

ANNEX I



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Resilient nations.

ETHIOPIA

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

GENERAL INFORMATION

Services/Work Description: Master of Ceremony

Project/Program Title:

Post Title: International/National Consultant

Consultant Level: **Level C** (Specialist)

Duty Station: Yaoundé, Cameroon

Application Deadline: **1 July 2021**

Expected Places of Travel: Yaoundé, Cameroon

Duration: Five working days

Expected Start Date: Immediately once contract is concluded

I. BACKGROUND / PROJECT DESCRIPTION

The Lake Chad Region has been severely impacted by the crisis triggered by the Boko Haram insurgency. This has coalesced with other root causes, leading to massive internal and cross-border displacement, destroying the social fabric and property, increasing human rights abuses and disrupting government institutions and services. The Regional Strategy for the Stabilization, Recovery and Resilience of the Boko Haram-affected Areas of the Lake Chad Basin¹ (RSS) provides a robust framework for addressing these many complex and urgent challenges. It recognises the need for a comprehensive, multi-sectoral and coordinated set of national and cross-border efforts. The Strategy notes that humanitarian-development-peace collaboration is also vital for long-term stabilisation, recovery and resilience. The RSS was formally validated by the Lake Chad Basin Commission (LCBC) Council of Ministers in August 2018 and endorsed by the African Union (AU) in December 2018. The Strategy has nine pillars of intervention and forty (40) strategic objectives.

¹ Regional Strategy for the Stabilization, Recovery & Resilience of the Boko Haram-affected Areas of the Lake Chad Basin Region, Lake Chad Basin Commission and African Union Commission, August 2018 (<http://www.cbtl.org/en/news/regional-stabilization-strategy>)

The RSS will be operationalized through eight (8) Territorial Action Plans (TAPs) for the eight states/regions/provinces that are most affected by Boko Haram in the LCB region². Although regional in scope, this Strategy through the TAPs is predicated upon the principle of national and local ownership, National Governments, through the Governors of the affected territories will engender robust and inclusive participation of the local communities in the stabilisation, recovery and resilience efforts across the region. The proximity of the Governors to the constituencies affected by the crisis affords them an indispensable role in guiding and monitoring the implementation of the RSS and other initiatives for stabilisation, peacebuilding and sustainable development in a way that can translate into positive change on the ground.

Prior to the RSS validation, adoption and endorsement by the LCBC Council of Ministers and the AU Peace and Security Council in August and December 2018 respectively, the Governors of the eight worst-affected areas of Cameroon, Chad, Niger and Nigeria met in May 2018 in Maiduguri, Borno State, Nigeria to establish the ***Governors' Forum for Regional Cooperation on Stabilisation, Peacebuilding and Sustainable Development*** ("the Governors' Forum"). The Governors' Forum stands out as a genuine regional initiative amongst affected territories in the Lake Chad Basin region to promote regional dialogue and draw lessons on cross-cutting transnational challenges and the coordination of joint actions and solutions. Under the framework of the RSS, the Second Governors' Forum was organised in Niamey, Niger from 16-18 July 2019.

The LCBC in collaboration with the Governors of the affected territories is convening the third Governors Forum in Yaoundé, Cameroon. The third Governors' Forum aims to advance the complementary implementation of the RSS; take stock of progress made under the implementation of the RSS; and advance and strengthen regional and cross border cooperation and dialogue. The third meeting of the Governors' Forum also aims to advance the commitments made at the second Governors' Forum and to continue the process of consolidating a credible and effective mechanism for regional cooperation and coordination of efforts to implement the RSS as the overarching framework for short, medium and long term stabilisation, recovery and resilience interventions across the LCB region.

To achieve this, the RSS Secretariat is looking for an active Master of Ceremony for the Third Governors' Forum.

II. SCOPE OF THE WORK

Under the supervision of the LCBC Stabilisation Coordination, the specific roles and responsibilities are:

- Liaise with management of selected venue to ensure proper preparations ahead of time and smooth running of the event;
- Liaise with organizers to confirm attendance of all speakers/presenters;
- Liaise with speakers/presenters to affirm time allocation for each presenter's intervention
- Confirm availability of presenters and understanding of their roles, with special attention to reinforcing time commitments;

² Borno, Yobe and Adamawa States in Nigeria; Diffa region in Niger; Région du Lac and Hajder-Lamis Region in Chad; Far North and North Region in Cameroon.

