



Terms of Reference

GENERAL INFORMATION

Services/Work Description:	National Consultant for Serving as Livelihoods Specialist for Resettlement Action Plan (RAP) preparation for Beautifying Sheger Project (BSP) affected Households and Businesses along the major rivers in Addis Ababa
Project Title:	Beautifying Sheger Project-a programmatic approach to beautifying Sheger through sustainable urban resilience
Post Title:	Individual National Consultant (INC)
Consultant Level:	Level C – livelihood specialist (Senior Specialist)
Duty Station:	Addis Ababa / Mega Projects Construction Office
Duration:	20 calendar days
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND AND PROJECT CONTEXT

Addis Ababa has been characterized by high population growth with over 5 million residents mainly due to rural-urban migration as youths and women migrate to the city to search for better livelihood opportunities. This high population growth is one of the causes for economic, social and environmental problems in the city. Economic related problems include high urban unemployment mainly among youths and women, increasing costs of living as demand for goods and services exceeds supply; fiscal problems (where Addis Ababa like other cities in developing countries lack enough funds/budget to pay for basic services such as housing, transport, policing, public education, wastes removal and street maintenance) and shortage of basic food and non-food items. Social related problems include crimes, traffic congestions, living in urban slums with overcrowded and lack pure drinking water, health facilities, toilet services, etc.

In order to curb some of the social, economic and environmental problems mainly along river basins in the city where people are living in overcrowded urban slums, the Government of Ethiopia has launched a five-year project (2020 – 2021) – Beautifying Sheger Project (BSP)– to beautify banks of two major rivers with the combined distance of about 56 km running from Mount Entoto down to the bottom of the Akaki areas passing through the heavily populated part of the city. In beautifying the city in general and riversides in particular, the project is aimed at contributing to the overall socio-economic advancement of the country by (i) becoming sources of international and domestic tourisms through provision of natural and historical activities and areas of respite (relief, breather, recreation) for visitors; (ii) facilitating growth and expansion of economies like cafes, restaurants, modern shops/kiosks for Ethiopian cultural clothes and fashions, processed agricultural products, etc. in the appropriate places in the developed areas of river banks and in public places; (iii) increasing the real estate values of current and future properties developed along the river banks; (iv) promoting green enterprises such as urban agriculture and gardening; and (v) reducing environmental pollutions and floods in the city.

According to baseline study by Addis Ababa University, over 23,610 to 30,000 households (52% are female-headed and 48% are male-headed) with a total population of 169,651 living along the major rivers in seven sub-cities (Arada, Addis Ketema, Akaki Kaliti, Bole, Gullele, Kirkos, Nefas Silk Lafto and Yeka) along the four major rivers: Banteyikatu, Kurtumi, Kechane and Kebena). There are also about 555 institutions (483 businesses, 11 religious institutions, 14 schools, 5 health institutions and 42 other service providers institutions). Any or all of these households and businesses who are going to be affected by BSP have to be resettled in the appropriate places as per the Ethiopian and international legal frameworks on human rights. Thus, the project follows human right-based approach to the resettlement of project affected households and businesses. Resettlement action plan (RAP) is an essential tool for managing the resettlement processes of project affected households and businesses and thereby minimizing the potential conflicts and unrests that might arise and could have negative impacts on the successful implementation of BSP.

II. OBJECTIVE OF THE SERVICE/WORK

The key objectives of the assignment are:

