



## Terms of Reference

IC/MWI/042-2021

<b>Assignment Title</b>	Rapid Technical Capacity Assessment for the Ministry of Civic Education and National Unity
<b>Project</b>	Social Cohesion Project
<b>Type of Contract</b>	Individual Contract (National Consultant)
<b>Contract Period</b>	15 working days
<b>Supervisor</b>	Citizen Engagement and Empowerment Programme Analyst
<b>Location</b>	Lilongwe
<b>Country</b>	Malawi

### Background

The Ministry of Civic Education and National Unity is a relatively new Ministry that was instituted in July 2020 by a Presidential proclamation. The Ministry's main obligation is to create an enabling environment for civic empowerment of citizens and promote sustainable peace and unity for resilience, patriotism, accountable governance for inclusive national development. The mission of the Ministry is to coordinate and regulate civic education services and promote national peace and unity through the enforcement of civic education policies, promotion of civic engagement, shared public interests and values and supporting collaborative peace building and conflict management interventions for national development. The Ministry has two main departments of Civic Education and National Unity.

The Ministry of Civic Education and National Unity has, since March 2021, been mandated to implement a Social Cohesion project with technical and financial support from UNDP. The project was previously being managed by the Office of the President and Cabinet since 2012. Through the project, UNDP has been supporting the government of Malawi in establishing a National Peace Architecture (NPA) that aims at institutionalizing the mechanisms for preventing conflict, sustaining peace and social cohesion, and providing a collaborative platform for dialogues. The support provided has culminated into the development and approval of the National Peace Policy in August 2017 which led to the establishment of infrastructures for peace on a pilot basis. So far, six District Peace Committees (DPCs) have been established in conflict hotspots around the country to act as proof of concept of community led peace processes. Additionally, support has been provided to the formulation of a legal framework to establish a National Peace and Unity Commission which shall be an independent pillar for coordination of conflict prevention mechanism, dialogue, mediation, and peace advocacy. A draft bill for the National Peace and Unity Commission has been finalized with the

assistance of the Ministry of Justice and Constitutional affairs. It is expected that the bill will be submitted to Parliament this year {2021}.

Since the department of National unity is relatively new to managing peace processes and the social cohesion project, it is imperative that a rapid technical capacity assessment is conducted to identify gaps, and develop training materials to ensure the department has the right capacities to advance the on-going work of the National Peace Architecture and setting up the Malawi Peace and Unity Commission once Parliament passes it into law and assented to by the President of the Republic of Malawi.

### **Scope of Work**

The Ministry of Civic Education and National Unity has, through the Social Cohesion project, requested UNDP to assist in the assessment of capacity gaps in terms of staffing expertise to undertake its mandate of promoting peace and national unity. This assignment shall focus on capacities within the department of National Unity as a starting point of improving the Ministry's capacity to deliver its mandate.

### **Main Objectives of the Consultancy**

1. To assess the current structure and staffing positions of the department of National Unity in relation to the promotion of peaceful processes and national unity.
2. To assess the synergies between the departments of National Unity and Civic Education to identify areas of collaboration in advancing social cohesion and conflict prevention interventions.
3. To assess the Ministry's expertise, knowledge, and ability to design and implement interventions of peaceful co-existence, conflict prevention, mediation, and national unity
4. To identify any capacity gaps and provide recommendations on areas that need improvements.
5. To suggest key capacity interventions that need to be carried out to ensure that the Ministry has the capacity to manage the social cohesion project.

### **Results/Expected Outputs:**

Under the guidance and supervision of the Citizen Engagement and Empowerment Programme Analyst, in consultation with the RICE Portfolio Manager, and the Secretary for Civic Education and National Unity, the consultant shall provide the following deliverables:

- i. An inception report- detailing the methodology for the technical capacity assessment including the capacity assessment questionnaire and the timeframe for completion of the assignment.
- ii. A draft capacity assessment report that includes identified technical capacity gaps and recommendations of capacity building interventions.
- iii. A final capacity assessment report with concrete recommendations for capacity building trainings/interventions.

