

## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (IC)

### GENERAL INFORMATION

**Services/Work Description:** Consultants for Capacity Building of Civil Society Organizations on Social Accountability, strategic communication, participatory monitoring and evaluation.

**Project/Program Title:** Strengthening inclusive citizen engagement for more accountable Governance.  
**Post Title:** National Consultant  
**Consultant Level:** Level B (Specialist)  
**Duty Station:** UNDP Gambia Country Office  
**Expected Places of Travel:** In-country travel  
**Duration:** One week-7 working days  
**Expected Start Date:** June 2021/ Immediately after Concluding Contract Agreement

### I. BACKGROUND / PROJECT DESCRIPTION

The Gambia's 22 years of dictatorship was marked by gross human rights violations including but not limited to arbitrary arrests and detentions, enforced disappearances, torture, sexual and gender-based violations and a general atmosphere of fear and intimidation. The media under Jammeh's administration suffered regular, systematic, and repressive attacks. This environment of fear had a major impact on civil society organizations.

The CSOs in The Gambia emerged from the 2016 transition more confident and determined to hold the government accountable having regained their voice, strength and independence, but the 22 years of authoritarian rule had an adverse effect on the capacity of CSOs to hold the duty bearers and service providers accountable and adhere to the principles of good governance such as rule of law, transparency and accountability. Key challenges and capacity gaps in social accountability, strategic communication, participatory monitoring and evaluation prevent CSOs in The Gambia from playing an active role in holding the state accountable and advocating for policy proposals to advance the social justice agenda.

Social accountability is about transforming relations between civil society and state actors by creating collaborative relationships. But CSOs continue struggling to identify modes of engagement with the state and other stakeholders that could lead to a constructive and positive contribution to the process of change, beyond street mobilization. To be effective agents of social accountability, CSOs must therefore be able to access information, mobilize citizens, and make their voices heard and negotiate a response from public authorities.

At the same time, traditional development funding (soft loans and grants) is still largely channeled to the government but CSOs are increasingly receiving a significant share of these resources to implement development projects in communities. This has opened opportunities for CSOs to strengthen their monitoring and evaluation capacities to improve performance, transparency and strengthen internal governance systems to have a competitive edge and attract more resources from donors and private sector. Additionally, CSOs have an important role and responsibility in the development of the information society through strategic communication methods and ensuring that social media is used in positive ways that targets and addresses development goals and priorities of the country.

## II. SCOPE OF THE WORK

Under the direct supervision of the UNDP Project Manager and in collaboration with the TANGO Executive Director, other trainers and the UNV CSO Institutional Building Officer embedded at The Association of Non-Governmental organizations (TANGO), an umbrella CSO organization, the Consultants will perform the following tasks:

1. Familiarizing him/herself with the training terms of reference and any other training documents.
2. In close consultation with the TANGO team and other resource persons, develop inception plan/training agenda with timelines.
3. Develop pre and post training assessments.
4. Conduct face to face/physical training using power point presentations, discussions, groups work, and individual exercises.
5. Submit final training report with recommendations.
6. Providing any other support as necessary for the successful completion of the training.
7. Ensure observance of COVID 19 measures during training sessions.

### Training Objectives

1. Assess organizational capacity of CSOs/NGOs
2. Build the knowledge and skills of CSOs on social accountability, strategic communication, participatory monitoring, and evaluation.

## III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Develops high quality, effective training materials/presentations and agenda to guide training sessions; produce inception report	3 Working days	UNDP; TANGO
2	Delivers high quality, informative and interactive training session	3 Working days	UNDP; TANGO
3	Submit final training report with recommendations	1 Working day	UNDP; TANGO

## IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. UNDP, through its Programme Unit and the Implementing Partner officers, will manage and oversee the evaluation process. Consultant will submit weekly reports to UNDP and TANGO.
- b. UNDP and TANGO will provide guidance and assess the quality of the project document

## V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- a. UNDP and TANGO will facilitate meetings and interviews with the participants
- b. UNDP will be in-charge for offering both administrative and logistics support.

## VI. DURATION OF THE WORK

- a. The duration of the consultancy is **7 working days**.

## VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

### **a. Academic Qualifications:**

Advanced university degree in Development studies, Social Sciences, law, Project cycle Management, or a related field. 10 years of progressively responsible professional experience human rights or development and working with CSOs.

### **b. Experience:**

The consultant will be required to have the following:

- More than 5 years experience working in similar field



- Professional background in building capacity of CSO in social accountability, strategic communication, participatory monitoring and evaluation
- Experience in working with UN agencies and other international organizations.
- Demonstrable, excellent communication and presentation skills.
- Excellent teamwork, communication and interpersonal skills, computer, analytical and excellent command of oral and written English is required.
- English fluency is required.

**c. Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Good problem-solving skill required.
- Demonstrates good oral and written communication skills.
- Ability to work efficiently in a team, and reporting.

**d. Language and other skills:**

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions.
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

**e. Compliance of the UN Core Values:**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Important Note:**

The Consultant is required to have the following 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
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
<ul style="list-style-type: none"> <li>▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</li> </ul>		50*
<ul style="list-style-type: none"> <li>▪ <b>Criteria b.</b> Technical competence</li> </ul>		25**
<ul style="list-style-type: none"> <li>▪ <b>Criteria c.</b> Relevant Experience</li> </ul>		25**
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her service fees 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
1 <sup>st</sup> Installment	Mobilization: Upon submission of training material/presentations and acceptable inception report/training agenda	RR	30%
2 <sup>nd</sup> Installment	Delivery of high quality, informative and interactive training sessions	"	50%
3 <sup>rd</sup> Installment	Submission and approval of final training report with recommendations	"	20%

## 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.

## XII. ANNEXES TO THE TOR

This TOR is approved by:

Signature: *Abdou Touray*

Name and Designation: Mr. Abdou Touray, Head of Governance a.i.

Date of Signing: 06-May-2021

*TK*

05-May-2021