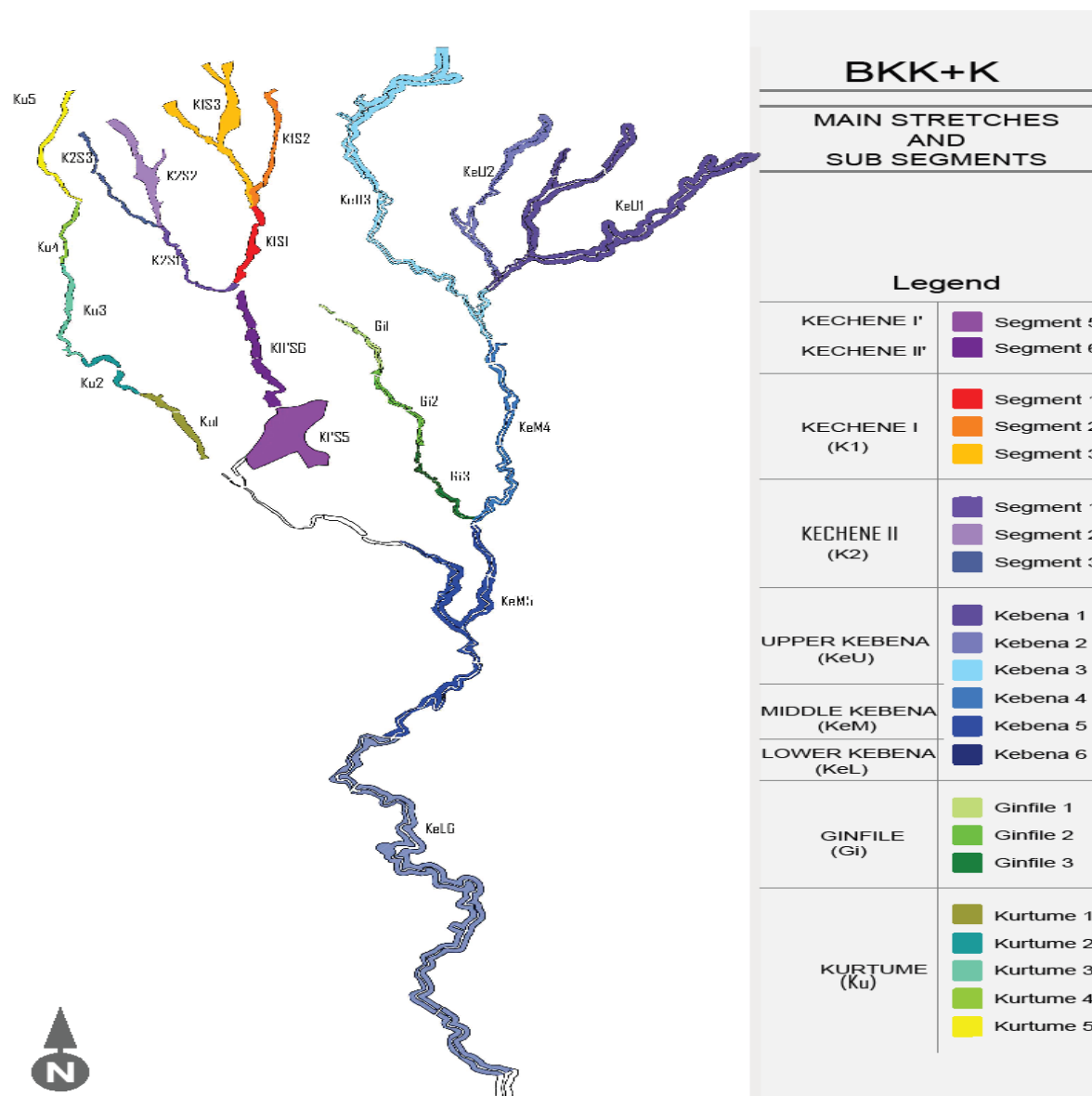
- To prepare RAP by focusing on identifying gaps in existing legal framework that governs compensation and resettlement; selecting resettlement sites and housing types; proposing methods of valuating affected assets; indicating budget and costs of resettlement; designing complaint redressing mechanisms and indicating institutional arrangements for implementing RAP. The RAP must have a clear framework and work plan for the implementation of resettlements and compensations in timely and appropriate manner for households and businesses affected by the project
- To improve capacity of affected households by assisting them in identifying options and opportunities for restoring their livelihoods.

III. SCOPE OF THE WORK/ASSIGNMENT

In collaboration with the lead economist, the livelihood specialist is responsible to cover the following activities and other relevant activities as requested by UNDP, Mega project and the lead economist:

- reviewing all relevant international, national, local, and community laws and customs that apply to displacement and resettlement activities of households, businesses and government institutions (health centers, schools, etc.) to draw conclusions and identify gaps in national and local laws governing resettlement related activities.
- Documenting socio-economic information and profiles of project affected households/individuals and businesses.
- Indicating income restoration and rehabilitation strategy
- Preparing grievance redressing mechanisms
- Identifying consultation, participation and information dissemination mechanisms
- Indicating institutional arrangement and implementation schedule of the RAP (including roles and responsibilities of implementing organizations, coordination mechanisms among implementing organizations, etc.)
- proposing monitoring and evaluation system

Geographically, the assignment covers all the project areas as indicated in the project document and other relevant government plans related to BSP. The detail is indicated using the following map.



III. METHODOLOGICAL APPROACHES

Based on RAP preparation guidelines of UN agencies and the World Bank, the individual consultant has to come up with appropriate and clear approaches and methods to generate relevant data and information from all stakeholders at federal and Addis Ababa City Administration levels; development partners; civil societies, affected households and businesses and analyze the collected information using suitable and appropriate method(s) of data analyses. In summary, the consultant must propose both qualitative and quantitative methods of data collection and analyses to produce standard RAP that captures all necessary components and addresses all objectives of the assignment stated under the objective and scope of the work.