### Payment Schedule

Deliverables	Tentative payment date	% of payment	Payment Approved by
Payment upon submission of acceptable <b>inception report</b> to include: <ol style="list-style-type: none"> <li>1. Assessment design, methodology and detailed work plan</li> <li>2. Inception Meeting Initial briefing.</li> <li>3. Documents review.</li> <li>4. Initial planning meetings with the Ministry of Civic Education and National Unity</li> <li>5. Capacity assessment questionnaire including scope and substance</li> </ol>	5 days	20%	Citizen Engagement and Empowerment Programme Analyst
Payment upon submission and acceptances of a comprehensive final report that includes. <ol style="list-style-type: none"> <li>1. Results of the capacity assessment</li> <li>2. Narrative of identified capacity gaps</li> <li>2. Narrative of key recommendations for capacity building interventions</li> </ol>	10 days	80%	Citizen Engagement and Empowerment Programme Analyst

### Institutional arrangements/reporting lines

UNDP, in collaboration with the Ministry of Civic Education and National Unity, will be responsible for the management of the consultant (e.g., providing relevant documentation, arranging visits/interviews with key informants, etc.)

- The consultant will work full time, based at the Ministry of Civic Education and National Unity. Office space and limited administrative and logistical support will be provided. The consultant will use her/his own laptop and cell phone.
- The consultant will directly report to the Citizen Engagement and Empowerment Programme Analyst and the RICE Portfolio Manager.

### Duration of this Consultancy

The assignment will be conducted from 01<sup>st</sup> October to 31<sup>st</sup> October 2021 covering a period of 15 person days and will be based in Lilongwe.

### Education and Experience Required

- A Master's Degree in Conflict Prevention/Resolution, Political Science, Social Science, or other related discipline.
- At least 5 years of relevant experience of technical assistance to peace building processes and setting up infrastructure for peace.
- At least 2 years' experience in conducting similar technical capacity assessment for public institutions in the country or at a global level.
- Experience working within the UN system will be an added advantage.
- Focuses on impact and results and responds positively to feedback.

### Competencies and values

- **Professionalism** - Demonstrated ability to work under strict deadlines and deliver on time.
- **Diversity**- able to work in a multicultural environment.

### Evaluation

#### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- 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.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
A Master's Degree in Conflict Prevention/Resolution, Political Science, Social Science, or other related discipline.	10	
<b>Experience</b>		<b>55%</b>
At least 5 years of relevant experience of technical assistance to peacebuilding processes and setting up infrastructures for peace	45	
At least 2 years 'experience in conducting similar technical capacity assessment	10	

for public institutions in the country or at a global level		
<b>Competencies</b>		<b>5%</b>
<b>Professionalism</b> - Demonstrated ability to work under strict deadlines and deliver on time.	5	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

## Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Provide a brief methodology on how you will approach and conduct the work.
- Latest updated Curriculum vitae (CV) or Resume including past experience in similar projects and at least 3 references.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. **Template of Letter of Confirmation of Interest and Availability can be accessed from this [UNDP Malawi Procurement page](#)**
- Financial Proposal** that indicates the all-inclusive fixed total contract price supported by a breakdown of costs as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

## Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

## Travel

In general, UNDP does not accept travel costs exceeding those of an economy return class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective business unit and Individual Consultant prior to travel and will be reimbursed.

### Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email [etenderbox.mw@undp.org](mailto:etenderbox.mw@undp.org) with the **Mandatory email subject: Individual Consultant for ICT assessment of the Malawi Parliament (towards an e-Parliament), with a focus on upgrading the Chamber Conferencing facilities and the modernization of the Hansard transcription & production system -IC/MWI/042-2021 (bids will not be considered, if failed to adhere to this instruction)** address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted no later than **23<sup>rd</sup> September (Malawi Time)**.

For any clarification regarding this assignment, please write to **Tirnesh Prasad** on [procurement.mw@undp.org](mailto:procurement.mw@undp.org). Only written communication will be responded.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

### Approval

#### **This TOR is approved by:**

Signature: \_\_\_\_\_

Name: Julie Vandassen

Designation: RICE Portfolio Manager  
UNDP Malawi