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

**GENERAL INFORMATION**

<b>Services/Work Description:</b>	Recruitment of a Technical Advisor to support the Federal Civil Service Commission (FCSC) for the development of the Civil Service Act to Restructure the Executive Branch of the Federal Government
<b>Project/Program Title:</b>	Capacity Development Project to Support the Civil Service Reform
<b>Post Title:</b>	Technical Advisor (National x1)
<b>Consultant Level:</b>	<b>C</b>
<b>Duty Station:</b>	Addis Ababa
<b>Duration:</b>	One Month
<b>Expected Start Date:</b>	September 2021

**I. BACKGROUND**

The Federal Civil Service Commission was established as a federal institution in 2010 E.C with the following duties and responsibilities: Administration and capacity building of civil servants that extends to enabling government institutions to fulfil their mission and bring about their policies and strategies, to manage human resource development and administration, support, monitor and coordinate the effective implementation of changes and service delivery programs within itself and for the rest of civil service institutions in the country efficiently and effectively.

In support of the national initiative, UNDP, and the Federal Civil Service Commission have jointly designed a Capacity Development Project with financial assistance from the UK Government that aims at supporting the national reform that the country is undertaking towards professionalizing the civil service. The initiative is intended to nurture competent, effective, and efficient civil servants acquainted with the desired standards of knowledge, skills, and attitudes to serve the public interest impartially and in an ethical and professional manner. It is also expected to improve systems,

processes, and standards to underpin better performance, accountability, and meritocracy across the entire civil service.

The aforementioned project is currently under implementation with the aim of contributing towards the national initiative on Civil Service reforms. The Government of FDRE has been undertaking a multidimensional political, economic, governance and social transformation. These national reform efforts have been informed by the significant actions taken to stabilize the economic imbalance, to open-up political space, to ensure rule of law, strengthen the judiciary system, etc. In addition, the need to build free, independent, competent, and a stable public administration system in the country have become one of the key change initiatives of the Ethiopian government.

To this end, with financial and technical support of UK-Aid, UNDP, and employing local and voluntary Diasporas and expatriate professionals, the Federal Civil Service Commission has developed a 10-year Civil Service Roadmap. This Roadmap has considered the creation of an 'Apolitical Civil Service' as an integral part of Ethiopia's Civil Service System.

Building a free, impartial, and competent Civil Service System requires and needs to be underpinned by the establishment of legal frameworks. The effective and efficient accomplishment of these activities requires an expert with extensive knowledge and professional experience around law and related fields. However, the Commission lacks the in-house capacity and technical capability and competency to undertake the task, hence the need to provide the Federal Civil Service Commission with technical assistance to undertake the development of the newly crafted 'Civil Service Act', Organizational Restructuring tasks of the Commission and Restructuring of the Executive Branch of the federal government. To that effect, the Federal Civil Service Commission, with financial and technical support from UNDP-Ethiopia and the UK Government seeks a suitably qualified individual on a short-term basis who will be stationed in the Federal Civil Service Commission.

## **II. OBJECTIVES OF THE CONSULTANCY**

The main objectives of the assignment is to support the FCSC through provision of technical assistance to work on the design and development of the Integrated Civil Service Management and Civil Service Act with Restructuring of the Executive Branch of the Federal Government in support of the Commission.

## **III. Functions / Key Results Expected**

The Technical Advisor will be responsible for designing and development of a draft Civil Service Act, which ideals with Restructuring the Executive Branch of the Federal Government. This will require the development and proposed implementation mechanisms to be adopted on the ground across the Federal institutions to assure the quality and uniformity in the process and the steps to be taken.

**Summary of Key Functions:**

The consultant will undertake the following key activities:

- Develop the final draft of Civil Service Act
- Prepare proposals about the Restructuring the Executive Branch of the Federal government
- Follow up of the upcoming Structural change process in the Civil Service Commission
- Work closely with the FCSC's project office in the overall implementation of the system for effective implementation of the programme at all levels.
- Demonstrate the importance and deepen understanding about the impact of plural politics to be reflected in the Civil Service Act. The Act will help to boost the image of the Ethiopian State.
- Include lessons learned and experiences from other countries who have introduced reforms through the adoption of a Civil Service Act
- Prepare a roll out strategy for the Civil Service Act and provide technical advice to the project office about the rollout strategy.
- Develop/ update work plans and monitoring reports to assure all activities undertaken are appropriately recorded and reported on.
- Performs any other related duties that may be assigned to her/him by the Commission.
- Work with Senior Officials of the FCSC

**Deliverables:**

- Draft Civil Service Act
- Civil service Act for the new Executive branch structure of the Federal institutions.
- Procedures, guidance materials and working manuals to implement the new organizational structure of the Commission
- Produce a user-friendly Advisory Note to accompany the Civil Service Act (maximum 10-15 pages) to be shared with relevant stakeholders once finalized.