IV. EXPECTED OUTPUTS AND DELIVERABLES

- **Inception Report:** the inception report will be prepared in collaboration of lead economist and an engineer to be hired for this RAP preparation assignment. It must contain detailed methods of data collection and analysis, activity schedule, data collection tools and stakeholders to be consulted.
- **Draft RAP document:** the draft document, which has to be approved by UNDP, Mega Projects Construction Office and the National Consultant - Livelihoods and Economic Head, should include all necessary information for the resettlement of project affected households and businesses.
- **Final document:** in collaboration with the lead economist for the RAP project, the consultant for this assignment is expected to produce final RAP after incorporating all relevant comments from stakeholders at all levels.

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report with review of secondary sources and international best experiences, methods of data collection from both primary and secondary sources, methods of data analysis, detailed work or activity plan, lists of stakeholders to be consulted, etc.	3 calendar days	Project Manager and UNDP CO
2	Data collection in Addis Ababa	9 calendar days	Project Manager and UNDP CO
3	Writing consolidated RAP document	5 calendar days	Project Manager and UNDP CO
4	Present the RAP document at a validation workshop	1 day	Project Manager and UNDP CO
5	Incorporate all relevant comments and suggestions on RAP document and submit the final RAP document	2 calendar days	Project Manager and UNDP CO

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. National Consultant (NC) - will report to the Project Manager of the project in Climate Resilient Environmental Sustainability Unit. The day-to-day activities of the NC will be supervised by the NC for Livelihoods and Economic. The NC for Livelihoods and Economic provide his comments and inputs on the deliverables of the consultancy service for Mega Project Office.
- b. The consultant will consult all relevant stakeholders at federal, Addis Ababa City Administration and households and business levels in the process of preparing RAP document.
- c. **The consultant will incorporate all the expenses related to consultant's professional fee, data collection expenses and transportation costs in their financial breakdown. Beautifying Sheger Project will only cover expenses for validation workshop in their financial break**

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- a. Vehicle for the field works and other activities related to this assignment, office, internet, etc. that facilitate the smooth completion of this assignment should be provided by the consultant
- b. Beautifying Sheger Project will arrange validation workshops of and cover expenses related to the validation workshop.
- c. Beautifying Sheger Project will provide support letters and other evidences of assignment for Individual Consultant.

VI. DURATION OF THE WORK¹

- a. The assignment will be completed within **20 calendar days** starting from signing the contract
- b. Missing deadlines in the submission of planned deliverables of the assignment may result in cancelation of the contract
- c. This assignment is expected to start in the second week of September, 2021 and to be completed in the fourth week of October, 2021.
- d. UNDP or Project Implementing Partners will review outputs, give comments, certify approval/acceptance of outputs, etc. within three days from submission of final draft document
- e. The assignment needs to be completed before the end of October, 2021 as rescheduling of the assignment will not be possible because the budget for this assignment is allowable only until the end of October 2021 and delay will result in the cancellation of the budget allocation for the project and potential loss the consultant assigned.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC) and her/his team

The team leader and team members for this call need to fulfil the following minimum requirements:

a. Education:

- The livelihood specialist for this assignment needs to have a minimum of Master's degree in Development and livelihood, social development, Sociology or related fields of studies preferably a combination of academic and technical experiences in these fields.

b. Experiences:

- Minimum of 5 years experiences in preparing RAP focusing on designing alternative employment/income and livelihood restoration strategies and options for poor and vulnerable households in urban areas; developing complaint redressing mechanisms for project affected households and businesses, institutional arrangements for project implementation, etc.

c. Language:

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

d. Functional Competencies:

The lead economist needs to have analytical skills, communications abilities, teamwork which will prove to be advantageous and vital to the success of the work implementation, especially with local communities in Addis Ababa. The incumbent needs to have excellent speaking and presentation skills. S/he also needs to have computer skills including full command of Microsoft applications (word, PowerPoint, excel) and common internet applications.

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.

e. **Core Competencies:**

The incumbent needs to;

- Demonstrate integrity by modelling the UN's values and ethical standards
- Promote the vision, mission, and strategic goals of UNDP;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treat all people fairly without favouritism;
- Fulfil all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Qualified Individual Consultant and her/his are 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 and interview (if required))	70%	100
Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	30	
Similar work experiences of the applicant to the assignment	20	
Relevance of the education and training of the applicant to the assignment	20	
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in Birr **all-inclusive² lump-sum contract amount** when applying for this consultancy.

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/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Final Inception Report	Project Manager and UNDP CO	20%
2 nd Installment	Draft RAP document	Project Manager and UNDP CO	30%
3 rd Installment	Final RAP document after incorporating all relevant comments and suggestions from stakeholders	Project Manager and UNDP CO	50%

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

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.

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

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. HOW TO APPLY

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

<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2833**