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ETHIOPIA

TERM OF REFERENCE (ToR)

GENERAL INFORMATION

| | |
|-----------------------------------|---|
| Services/Work Description: | International Consultant for the Development of Conflict Early Warning and Early Response (CEWER) System |
| Project/Program Title: | Cross-Border Cooperation Project Between Ethiopia and Kenya For Conflict Prevention and Peacebuilding in Marsabit-Moyale cluster. |
| Post Title: | International Consultant |
| Consultant Level: | Level C (Senior Specialist) |
| Duty Station: | Home-based |
| Duration: | 30 working days |
| Expected Start Date: | Immediately after signing the contract |

I. BACKGROUND / PROJECT DESCRIPTION

Conflict and fragility have become the major challenges in the cross-border areas of most African countries, including in the cross-border areas of Ethiopia and Kenya. This vast and fragile cross-border area has been a herd of instability: remote from the respective centers (Nairobi and Addis Ababa); and it is characterized by a poorly developed physical infrastructure, human and armed trafficking, low literacy, and high poverty levels. All the development indices in this cross-border area are significantly lower than the national averages of Ethiopia and Kenya, respectively. Access to basic services such as clean water, adequate health facilities, and electricity remains a challenge. Pastoralism is the dominant economic activity and the main source of livelihood for most of the population in this cross-border area. Violent conflict, marginalization, and poverty have been the hallmark of this cross-border area.

The impact of these challenges is immense since it significantly affects forced migration, fragility, and long-term stability and thereby complicating the humanitarian and development challenges. Therefore, there is a need for a comprehensive, multi-dimensional and integrated approach to the challenges of the cross-border area. The Ethiopia-Kenya Cross-Border area-based and integrated Programme just does that.

Kenya and Ethiopia share a large porous border straddling a length of 861 kilometers that traverse Marsabit, Turkana, and Wajir Counties on the Kenyan side, and Borana, Dawa & South Omo zones on the Ethiopian side. On the Kenyan side, Marsabit County shares a longer bit of the border with Ethiopia, with the Borana zone also sharing a long border with Kenya compared to Dawa and Omo zones. Nomadic pastoralist communities, the Borana, Gabra, & Garre, among others, live on both sides of the border. These communities are primarily pastoralists whose livelihood is mainly based on livestock production. During dry seasons, these communities move with their livestock within the region as well as across the Ethiopia-Kenya border as pastoralists often do not recognize official and international boundaries. These inter-regional and cross-border movements oftentimes lead to conflicts over scarce water and pasture. International cross-border inter-community conflict is very prevalent in Marsabit. Cattle raids are also a source of conflict, but in this case, the conflicts across international borders. Political conflicts across international borders have also destabilized large sections of the population, forcing them to seek refuge in relatively safe areas.

In these border regions, many households have been displaced from their original settlements due to conflicts that arise from conflict over scarce resources (pasture & water), and inter-communal and boundary disputes. Like any other border region, both the Marsabit County and the Borana/Dawa Zones of Ethiopia are relatively underdeveloped compared to other regions in their respective countries.

To address the problem of underdevelopment, poverty, conflict, regional and social inequalities, Ethiopia and Kenya embarked on a devolved system of governance that is expected to provide equal opportunities to all citizens by creating conditions to encourage their input in their respective country's governance. The UN Country Teams, IGAD, and the Governments of Ethiopia and Kenya have also come together to jointly lead a cross-border and area-based program/initiative for Marsabit County and Borana/Dawa Zones of Ethiopia aimed at reducing conflict, strengthening social cohesion, and bringing sustainable peace and development to the region.

The overall goal of the program is to transform the region into a prosperous, peaceful, and resilient community through the prevention of conflict, capacity building programs, and the creation of alternative livelihoods as well as cross-border trade aimed at reducing poverty, inequality, low education levels, and health facilities, and unemployment, especially among the youth; and sustainable and effective utilization of the resources of the region.

