



G H A N A

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

GENERAL INFORMATION

Services/Work Description:	Consultant to conduct a mapping of CSO's working in Peacebuilding and P/CVE in Ghana
Consultant Level:	Senior Consultant
Duty Station:	Home-based
Expected Places of Travel:	Field visit to some regions
Duration:	25 working days (completion by 25 th June 2021)
Expected Start Date:	

I. BACKGROUND

Ghana's vulnerability toward the growing threat of terrorism and violent extremism marauding its nearby West Africa states is driven by several factors. First is the political vigilantism, the increased use of youth groups who are non-state actors to perform as de facto state agents or to challenge statutory security institutions or at other times act as private security/ guards creates an environment of lawlessness and insecurity. Another factor is the high unemployed frustrated youth, who are becoming vulnerable to exploitation by political actors, who used them to perpetuate violence and to human traffickers, migrant smugglers, extremists, and terrorist recruiters. For example in 2015 two young graduates were reported to have joined ISIS¹². The extreme north, particularly in the cross-border areas where the four countries Ghana, Togo, Cote D'Ivoire and Benin share common borders with Burkina Faso (including with Niger) is particularly fragile and a source of worry with growing threats from violent extremism ideologies, terrorism and armed groups which are operating across the porous borders, and for which Burkina Faso and Niger have faced in recent years with increased attacks at country level including in the capital Ouagadougou.

Further exacerbating the situation is the porous nature of the borders between Ghana and its neighbors', it is estimated that there are 83 unapproved borders and entry points around Ghana with routes along the Togo, Burkina Faso and Cote D'Ivoire borders, which leaves the country further vulnerable to infiltration of terrorists. As identified in UNDP's Journey to Extremism report, Ghana's neighboring countries such as Burkina Faso, Côte d'Ivoire, Nigeria, Mali, and Niger have recorded cases of terrorism emanating from the radicalization of vulnerable youth. These complex systemic emerging threats have the potential to truncate and derail years of peace and stability in Ghana. Various stakeholders' government, CSO's and international community have

¹<https://www.npr.org/2015/09/01/436673721/2-young-ghanaians-recruited-by-isis>

²<https://www.universityworldnews.com/post.php?story=20170512101136826>

undertaken several initiatives to prevent any spill overs. To ensure coherence, build capacities and synergies, UNDP seeks to identify CSO's including women and youth groups working in peacebuilding in general and P/CVE in particular to facilitate future collaboration.

Purpose of the mapping of CSO's: CSO's play a very important role when it comes to conflict prevention in Ghana, they are locally rooted, have access, legitimacy and influence in the communities they work in, this makes them dependable allies who are willing to be innovative, versatile and more prepared to take risks in order to address their communities' security concerns. In addition, Civil society groups have extensive knowledge of the local dynamics, trends, and drivers of violence and conflicts and present the best early warning mechanisms for emerging threats. This positions them to provide the needed support to communities in terms of preventing violent extremism. As a step towards strategic planning and designing programme interventions, UNDP is seeking a consultant to conduct a mapping of CSO's in Ghana to find out who is doing what, why, how, with who and where in peacebuilding and preventing/countering violent extremism. The focus will be on existing interventions and/or investment but will also look at completed projects that were implemented in the last 3 years to identifying lessons learnt. The mapping will detail all project activities, partnerships, and precise geographical locations of intervention from each organization. In this way, UNDP, actors, and partners could better respond and align their interventions and programming.

Specific objective of the mapping:

To conduct a mapping of key CSOs including women and youth groups working in peacebuilding in general and P/CVE in particular in the country with focus on border communities

The final report will give UNDP a better understanding of existing interventions in the country in order to avoid overlaps or duplication and most importantly to identify a) where it should focus its intervention, b) how to best implement project activities, in accordance with its strategic plan, and c) its role should be in the various regions and strategic partners (CSO's) to increase our leverage. The mapping exercise is also expected to provide UNDP with information that can help create a platform for long term joint planning.

II. SCOPE OF THE WORK

The consultant will lead the mapping process under the direction of and with technical and operational support from UNDP Governance Cluster to deliver the assignment, focusing on the following.

a) Identify CSO's including women and youth groups with projects related to peacebuilding in general and preventing and countering violent extremism in particular, their interests, location, nature or type of projects and status of implementation

The information to be gathered should include, among others, the following key information (tools and interview forms must be developed in close coordination with UNDP):

- i. background of CSOs.
- ii. the goals and objectives of the project/s, target population of project.
- iii. the location (to be presented in map), nature or type of project (e.g. training/capacity building, research and monitoring, livelihood, advocacy) that was/is being implemented inclusive of components.
- iv. the source of financial support.
- v. the size of funds and duration for its utilization.
- vi. status of implementation; accomplishments; gaps and issues in implementation, and lessons learnt
- vii. contact details (Physical and email address and Telephone numbers)
- viii. efforts to include women and youth and their organisations in P/CVE interventions.

