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ETHIOPIA

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

GENERAL INFORMATION

Services/Work Description: Recruitment of Consultant for coordinating multisectoral recovery and disaster risk reduction activities linked to COVID-19

Project/Program Title: Sahel Disaster Risk Reduction-Resilience Project

Post Title: Disaster Risk Reduction & Recovery Coordination Specialist

Region: West Africa

Consultant Level: **Level B** (Specialist)

Duty Station: Home-based (with travel to Abuja if required)

Expected Places of Travel: No mission travel is expected for this assignment

Duration: Four months (full-time) (20 working days/month)

Expected Start Date: 01 March 2021 or within one week of signing the contract, whichever is earlier.

I. BACKGROUND / PROJECT DESCRIPTION

The COVID-19 pandemic has had far reaching impacts on Africa. With the increasing number of confirmed cases, African countries have been moving from more readiness-oriented activities to health-centered response and other interventions to minimize the economic impacts of the pandemic. As of early September 2020, the Africa Center for Disease Control reported 1,267,656 confirmed cases across the continent, with 30,294 deaths. According to the United Nations Economic Commission for Africa, between 300,000 and 3.3 million Africans could lose their lives as a direct result of COVID-19, depending on the intervention measures taken to stop the spread (UNECA, April 2020).

The impact of the pandemic goes beyond the immediate health effects to medium and long-term impacts on the socio-economic wellbeing of populations and fiscal health of economies in these countries. The World Bank's bi-annual Africa's Pulse report suggests that sub-Saharan African could experience its first collective recession in 25 years and the Gross Domestic Product (GDP) growth estimates are being revised downwards. Supply disruptions could lead to shortages and price hikes for food, pharmaceuticals and fuel. African countries are expected to spend approximately an additional \$10 billion on health care. Remittance flows to the continent will also reduce, at least in the short term. In addition, while the impact of social sectors that do not contribute to national accounts may not be determined by measurement of impact on economic growth at macro level, the impact at micro level and on human development may be much more than what macroeconomic indicators of economic growth may determine. The virus will affect lives and livelihoods across specific social groups that are impacted differently.

Governments across the continent have adopted a number of measures aimed at preventing further spread of the pandemic through stay-at-home orders, curfews, lock downs, border closures, restricted movement and controlled gatherings, closure of international airports, restricted cross-border trade, closure of schools, offices, factories, among others. The mitigation measures are likely unsustainable and impossible to enforce in many countries in the continent. Many people do not have the resources to survive for long in a lock-down scenario when they struggle in the best of times. The timeframe for containment of COVID-19 is unknown, the time to lifting of restrictions is also not known, governments and regional bodies will be required to make informed decisions around recovery at different time frames to safeguard economic growth and sustaining social protection programmes.

The pandemic has also been putting to test the strength and adaptability of existing disaster risk management systems while underscoring the need to address underlying factors – governance, access to health and education, and livelihoods – that shape a society's ability to cope with and recover from shocks. COVID-19 has raised questions on the role and capacities of traditional disaster risk governance mechanisms that many governments in the region had put in place for disaster response and recovery. In many countries, either new coordination mechanisms were established to manage COVID-19 response, without adequate coordination between disaster management agencies and public health institutions. Given the multiple risks that populations are exposed to, many countries in Africa are faced with the challenge of balancing COVID-19 related needs with other crises such as desert locust infestation, flooding, droughts, epidemics and conflict, which are currently posing serious threats to food security and sustainable development. The role of disaster risk management and recovery governance mechanisms to guide COVID-19 recovery (with a strong focus on disaster risk reduction across sectors) as well as ongoing and future concurrent disasters has also been called into question.

The United Nations Development Programme (UNDP), in partnership with the African Union, ECOWAS and other regional institutions and UN WOMEN, is implementing a three-year regional project titled, *"Strengthening capacities for disaster risk reduction and adaptation for Resilience in the Sahel Region: fostering risk-informed solutions for sustainable development"*, with funding support from the Swedish International Development Cooperation Agency (SIDA). One of the key outputs of this project is "Enhanced recovery processes that address underlying disaster and climate change risks and restore pathways to sustainable development". In line with this objective, in response to the COVID-19 pandemic and its wide-ranging impacts on populations and economies, the project has reallocated funds to support effective multi-sectoral coordination at the AU and ECOWAS levels to guide regional actors and Member States in COVID-19 response and recovery with a strong focus on disaster risk reduction.