The United Nation Development Programme (UNDP), in collaboration with the Governments of Ethiopia and Kenya, and the Intergovernmental Authority on Development (IGAD), started the implementation of this Cross-border cooperation project between Ethiopia and Kenya for conflict prevention and peacebuilding in the Marsabit-Moyale cluster. In Kenya, the objectives of the project are in line with the Government of Kenya's policy under the Third Medium-Term Plan (2018-2022) of the Sector Working group of Security, Peace Building, and Conflict Resolution that emphasizes the importance of addressing cross-border conflicts and regional instabilities as well as strengthening early warning systems. In Ethiopia, the objectives of the project are well-aligned with Growth and Transformation Plan II and other subsequent national and sectoral plans.

The three-year project is a response to the Memorandum of Understanding (MoU) signed by the Governments of Ethiopia and Kenya to promote sustainable peace and socio-economic development in the border region of both countries. It would focus on supporting the implementation of peacebuilding and prevention of violent conflict initiatives aimed at reducing vulnerability and increasing the resilience of communities affected by the conflict in the border areas of Marsabit County, Kenya, and the Borana and Dawa Zones, Ethiopia. This project is part of the Cross-Border Integrated Programme for Sustainable Peace and Socio-economic Transformation: Marsabit County, Kenya; and Borana and Dawa Zones, Ethiopia. The project is well linked to the Regional Project: Support for Effective Cooperation and Coordination of Cross-border Initiatives (SECCCI Project) implemented and undertaken by the UNDP-Regional Service Center for Africa.

The key result areas of the project include:

1. Improved capacity of local governments for preventing conflict and promoting sustainable peace.
2. Enhanced peace and strengthen community resilience to prevent conflict and withstand shocks
3. Efficiency and effective delivery of outputs and activities on conflict prevention and peacebuilding enhanced.

As one sustainable way of achieving the above-expected result, The Kenya Ethiopia UN Cross Border Programme has adopted a strategy to develop mechanisms for early detection of areas of potential conflicts and disputes and to take appropriate preventive measures in these important border regions characterized by recurrent conflicts that disrupts all efforts towards sustainable economic and community development.

As the program team takes strategic steps towards the development, operationalization, and institutionalization of the system as a tool to support effective action where conflicts that affect our diverse mosaic of communities at the Kenya Ethiopia Cross Border Regions are detected and required actions are taken, it seeks the services of an experienced Consultant to develop indicators for the Conflict Early Warning and Early Response (CEWER) System to help inform coordinated multi-stakeholder responses to conflicts.

This Terms of Reference (ToR) is prepared to solicit technical and financial proposals for the Development of the CEWER System to be implemented and overseen in close collaboration with the Ministry of Devolution and County Government of Marsabit and the Ministry of Peace, Oromia, and Somali Regional Governments of the Federal Democratic Republic of Ethiopia.

II. SCOPE OF THE WORK

The purpose of this consultancy is to strengthen and support the goal of Kenya Ethiopia UN Cross Border Programme by developing a CEWER System to be able to identify conflict before it escalates and mitigate harm in the region of Marsabit County of Kenya and Borana/Dawa Zones of Ethiopia.

Specifically, it is envisaged:

- To define and conceptualize the goal of the Kenya Ethiopia Cross Border program concerning conflict prevention, management, and transformation in the target regions.
- To review and categorize the CEWER Systems required in the Region.
- Based on clear assumptions, to develop CEWER Indicators based on evidence to be utilized by the program team in its system of project implementation.
- To determine and utilize areas of potential synergies and collaboration with other Chapters of institutions of both Kenya and Ethiopia in conflict prevention, management, and transformation.
- To suggest risks, mitigation plan, capacities, responsibilities, and collaborations/partnerships required to implement the CEWER System.
- To develop medium and long-term action plans to improve the sustainability of the CEWER system as a whole and enhance collaboration with key stakeholders at the national and sub-national levels.
- To ensure gender sensitivity is considered at the local level by identifying gaps and challenges and lessons learned and good practices.

