
TERM OF REFERENCE (ToR)

GENERAL INFORMATION

Services/Work Description:	National Consultant as Associate Hydrologist for UN-Habitat Ethiopia Country Programme Office
Project/Program Title:	Sheger Riverside Public Space Rehabilitation Pilot project
Post Title:	Individual National Consultant (IC) Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Duty Station:	Addis Ababa, Ethiopia
Expected Places of Travel:	if any it will be decided by UNHABITAT Office
Work Duration:	8 months spread over 10 months, with possibility of extension based on performance and funds availability
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

UN-Habitat is the United Nations programme working towards a better urban future with a mission of promoting socially and environmentally sustainable human settlements development and the achievement of adequate shelter for all. It is present in Ethiopia since 1998.

While providing its support to sustainable urban development in Ethiopia, UN-Habitat has developed a guiding document called UN-Habitat Country Programme for Ethiopia (2016-2020). Building on global frameworks such as SDG 11, the New Urban Agenda and Ethiopia's 2nd Growth and Transformation Plan (GTP II), the country programme is organized around four pillars: (i) Urban Regional Planning, (ii) Urban Resilience, (iii) Housing and Urban Basic Services, (iv) Urban Monitoring and Research Advocacy. It also considers cross cutting issues such as Awareness Raising - Participatory Approach Capacity Development - Technical Advice - Policy Support. Subsequently, UN-Habitat and the Ministry of Urban Development and Construction (MUDCo) have signed a new Memorandum of Understanding which provides the legal framework to implement the UN-Habitat Country Programme.

UN-Habitat Ethiopia is supporting the Government of Ethiopia in strategic regional planning and spatial development of cities and other settlements, promoting inclusive and sustainable development. UN-Habitat is implementing a pilot public space along the Sheger river in Addis Ababa following the launch of an initiative titled 'Beautifying Sheger Project' by his excellency Prime Minister of Ethiopia. The initiative aims at renewing the Addis Ababa City and making it green as well as clean. The UN-Habitat project will design and implement an open green space along the riverside and support an integrated watershed management within the sustainable urban land use planning. The project aims to be an exemplary water management practice including management of sanitation and wastewater such as liquid waste drained into the river. The incumbent will support the assessment, design and implementation of the sanitation and liquid waste management components of the Sheger river project of UN-Habitat.

II. SCOPE OF THE WORK

The incumbent will work under the direct supervision of the UN-Habitat Ethiopia Programme Manager, the National Consultant will be responsible for the following duties:

- Review existing policies strategies and programs related to the sustainable management of upper Addis Ababa watershed, including policies related to sanitation and wastewater management.
- Support to delivering capacity developing on mapping and interpretation of geo-data to identify flood and landslide risks and safe buffer delineation
- Hydrological system mapping, including modelling of seasonal water offset, and analysis of hydrogeology, water quality and testing.
- Analysis of watershed dynamics against the city master plan to promote prevention of risks design
- Project future wastewater generated taking into consideration Addis Ababa master plan and climate change impacts;
- Formulate key issues and constraints of the water management along Sheger river
- Formulation of SIWDP through multi-stakeholder consultations process
- Based on sub zoning of Sheger area maps, develop infrastructure and connectivity schemes
- Recommend the most appropriate form of sanitation systems taking full account of gender considerations, local conditions, resources, customs, and cultural norms, showing various scenarios and options with consideration of all waste sources
- Develop technical designs for the rehabilitation of the river in a selected location
- Identify potential financial sources, financial mechanisms for accessing resources, including public-private investments and development of proposals
- Any other tasks requested by the or the team leader and Programme Manager.

III. EXPECTED OUTPUTS AND DELIVERABLES

1. Revised policies and strategies related to the sustainable management of upper Addis Ababa watershed, including policies related to sanitation and wastewater management
2. Delivered capacity on mapping and interpretation of geo-data to identify risks related to flooding
3. Hydrological system mapping and analysis including modelling of seasonal water offset
4. Analysis of watershed dynamics against the city master plan
5. Projection of future wastewater generated taking into consideration Addis Ababa master plan
6. Formulated key issues and constraints of the water management along Sheger river
7. Formulation of SIWDP through multi-stakeholder consultations process
8. Recommendation of the most appropriate form of sanitation systems
9. Develop technical designs for the rehabilitation of the river in a selected location
10. Support the development of project proposals