- Ensure that the presenters and special guests are present and ready for and during the different sessions;
- Follow the agenda of the Governors' Forum and ensures that the various sections of the Governors' Forum starts and ends on time;
- Ensures the effective management of time for the event while keeping the event on track with honour and respect;
- Keep the event running on time while making it look easy;
- Send out announcements during the event (press conference, coffee breaks)
- Have a mastery of the components of the event, from start to finish, with estimations of time, roles, functions, and notes concerning responsibility
- Creatively communicate messages of the event (best practices, show cases, messages from beneficiaries, etc.)
- Arrange and animate during live music for the event.

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1.	A fully moderated and facilitated Governors' forum	Five Working days	Head of Stabilisation Secretariat

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the overall guidance and direct supervision of the Head of Stabilisation Secretariat, the consultant shall serve as an active Master of Ceremony.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

The Secretariat will ensure that the consultant receives access to the necessary documentation of the Regional Stabilization Secretariat and any support necessary for the completion of the exercise.

VI. DURATION OF THE WORK

During the period of 1 - 6, 2021 the Consultant will work for a total of five working days.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Masters' Degree in Public Relations, English Language or Literature, Communications, Journalism or Creative Writing with at least five (5) years' experience.

b. Experience:

- A minimum of five years of proven experience of working in Africa on a cross-border and regional programmes, preferably in the Lake Chad countries;
- At least 5 years of practical experience in working on countering/preventing violent extremism, migration or conducting conflict analyses;
- Experience in engaging with civil society, development partners and governments;
- Knowledge of relevant sectors and access to stakeholders and relevant information sources, especially in the Lake Chad region;

- Knowledge of and experience in analytical research methods, including human rights-based analysis and conflict development analysis;
- Experience working with UN or other international organisations highly desirable;

c. Language:

- Fluency in spoken, diplomatic French and English.

d. Computer Skills:

- Excellent computer literacy and skills on MS Word, Excel, and PowerPoint, database systems, statistical analysis and overall report writing;
- Expertise in analysing data using statistical software is an asset.

e. Functional Competencies:

- Ability to understand and interpret governance issues and complex development situations;
- Ability to analyse and capture the essence of discussion;
- Good communication skills, written and oral;
- Ability to plan and prioritise, and to work under pressure;
- Full understanding of, and ability to interpret, UNDP policies and procedures.

f. Core Competencies:

- Integrity and professionalism: demonstrated expertise in area of specialty and ability to apply good judgment; high degree of autonomy, personal initiative and ability to take ownership; willingness to accept wide responsibilities and ability to work independently under established procedures in a politically sensitive environment, while exercising discretion, impartiality and neutrality; ability to manage information objectively, accurately and confidentially; responsive and client-oriented.
- Accountability: mature and responsible; ability to operate in compliance with organizational rules and regulations.
- Commitment to continuous learning: initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- Planning and organizing effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects activities.
- Teamwork and respect for diversity: ability to operate effectively across organizational boundaries; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, environment with sensitivity and respect for diversity and gender;
- Communication: proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from

very diverse backgrounds; ability to maintain composure and remain helpful towards colleagues, but objective, without showing personal interest; capacity to transfer information and knowledge to a wide range of different target groups; and

- Flexibility, adaptability, and ability and willingness to operate independently in and including possible extensive travel within the area of operations.

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, Proposal)	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	35%	35 pts
▪ Criteria b. Minimum educational and bilingual background as per the requirement in the TOR	15%	15 pts
▪ Criteria c. Minimum of 5 years of experience in similar consultancy projects and/ or IC contracts	10%	10 pts
▪ Criteria d. Ability to discharge the consultancy serviced within the timeframe as per the TOR	10%	10 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

*** It is mandatory criteria and shall have a minimum of 50%**

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive³ lump-sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only

³ 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

after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

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 should be obtained	Percentage of Payment
1 st Installment		Yes	100 %

X. RECOMMENDED DOCUMENTATION 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.

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.

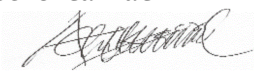
XII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

This TOR is approved by: Chika Charles Aniekwe

Name: Chika Charles Aniekwe

Designation: Head of Secretariat

Signature: 

Date Signed: 16-Jun-2021