III. Approach

The consultancy will be carried out in the following stages:

1. To gather data from local authorities, peace committees, the Ministry of Devolution and County Government of Marsabit and the Ministry of Peace, Oromia, and Somali Regional Governments of the Federal Democratic Republic of Ethiopia, relevant stakeholders practitioners, and research institutions in collaboration with the Chief Technical Advisor and the project team.
2. To assess the current IGAD Early Warning System to identify existing practices in ensuring the integration of gender into data collection, analysis, reports as well as the formulation of response options (and dissemination) and determine gaps.
3. The consultant will draft an inception report, outlining – inter alia – the key research questions, methodology, work plan, relevant policies, relevant stakeholders to be consulted and will present this at an inception meeting.
4. An in-depth desk review and analysis of the already implemented activities of The Kenya Ethiopia Cross Border Programme in connection with conflict prevention, management, and transformation that includes regional and international best practices. The results of the exercise will be set out in an initial draft guide. The guide will be presented at a consultative meeting with relevant stakeholders for input into the guideline.
5. Review the indicators for other regional early warning systems and determine the areas of convergence with the communities of Kenya Ethiopia Cross Border conflict context.
6. Review reports of conflict situations generated from the Project target area and come up with draft indicators for the CEWER system.
7. Develop a mechanism to elicit the views of multi-stakeholders across the two countries of project implementations on the draft indicators and refine them in line with the commonly held positions.
8. Come up with indicators that will be used for The Kenya-Ethiopia Cross Border Programme CEWER system.
9. Prepare a report that consolidates the CEWER indicators and how they can be input into the Cross Border Programme system to ensure conflict issues are adequately captured. For both current and future Programming Interventions.

IV. EXPECTED OUTPUTS AND DELIVERABLES

1. An **inception report**: The consultant should submit an inception report that details assessment work plan//Detailed document outline/Details on Methodology to be followed/Bibliography of policy and other documents reviewed/People contacted and met (if any)/Proposed budget to carry out assessment/Quality assurance and risk management strategies/Referral protocol for respondents in the situation of risk.
2. A **draft report**: A draft guideline should be submitted. Additionally, UNDP requests the submission of a PowerPoint presentation outlining the key findings from the analysis.
3. A **final report**: A final report that incorporates comments and changes by relevant stakeholders shall be submitted. The text of the report and annexes should be illustrated, as appropriate, with maps, graphs, and tables. The consultant is expected to produce candid, uncompromising, high-quality reports, containing well-evidenced findings and clear conclusions and recommendations.

| No. | Deliverables / Outputs | Estimated Duration to Complete | Review and Approvals Required |
|-----|----------------------------|--------------------------------|--|
| 1 | An inception report | 5 Working days | The final Inception Report should be endorsed by the CTA and the Team Leader - DGPB Unit (UNDP ET) |
| 2 | A draft report | 10 Working days | The final Inception Report should be endorsed by the CTA and the Team Leader - DGPB Unit (UNDP ET) |
| 3 | A final report | 15 Working days | The final Inception Report should be endorsed by both by the CTA and the Team Leader - DGPB Unit (UNDP ET) |
| | TOTAL | 30 Working days | |

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The consultant will meet frequently with The Chief Technical Advisor of The Kenya Ethiopia UN Cross Border Programme and the Project Team to discuss progress updates based on the modes acceptable as per the National/ International protocol of COVID19. *Ad hoc* meetings may be convened as per need.
- UNDP Kenya and Ethiopia will oversee and guide the consultant. The consultancy will be directly managed by The Chief Technical Advisor of The Kenya Ethiopia UN Cross Border Programme with field support from the Project Implementation team.
- UNDP will be responsible for convening, coordinating, and supporting the capacitation and drafting processes.
- Consultant needs to comply with respect for cultural sensitivities of the diverse Communities living along and across Kenya Ethiopia Cross Border Regions.

VI. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The consultant is expected to work from his/her premises. For the entire period of this project/contract all travel (international and within the project target area related to any contract emerging from this consultancy, including all travel for consultations and discussions, meetings for planning and execution of potential works, travel to target towns, etc. will have to be borne by the Contractor and must be included in the Financial Proposal submitted. The Institution/Contractor is responsible to make all relevant travel arrangements, including hotel, transportation, and other relevant costs like soft facilitation for participants.