At the ECOWAS, COVID-19 response efforts are coordinated by West African Health Organization, with a strong focus on health-related impacts. Beyond the health crisis, coping with the socio-economic impacts of the pandemic and supporting the long-term recovery of communities and economies based on the principle of "build back better" would require a multi-sectoral approach with a strong focus on disaster risk reduction. Through the Humanitarian Division, Department of Social Affairs and Gender, the ECOWAS is responsible for coordinating and giving policy guidance for the development and implementation of DRR frameworks across the region. In light of this responsibility, the ECOWAS seeks the services of a Coordination Specialist to support the Humanitarian Division in strengthening ECOWAS's capacity to coordinate COVID-19 response and recovery activities at the regional level in collaboration with Member States. The coordination activities will also contribute to building capacities of the ECOWAS in developing policy recommendations and programmatic interventions that strengthen the role of Disaster Risk Reduction/Management stakeholders in the response and management of epidemics/pandemics in West Africa.

II. SCOPE OF THE WORK

The Consultant will support coordination meetings that involve continental, regional and national stakeholders such as AU, various departments of the ECOWAS Commission and Member States – at the strategic level and regular meetings at the technical level. Beyond the current focus on health-related aspects and the immediate response, the Consultant will help bring in a stronger multi-sectoral focus by supporting participation in meetings and regular exchange of information between the representatives of various sectors/departments, with a longer-term view of response and recovery. The expert will act as a link between the existing coordination mechanisms and the Humanitarian Division of the Commission. He/she It will also support discussions on how countries that are facing multiple crises (including COVID-19) are handling response/recovery, provide substantive advice/information on how to bring in a greater DRR/resilience building focus into decisions related to response and recovery (COVID-19 as well as other crises that the countries are facing).

Under the overall guidance of the Commissioner Social Affairs and Gender, direct supervision of the Director of the Humanitarian and Social Affairs Directorate and operational coordination of the Head of the Humanitarian Division, the DRR-Recovery Coordination Specialist will provide high quality technical support in areas such as multisectoral coordination for COVID-19 response and recovery, socio-economic assessment, early warning systems, preparedness for response and recovery as well as integration of disaster and climate risks in the COVID-19 response and recovery. Through coordination, policy and programme advice, at the regional and national level, as per the requirements of the ECOWAS, the Specialist will support the Humanitarian Division and the Humanitarian and Social Affairs Directorate in bringing a focus on Disaster Risk Reduction, long-term recovery and resilience in COVID-19 response and recovery efforts by ECOWAS Commission Departments and Member States.

Working in close collaboration with members of the Humanitarian Division of the Humanitarian and Social Affairs Directorate, ECOWAS, the **DRR-Recovery Coordination Specialist** will promote multi-sectoral and DRR-based approach in COVID-19 response and recovery efforts at the Regional, National and sub-national/local levels. S/he will support the ECOWAS in 4 key result areas:

1. Facilitate multi-sectoral coordination and a DRR-based approach to COVID-19 response and recovery.
2. Provide technical support for the development, adaptation and use of institutional mechanisms, policies, programmes in support of the COVID-19 recovery and resilience building.
3. Build capacities of key stakeholders in adopting a multi-sectoral and DRR-based approach to COVID-19 response and recovery.
4. Support advocacy and partner engagements and resource mobilization linked to the COVID-19 response and recovery.

III. EXPECTED OUTPUTS AND DELIVERABLES

The Coordination Specialist will be responsible for the following outputs:

1. **Facilitate multi-sectoral coordination of the COVID-19 response and recovery**
 - Organize and participate in working groups, meetings, consultations with other agencies and partners on COVID-19 and other disaster response and related matters;
 - Collaborate with AUC, RECs, ECOWAS Departments and specialized agencies as well as other thematic teams on programmes related to risk COVID-19 response and recovery.
 - Promote consideration of multisectoral perspectives such as resilience building, including linkages to climate change, livelihoods, displacement, fragility and gender issues, in COVID-19 recovery.
 - Provide technical and coordination support if and when COVID-19 Recovery Needs Assessments and the development of Recovery Frameworks are applicable.