No.	Deliverables / Outputs	Estimated Duration to Complete the assignment	Review and Approvals Required
1	Revised policies, strategies and programs related to the sustainable watershed management in Addis Ababa	Month 1,2, 4, 5	Reviewer: Team leader, Country Program Manager Approver: SHSO, ROAF/UN-Habitat
2	Delivered capacity on mapping and interpretation of geo-data to identify risks	Month 2, 5	
3	Hydrological system mapping and analysis including modelling of seasonal water offset	Month 1, 2, 3	
4	Analysis of watershed dynamics against the city master plan	Month 1, 2	
5	Projection of future wastewater generated taking into consideration Addis Ababa master plan	Month 1, 2, 3	
6	Formulated key issues and constraints of the water management along Sheger river	Month 3, 4,	
7	Formulation of SIWDP through multi-stakeholder	Month 4, 5, 6, 7	

	consultations process		
8	Recommendation of the most appropriate form of sanitation systems	Month 1, 2, 8	
9	Develop technical designs for the rehabilitation of the river in a selected location	Month 3, 9, 10	
10	Support the development of project proposals	Month 10	

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- The project manager will directly supervise the Consultant and he/she will be directly responsible to, and reporting to, seeking approval/ acceptance of output from Country Programme Manager;
- The Consultant is expected to provide weekly update reports and monthly narrative reports in format shared by the project manager. The reports must be shared with the project manager and programme support staff as indicated.
- The Consultant is expected to collaborate with different government officers, representatives of local administration, local academic institutions, civil society, and representatives of local community engaged in the project.
- The entities other than UN-Habitat have a consultative role, while the project implementation is managed solely by UN-Habitat.
- The project will provide office space, support personnel in Addis Ababa.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

- Office Space; Equipment and Secretarial services and Arrangement of workshop(s)
- The assignment does not require presence on the UNDP premises
- UN-Habitat Ethiopia will be in-charge for offering both administrative and logistics supports

VI. DURATION OF THE WORK¹

- The expected duration of work is 8 Months spread over 10 months with the expectation of 20 working days per/month
- 30th July 2022 is the expected date of full completion, if the tasks is not completed on time the contractor should finalize his work with no cost extension.
- Feedback on reporting will be given within 5 working days.
- The project period as agreed with the donor is ending on 30th July 2022, inclusive of reports of all processes and outputs produced within this project. Therefore, the work should be done with the timeframe.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

M.Sc in Hydrology /Water Resources, Physical Geography, Earth Science, Engineering, or Environmental Science with a strong focus on hydrology, with proven skills in hydrological research and modelling,

b. Experience:

5-7 Years' experience in in planning and implementation of in integrated water resource management projects and programme, proven experience in hydrological research and analysis, climate impacts. Experience in hydrological modelling essential.

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.

c. Language:

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Amharic is preferred. Required ability to communicate technical knowledge to non-expert audience using graphic and visual tools.

d. Functional Competencies:

Communication: speaks and writes clearly and effectively, listens to others, correctly interprets messages from others and responds appropriately, asks questions to clarify, and exhibits interest in having two-way communication, adapts language and format to match the audience and demonstrates openness in sharing information and keeping people informed;

Teamwork: works collaboratively with colleagues to achieve organizational goals, solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others, places team agenda before personal agenda, supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position, and shares credit for team accomplishments and accepts joint responsibility for team shortcomings;

Client Orientation: considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view, establishes and maintains productive partnerships with clients by gaining their trust and respect, identifies clients' needs and matches them to appropriate solutions, monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems, keeps clients informed of progress or setbacks in projects, and meets timeline for delivery of products or services to client;

Technological Awareness: keeps abreast of available technology, understands applicability and limitations of technology to the work of the office, actively seeks to apply technology to appropriate tasks and shows willingness to learn new technology.

e. Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UN-Habitat;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

IX. PAYMENT MILESTONES AND AUTHORITY

The 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	Deliverable 1, 3, 4, 5	UNHABITAT	100 %
2 nd Installment	Deliverable 1, 2, 3, 4, 5, 8	UNHABITAT	100 %
3 rd Installment	Deliverable 3, 5, 6, 9	UNHABITAT	100 %
4 th Installment	Deliverable 6, 7	UNHABITAT	100 %
5 th Installment	Deliverable 7	UNHABITAT	100 %
6 th Installment	Deliverable 8	UNHABITAT	100 %
7 th Installment	Deliverable 9	UNHABITAT	100 %
8 th Installment	Deliverable 9, 10	UNHABITAT	100 %

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 UNHABITAT.

XII. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications **through:**
<https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2849**