Both parties should be aware of that:

- The contractor is not entitled to payment of overtime. All remuneration must be within the contract agreement.
- No contract may commence unless the contract is signed by both UNDP and the Contractor.
- The data and information collected during this data are under the sole and full ownership of the UNDP of both Kenya and Ethiopia.
- The contractor will not have supervisory responsibilities or authority on the UNDP budget.
- The contractor must obey all public health protocol applied to the COVID19 Pandemic.

VII. DURATION OF THE WORK

The total number of 30 (Thirty) workdays. The CEWER specialist is expected to start the assignment as soon as the contract is signed.

VIII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

The consultant should have the following qualifications and skills/ within their team:

Education:

- a) A minimum of a Master's Degree in development studies, project planning and management, Political Science, Peace and Governance Studies, Natural Resources Management, International Relations, Social Sciences, Public Administration, Public Policy, or related field
- b) ICT skills

Experience:

The Consultant, in addition to the educational qualifications, is expected to demonstrate experience and expertise in the following:

- a. Post-graduate qualification in relevant fields (Political Science, Demography, Conflict and Peace Studies, Social Science, International Relations, Development Studies, etc.)
- b. Professional experience in areas of causes, triggers, and dynamics of Cross Border conflicts research is an added value
- c. Minimum of 7 years of sustained action research, knowledge management, and documentation on peace and governance issues
- d. Experience in linking peace-related research and policy engagement
- e. Experience in facilitating learning and training in social science research and documentation
- f. Knowledge of Kenya and Ethiopia peace architecture, history, legal context, and experience of working in Kenya Ethiopia Cross Border areas on at least one similar assignment desirable
- g. Experience in using peacebuilding and conflict-related indicators to develop interactive systems.
- h. Fluency in English is required and at least one local language (Borana) is in use along and across The Kenya Ethiopia Cross Border Regions.
- i. Ability to write clearly and concisely in English

Language Requirements:

- a) Excellent knowledge of the English language both spoken and writing including the ability to set out a coherent argument in presentations and group interactions.
- b) Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff)

Functional Competencies:

- Practical experience in organization management, strategic planning of associations and public organizations at the national and regional level.
- Experience in formulating development strategies and policies.
- Excellent public speaking and presentation skills]
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

Core Competencies:

- Demonstrates integrity by modeling 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.
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

IX. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after the 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 consultant under the assignment shall become and remain properties of UNDP. No data, reports or other materials obtained or produced during the evaluation mission are to be distributed without the approval of UNDP.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, a 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% | 100 |
| ▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal | | 50 pts* |
| ▪ Criteria b. Advanced degree and above in Peace and security studies, Law, Gender studies, Human Rights, political science, sociology, and other relevant social science. | | 5 pts** |
| ▪ Criteria c. Eight to ten years of evaluation experience, including the use of mixed methods. Ideally, 10 pts experience within post-conflict countries and peacebuilding programmes; | | 10 pts ** |
| ▪ Criteria d. [Extensive knowledge and understanding of evaluation methodologies, data analysis issues in peacebuilding, conflict transformation and the role of women and youth in peacebuilding and conflict resolutions] | | 5 pts** |
| Financial (Lower Offer/Offer*100) | 30% | |
| Total Score | Technical Score * 70% + Financial Score * 30% | |

XI. PAYMENT MILESTONES AND AUTHORITY

| Installment of Payment/ Period | Deliverables or Documents to be Delivered | Approval should be obtained | Percentage of Payment |
|--------------------------------|---|-----------------------------|-----------------------|
| 1 st Installment | The payment will be made to the consultant upon approval and acceptance of the Inception report | UNDP | 20% |
| 2 nd Installment | The payment will be made to the consultant upon approval and acceptance of the Draft Report | UNDP | 40 % |
| 3 rd Installment | The payment will be made to the consultant upon approval and acceptance of the Final Report | UNDP | 40% |

XII. 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
- 1.7 Academic Credentials

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

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after the 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.

XIV. HOW TO APPLY

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

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2473**