- Ensure the integration of cross-cutting issues, such as gender, peace building, rights of persons with disabilities, human rights, and resilience into COVID-19 response and recovery.
2. **Provide technical support for the development, adaptation and use of institutional mechanisms, policies, programmes in support of the COVID-19 recovery and resilience building**
 - Support policy development for effective COVID-19 recovery and resilience building, including the through review and analysis of issues and trends, evaluations or other research activities and studies related to COVID-19 response and recovery.
 - Appraise country requests for support and contribute to the preparation of project proposals and funding requests related to COVID-19 recovery and resilience building in post-disaster situations, in consultation with national and regional partners.
 - Participate in continental and regional assessments aimed at understanding the distribution of impact of COVID-19 across the regions and countries and recommend measures for recovery.
 - Provide technical inputs for the design, development, and implementation of recovery and resilience building programmes at regional and national levels as required.
 - Provide technical expertise, as required, on the content development for knowledge products through the analysis of data, case evidence, and research findings on COVID-19 response and recovery.
 3. **Build capacities of key stakeholders in adopting a multi-sectoral and DRR-based approach to COVID-19 Response and Recovery**
 - Support the capacity development of Humanitarian Division and the Humanitarian and Social Affairs Directorate, other relevant ECOWAS departments and Specialised Technical Offices and Member States in the application of disaster risk management tools and practices in COVID-19 response and recovery.
 - Support the development and delivery of training modules/guidance/tools for regional entities and Member States to facilitate the practice of risk analyses/assessments, early warning systems, preparedness in response and recovery, integration of risks in planning/infrastructure development, and post-disaster recovery.
 - Support the Humanitarian and Social Affairs Directorate and the ECOWAS in responding to Member State requests for information on global/regional/national best practices and experiences on effective COVID-19 response and recovery together with partners and expert institutions.
 - Contribute to the development of strategy and approaches to increase regional and national capacities for effective pandemic response and recovery, including its integration in national and regional disaster risk reduction and recovery strategies, policies and legislative system, or developing standalone risk management strategies.
 4. **Support advocacy and partner engagements and resource mobilization linked to the COVID-19 response and recovery**
 - Contribute to the development and nurturing of partnerships between Member States, different organs of the ECOWAS, other RECs and regional intergovernmental organizations, the AU, and with the EU, World Bank, UN agencies, bilateral partners, think tanks, academic institutions and non-governmental organizations in supporting effective COVID-19 response and recovery.
 - Foster partnership through attendance in regular meetings, contributions to joint knowledge products and joint meetings and workshops on COVID-19, recovery or/other relevant areas.
 - Support ECOWAS in its engagement in partnerships on COVID-19 response and recovery, and resilience building through reporting and developing briefing notes and background information when required.
 - Advocate and enable facilitation of exchanges and experiences sharing related to COVID-19 response and recovery and resilience building between institutions and specialized agencies, among ECOWAS Member States, between RECs within Africa as well as through South-South cooperation, where valuable.

- Support ECOWAS/Humanitarian and Social Affairs Directorate in advocating for and ensuring that the Member States take into account the multi-dimensional risks (disaster, climate and conflict) in COVID-19 response and recovery processes.
- Support resource mobilization efforts for COVID-19 response and recovery and resilience building through development of project concept notes and proposals.
- Carry out any other relevant tasks assigned by the supervisor.

The Consultant will be responsible for the following deliverables (this is a tentative schedule, the details of which will be articulated in the Work Plan developed in consultation with the Supervisors):

No	Outputs/Deliverables	Month 1	Month 2	Month 3	Month 4
1	Work plan , within 1 week of contract award	X (10%)	-	-	-
2	Multi-sectoral coordination of the COVID-19 response and recovery – Organization and facilitation of working groups, meetings & consultations and monitoring follow-up actions with multi-sectoral stakeholders and partners on COVID-19 and other disaster response and recovery (throughout the contract period)	X (30%)	X (30%)	X (30%)	X (30%)
3	Development, adaptation and use of institutional mechanisms, policies, programmes in support of the COVID-19 recovery and resilience building – Review and analysis of issues and trends, evaluations or other research activities; Development of Concept Notes, Project documents or policy briefs (throughout the contract period)	X (25%)	X (25%)	X (25%)	X (25%)
4	Capacity building of key stakeholders in adopting a multi-sectoral and DRR-based approach to COVID-19 Response and Recovery – Development and delivery of training modules/guidance/tools, design and facilitation of webinars and other knowledge sharing events on global/regional/national best practices and experiences on effective COVID-19 response and recovery (throughout the contract period)	X (25%)	X (25%)	X (25%)	X (25%)
5	Advocacy, partner engagements and resource mobilization linked to the COVID-19 response and recovery – Development of Concept Notes, funding proposals; contributions to joint knowledge products, facilitation of joint meetings and workshops with key partners and donors (throughout the contract period)	X (10%)	X (20%)	X (20%)	X (20%)
	Percentage* of Monthly Payment	100%	100%	100%	100%

