of the civil service institutions across the country.

III. Functions / Key Results Expected

The appointed consultant, he/she will be under the supervision of the FCSC and UNDP and have an administrative reporting line to the UNDP programme focal person.

The consultant will undertake the following key activities:

- Submit inception report on Human Resource Competency frame work editing and prof reading,
- Submit draft report on the Human Resource Competency framework editing and prof reading,
- Submission of final report on Human Resource Competency framework editing and prof reading,

Specific deliverables:

Under the supervision of UNDP Ethiopia and FCSC the, editor will be responsible for:

- Professional Proofreading and editing of three Amharic version documents which include Countries' Best Practice on Competency Framework Development and Implementation (69 pages), Local Institutions' Practice on Competency Framework Development and Implementation (45 pages), and Organized Data on Civil Service Values, vision, Mission and principles (105 pages).
- Ensure clarity of structure and core themes of the document; internal consistency; general readability.
- Ensure high quality of style, grammar, general spelling (including country names, as well as acronyms and other abbreviations).
- Provide in writing (using 'track changes' function), proposed amendments to the initial text. Files will be exchanged via email.
- Ensure timely submission and communication with the assigned UNDP and FCSC focal persons order to meet the agreed deadlines.
- Prepare an Inception report on the Human Resource Competency framework editing and prof reading and the methodological approach to be used for the assignment,
- Develop and propose recommendations and suggestion on Human Resource Competency framework,
- Produce Final report on the Human Resource Competency framework editing and prof reading,
- Produce policy brief document for implementation of the HRCFW with recommendations.
- Present progress report as needed,

- Train staff of the Commission on Human Resource Competency framework document implementation, and functionalities.

Partners support and coordination:

- Provide information about the Human Resource Competency framework editing and proof reading approach to the stakeholders if needed.
- Establish and maintain effective working relationships with organizations, FCSC, UNDP and UK AID.
- Build the capacity of staff professionals at all level on the Human Resource Competency framework and promote its usage.

Communication and Outreach:

- Update all stake holders about the status of the work on weekly basis.
- Develop discussion points for UNDP and FCSC Commissioners upon request.

IV. Impact of Results

The key results of the consultancy expected will be to have an impact on the strength of evidence-based policymaking in the Civil Service as well as support the ongoing work of the Federal Civil Service Commission by identifying productivity enhancing reforms and through capacity building. The activities will also support the establishment of a sustainable long- term initiative to strengthen decision making in government civil service institutions by having standardized Human Resource Competency framework.

V. Competencies

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards,
- Promotes the vision, mission, and strategic goals of UNDP,
- Displays cultural, gender, religious, race, nationality and age sensitivity and adaptability,
- Treats all people fairly without favouritism.
- Understand Ethiopian Government Policies and strategies and demonstrate value to the same.
- Promote the vision mission strategic goals of the FCSC and demonstrate integrity by modelling the FCSC values.

Core Competencies:

- Creates new and relevant ideas and leads others to implement them,
- Models high professional standards and empowers team members to innovate and deliver,
- Understands personal and team roles, responsibilities, and objectives,
- Gains trust of peers, partners, and clients by demonstrating substantive and technical abilities including presenting authoritative advice to partners and other stakeholders.

Functional/ Technical Competencies:

- Excellent leadership, coordination and relationship building skills,
- Proven ability to conceptualize, innovate, plan and execute ideas, as well as to impart knowledge and teach skills,
- An effective and energetic team player, with the ability to work in a multidisciplinary and multicultural environment,
- Strong self-motivation and innovative skills, with capacity to work independently and meet deadlines.

Client Orientation:

- Ability to anticipate and manage the needs and interests of multiple stakeholders and balance often contradictory expectations from national partners,
- Works towards creating an enabling environment for a smooth relationship between the clients and service providers.

Analytical Abilities:

- Knowledge of Ethiopian Human Resource Competency framework concepts and the ability to apply to strategic and/or practical situations.
- Capacity to assess scope of request for advisory services, prepare detailed TORs, regular brief

Partnership and Networking:

- Engages and fosters strategic partnerships with other stakeholders,
- Shares UNDP knowledge and activities (at UN and other venues)

Innovation, Outreach and Communication:

- Writes clearly and concisely in Amharic and English.
- Communicates within and at large, participates in peer communities and engages substantively.
- Makes the case for innovative ideas, documenting successes and building them into the design of new approaches and tools,
- Demonstrates effective presentation and writing (both in English and Amharic), and strong analytical and strategic skills.

Teambuilding:

- Works effectively with diverse groups of professionals towards common goals,
- Able to manage different personalities and motivate others while ensuring team coordination and spirit during the assignment.

VI. Required Qualifications**Education:**

Advanced university degree (master's degree) in above in the field of public administration, human resource management, international relations, Law or related studies.

Experience:

- A minimum of at least eight years of relevant work experience, A minimum of eight years of experience with a proven professional record
- A minimum of eight years of relevant experience. On proofreading and editing of legal documents.
- Able to work both independently and within teams,
- Able to work under pressure; and
- Excellent oral and written communication and reporting skills both in English and Amharic.
- Experience working in Ethiopia and knowledge of Ethiopia's political historical development and current situation is desirable,
- Experience in liaising and engaging different stakeholders in a complex environment and in managing partners expectations,
- Experience in designing and implementing, capacity building initiatives.

Language requirements:

Fluency in English and Amharic.

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The IC will be based at home and work with the Commission. Functionally, she/he will be reporting to the programme focal person within UNDP and FCSC.

VIII. DURATION OF THE ASSIGNMENT¹

The engagement of the IC will be for 30 days.

IX. CRITERIA FOR SELECTING THE BEST CANDIDATE

Applicants are expected to submit their CVs, Academic credentials, Work Certifications, and other relevant credentials.

Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. The technical proposal should include how the IC will deliver the expected key deliverables listed below. The financial proposal should be all-inclusive and show how the IC's proposed rate by deliverables and spread over 12 months.

The following criteria will be followed in selecting the best candidate.

Criteria	Weight	Max. Point
Technical Competence (based on Credentials and technical proposal)	70%	
Criteria a. [Experience and skills mix]		20
Criteria b. [Methodology for undertaking assignment]		40
Criteria c. [Motivation]		10
Financial (Lower Offer)	30%	
Total Score	Technical Score (70%) + Financial Score (30%)	

X. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultant needs to apply standard ethical principles during the assignment. Some of these must deal with confidentiality.
- The 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 by the contracting authority. Proprietary interests on all materials and documents prepared by the consultants under this assignment shall become and remain properties of UNDP.

XI. DELIVERABLES

- A short brief final report on progress be submitted to UNDP focal person within the Democratic Governance & Peacebuilding Unit.
- Final submission of the edited HRCFW both to UNDP and FCSC

¹ 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.

XII. PAYMENT TERMS

Payment Schedule (Payment trenches)	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st instalment	Up on the Submit inception report on the HRCFW documents,	FCSC/ UNDP	20%
2 nd instalment	Up on the Submission of draft report on the HRCFW documents,	FCSC/UNDP	40%
3 rd instalment	Up on the Submission of final report HRCFW documents to UNDP and FCSC	FCSC/UNDP	40%

XIII. 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.

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

SECTION II. ANNEXES

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

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

XIV. HOW TO APPLY

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

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2375**