- ix) Document their years of operation, exploring how they work with different stakeholders in achieving their objectives
- x) Identify any research that has been carried out by any of the CSOs, that would be relevant to UNDP's programme analysis.
- b) Recommend opportunities for strategic partnership with any of these CSOs identified
- c) Recommendations appropriate mechanisms for effective collaboration among various stakeholders towards a shared goal for preventing and countering violent extremism in Ghana.
- d) Develop a final report presenting the findings of the analysis as well as strategic recommendations at national and subnational levels for identified actors.
- e) Hold a debriefing session(s) for UNDP presenting the findings of the mapping and present strategic entry points for potential programming.

III. EXPECTED OUTPUTS AND DELIVERABLES

Deliverables	Timeline	Review and approval
An inception Report, detailing the methodology for data collection including draft instruments and schedule of timelines for completing the assignment	2 working days after contract signing	Head of Governance
A draft report with findings and recommendations	20 working days after approval of methodology and timelines	Head of Governance
Final report with findings and recommendations on CSO's working in peacebuilding and P/CVE and opportunities for UNDP incorporating comments on the draft.	3 working days after receipt of comments	Head of Governance

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant(s) will be supervised by the UNDP Country Office; Payments will be made upon satisfactory delivery of outputs, certification of payment form, and acceptance and confirmation by UNDP on outputs satisfactorily delivered.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.
- The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UNDP business hours.

VI. DURATION OF THE WORK

- a. The consultancy is for 25 working days within a period of 2 months.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Education

- A minimum master's degree in social sciences with a focus on peace and conflict studies, international relations, political science, development studies or a related field.

Experience

- A minimum of 5 years of progressively responsible experience in designing and implementing local level and/or national level conflict analysis mechanisms and early warning programs related to conflict affected environments;
- Extensive experience in strategy and programme development;
- Experience working with CSO's and communities;
- In-depth experience and understanding of P/CVE in Ghana and subregion.
- Excellent analytical and writing skills, including political/conflict analysis skills;
- A high degree of political and cross-cultural sensitivity;
- Understanding of the political, social and cultural background of the country is greatly desirable;
- Experience in enhancing women's and youth participation in conflict analysis processes;
- Ability to speak one or more local language particularly used in the northern region border communities preferred.
- Knowledge and understanding of the civil society dynamics in Ghana
- Familiarity with relevant government policies, interventions, and structures in P/CVE

Managerial Competencies:

- Excellent team-playing, diplomatic and interpersonal skills;
- Able to establish trustful relationships with governments, donors, non-government and international development organizations;
- Resourcefulness, initiative and maturity of judgment.

Corporate Competencies:

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of the UN and UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Good knowledge/understanding of UN rules, regulations, policies, procedures and practices;
- Good understanding of UN programming modalities, particularly in crisis and post-conflict settings.

Behavioral Competencies:

- Strong communication and advocacy skills, in particular ability to communicate effectively, orally and in writing, with a wide range of actors, within the UN system, with Government officials, traditional structures, donors and civil society;
- Ability to work in a complex environment requiring liaison and collaboration with multiple actors;
- Ability to demonstrate sensitivity, tact and diplomacy;
- Excellent analytical, organizational and negotiation skills, especially resource management systems;
- Excellent networking skills.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

Technical skills

- Excellent computer skills.

NB: In addition to the CV, the prospective consultant will need to submit at least 3 reports authored by him/her

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon receipt of the Procurement Notice and the qualified Individual Consultant are expected to submit in 7 days both the Technical and Financial Proposals. Financial proposal must be all inclusive and contain all professional fees, travel and transportation costs, and daily sustenance costs including field travel. 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%	100
Understanding the Scope of Work (SoW); the methodology/approach; and organization & completeness of the proposal and clear timeframe		35 pts*
Education and experience in similar work		30 pts*
Knowledge of CSO's and P/CVE Landscape in Ghana		25 pts *
Review of previous reports submitted		10 pts *
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

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

Installment of Payment	Deliverables or Documents to be Delivered	Approval	Percentage of Payment
1 st Installment	Submission of an inception report which should include Methodology/Approach and Analysis Action Plan	UNDP Governance cluster	20%

Installment of Payment	Deliverables or Documents to be Delivered	Approval	Percentage of Payment
2 nd Installment	Submission of a Draft Report in an agreed format		40%
3 rd Installment	Submission of Final and Summary Report		40%

X. 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.

This TOR is approved by:

Name: Jennifer ASUAKO

Designation: Acting Head of Governance

Signature: _____JA_____

Date Signed: 19 April, 2021