*Also corresponds to the approximate percentage of time spent each month on each of the deliverables for total number of 20 working days a month.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The DRR-Recovery Coordination Specialist will work under the overall guidance of the Commissioner Social Affairs and Gender, direct supervision of the Director of the Humanitarian and Social Affairs Directorate and operational coordination of the Head of the Humanitarian Division.

Within 1 week of the commencement of the assignment, in consultation with the Head of the Humanitarian Division (ECOWAS), the Consultant will prepare a Work Plan with deliverables and timeline in accordance with the duties and responsibilities outlined above. This Plan once approved by the Commissioner Social Affairs and Gender (ECOWAS), will guide the Consultant's work and will be reviewed on a monthly basis and updated as necessitated by the Project or changes in the overall context.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The assignment will begin remotely, however when/if travel is deemed appropriate, presence will be required on the ECOWAS Commission premises in Abuja. The Coordination Specialist will be part of the Humanitarian Division of ECOWAS's Humanitarian and Social Affairs Directorate.

The Consultant will be responsible for her/his own laptop and for all the equipment, communication devices that may be required to perform his/her duties related to the assignment. Humanitarian and Social Affairs Directorate of ECOWAS will be responsible for providing office space and any additional administrative and logistics support required to operate from its premises. All costs for the Consultant's travel to undertake activities in the agreed Work Plan or as required by UNDP and ECOWAS for achievement of the four results will be borne by ECOWAS through its own funds or the Project Funds (where relevant) in discussion with UNDP.

VI. DURATION OF THE WORK¹

- a. The expected duration of the assignment is four months, at an average of 20 days/ month.
- b. The Consultant should be able to assume duties within one week of signing the contract.
- c. The Consultant should provide an estimated lead time of 5 days to his/her supervisors before Monthly Payments can be processed.
- d. Possible extension of the Contract, beyond the stipulated period will be determined based on an evaluation of the Consultant's performance by UNDP and ECOWAS, and contingent on the availability of budget allocation for the project.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Advanced university degree (Master's degree or equivalent), preferably in disaster management, development studies, social sciences, public policy or related field is required.
- A first level university degree combined with extensive compensating experience in the development field and/or disaster recovery may be accepted in lieu of the advanced university degree.

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.

b. Experience:

- A minimum of 7 years of professional work experience in providing technical advice in the development and implementation of policies and programmes in the area of disaster risk reduction, disaster response and recovery, climate change adaptation or closely related fields is required.
- Extensive experience in risk reduction and resilience building, including in risk analysis/assessments, early warning systems/preparedness initiatives, capacity building of national governments and other key stakeholders in risk management, mainstreaming risk reduction in planning and development strategies/policies/plans, development of recovery and risk reduction plans and programmes in crisis contexts is required.
- Experience in the application of global and regional frameworks for disaster risk reduction and climate change to the context, including the domestication of the Sendai Framework, is preferred.
- Experience working in West Africa on disaster risk reduction, climate change adaptation and/or recovery is required.
- Previous experience working with an international or regional organization or multilateral, including UN and/or ECOWAS is preferred.
- Experience in providing regional policy advice, regional technical assistance, and capacity development to support to multi stakeholder institutions in establishing and coordinating multi-partner interventions is highly desirable.
- Coordination experience at the regional level, working directly with governments, development partners, and international organizations would be an asset.
- Knowledge of and experience within the ECOWAS system is highly desirable.

c. Language:

- Fluency in English, both spoken and written, including the ability to set out a coherent argument in presentations and group interactions, is required.
- Fluency in any other ECOWAS official language is an added advantage.

d. Functional Competencies:

Technical Competencies:
Disaster Recovery Management <i>Knowledge of development and humanitarian processes and management, risk reduction concepts, frameworks and principles and ability to apply to strategic and/or practical situations.</i>
Disaster Risk Reduction <i>Knowledge of DRR concepts, frameworks and principles and ability to apply to strategic and/or practical situations.</i>
Recovery <i>Knowledge of core recovery principles and frameworks, and ability to guide delivery at regional, national and community levels.</i>
Resilience <i>Knowledge of how multiple risks and impact on development, and the delivery of resilience to communities and countries through reducing vulnerability and reducing risk.</i>
Representation <i>Ability to productively share ECOWAS knowledge, experience and activities at international, regional and national platforms.</i>
Partnerships <i>Ability to engage with, mobilize support from and forge productive working relationships with a wide</i>

<i>range of partners at the regional, national and local levels (public, private, academic, civil society, business community leaders).</i>
Knowledge Management <i>Ability to efficiently handle and share information and knowledge.</i>
Other Functional Competencies:
Innovation <i>Ability to make new and useful ideas work, including stakeholder-centered approaches for office/division</i>
Leadership <i>Ability to persuade others to follow by:</i> <ul style="list-style-type: none"> • seeking and recognizing contributions of others; • planning and acting transparently; • actively working to remove barriers and empowering others to deliver; and • positioning the organization as a center of expertise and influence.
People Management <i>Ability to improve performance and satisfaction by:</i> <ul style="list-style-type: none"> • involving team members in different stages of work and decision making; • promoting independent thinking and action; and • following high professional standards and motivating excellence in others.
Communication <i>Ability to listen, adapt, persuade and transform by:</i> <ul style="list-style-type: none"> • presenting complex concepts in practical terms to peers, partners, clients; • instilling confidence among stakeholders by delivering clearly articulated positions, supported by compelling analysis and contextual acumen; and • reconciling contrasting positions and ambiguous circumstances by communicating a clear path for resolution and progress.
Delivery <i>Ability to get things done by:</i> <ul style="list-style-type: none"> • meeting goals, timelines and quality requirements; • accepting accountability for the outcomes of programme delivery; and • facilitating improvement and innovation in the delivery of products and services.
Advocacy <i>Ability to advocate a point of view and influence others.</i>
Resource Mobilization <i>Ability to identify and organize programmes and projects to implement solutions and generate resources.</i>
Trends and emerging areas analytics <i>Ability to scan the horizon and identify approaches and initiatives to bring into policy and programme design.</i>

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 favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

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 are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		40 pts
▪ Criteria b. Experience in disaster risk recovery, risk reduction and resilience building, including in humanitarian coordination, early warning systems/preparedness initiatives, capacity support to governments and other key stakeholders, mainstreaming risk reduction and development in strategies/policies/plans		30 pts
▪ Criteria c. Experience working with an international or regional organization or multilateral, including ECOWAS and the UN, providing regional policy advice, regional technical assistance and capacity development support to governments and development partners, and establishing and coordinating multi-partner interventions		15 pts
▪ Criteria d. Experience in the application of global and regional frameworks for disaster risk reduction (including the Sendai Framework) and climate change to the context in West Africa		15 pts
Financial (Lower Offer/Offer*100)	30%	30

IX. PAYMENT MILESTONES AND AUTHORITY

During the contract period, on the last day of each month, the Consultant will submit a Monthly Report summarizing the status of activities vis-à-vis the key outputs or milestone activities in the work plan and any other support provided. Payments will be made to the Consultant on a monthly basis based on this Monthly Report and Certification of Payment by the UNDP Project Manager in consultation with the ECOWAS/Head of Humanitarian Division.

When applying for this consultancy, the prospective consultant will indicate the cost of services that could possibly be incurred by the Contractor, factored into an **all-inclusive**² daily fee in US dollars. 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.

² 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

The qualified consultant shall receive his/her lump sum monthly service fees, for each month during the contract period, upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
Monthly Installment	Monthly Report summarizing the status of activities vis-à-vis the work plan and any other support provided	To be approved by the UNDP Project Manager and the Head of Humanitarian Division, ECOWAS.	25% of the total amount for 4 months. (calculated as daily fee USD * 20 days)

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.

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TECHNICAL PROPOSAL COVER PAGES

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Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1. Letter of Motivation;
- 1.2. Past Experience in Similar Consultancy and/or Projects
- 1.3. List of Personal Referees

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP confirming Interest and availability (use the template hereto).
Annex b. Duly Signed CV

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 properties of UNDP and ECOWAS.

TOR Approved by:

Reshmi Theckethil

RESHMI THECKETHIL,
Resilience Project Manager