**IV. Impact of Results**

The key result of the Technical Advisor is expected to have an impact on the overall work of the Ethiopian Federal Civil Service Commission by strengthening its institutional capacity and technical expertise associated with the development of the Civil Service Act.

**V. Competencies*****Corporate Competencies:***

- Demonstrates integrity by modelling the UN's and FCSC's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP and that of the FCSC.

- Displays cultural, gender, religious, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favouritism.
- Understand Ethiopian Government Policies and strategies and demonstrate value to the same.
- Promote the vision mission strategic goals of the FCSC and demonstrate integrity by modelling the CSC values.

***Core Competencies:***

- Creates new and relevant ideas and leads others to implement them.
- Models high professional standards and empowers team members to innovate and deliver;
- Understands personal and team roles, responsibilities, and objectives.
- Gains trust of peers, partners, and clients by demonstrating substantive and technical abilities including presenting authoritative advice to partners and other stakeholders.

***Functional/ Technical Competencies:***

- Excellent leadership, coordination and relationship building skills.
- Strong understanding of the Ethiopian public Sector, its policies, laws and its institutional culture
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- Proven ability to conceptualize, innovate, plan, and execute ideas, as well as to impart knowledge and teach skills.
- An effective and energetic team player, with the ability to work in a multidisciplinary and multicultural environment.
- Strong self-motivation and innovative skills, with capacity to work independently and meet deadlines.

***Client Orientation:***

- Ability to anticipate and manage the needs and interests of multiple stakeholders and balance often contradictory expectations from national partners.
- Works towards creating an enabling environment for a smooth relationship between the clients and service providers.

***Analytical Abilities:***

- Knowledge of professional and nonpartisan civil service act concepts and the ability to apply to strategic and/or practical situations.
- Knowledge of the interaction between the commission and its customers.

***Innovation, Outreach and Communication:***

- Writes clearly and concisely in English and Amharic.
- Communicates within and at large, participates in peer communities and engages substantively.
- Makes the case for innovative ideas, documenting successes and building them into the design of new approaches and tools.
- Demonstrates effective presentation and writing, and strong analytical and presentation skills.

### ***Gender and Institution Development:***

- Demonstrates knowledge of systems and tools for gender mainstreaming.
- Applies gender dimension to strategic and/or practical situations,

### ***Teambuilding:***

- Works effectively with diverse groups of professionals towards common goals.
- Able to manage different personalities and motivate others while ensuring team coordination and spirit.

## **VI. Required Qualifications**

### **Education:**

Advanced university degree: Master's Degree or PHD in the field of Law, Public Administration, social science, Political Science, and other related fields of study.

### **Experience:**

The Technical Advisor should have a minimum 8 years of relevant experience working on drafting Civil Service Acts, public Law or Public Administration reforms in Ethiopia.

### **Language requirements:**

- Fluency in English and Amharic. Knowledge of other Ethiopian languages is a plus.

## **VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The Technical Advisor will be based at the Federal Civil Service Commission. Functionally, She /he will be reporting to the CSC Commissioner, administratively she/he will be under the supervision of the UNDP Democratic Governance & Peacebuilding Team Leader, and technically she/he will work closely with the UNDP Civil Service Reform project staff.

## **VIII. DURATION OF THE ASSIGNMENT**

The engagement of the Technical Advisor will be for one month.

## **IX. CRITERIA FOR SELECTING THE BEST CANDIDATE**

Applicants are expected to submit their CVs, Academic credentials, Work Certifications, Produce Two sample publications on peace and conflict related issues: and any other relevant credentials.

Qualified Individual Consultants (ICs) are expected to submit both the Technical and Financial Proposals. The technical proposal should include how the IC will deliver the expected key deliverables listed below. The financial proposal should show how the IC's proposed rate by deliverables and spread over 12 months.

The following criteria will be followed in selecting the best candidate.

Criteria	Weight	Max. Point
Technical Competence (based on Credentials and technical proposal)	70%	100
Criteria a. [Experience and skills mix]		20
Criteria b. [Methodology for undertaking assignment]		40
Criteria c. [Motivation]		10
Financial (Lower Offer)	30%	20
Total Score	Technical Score (70%) + Financial Score (30%)	

## **X. ETHICAL CONSIDERATIONS, CONFIDENTIALITY AND PROPRIETARY INTERESTS**

- The Technical Advisor needs to apply standard ethical principles during the evaluation. Some of these must deal with confidentiality of interviewee statements when necessary, refraining from making judgmental remarks about stakeholders.
- The 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 by the contracting authority. Proprietary interests on all materials and documents prepared by the consultants under this assignment shall become and remain properties of UNDP.

## **XII. PAYMENT TERMS/Milestone**

- Payment will be made on submission of the key deliverable the draft Civil Act plus supporting document and based upon the end of assignment report certified by the Commission and submitted to and accepted by UNDP.

## **XIII.ANNEXES TO THE ToR**

- Existing literature or documents that will help Offeror's gain a better understanding of the assignment and the work required would be provided as annex to the ToR, especially of such literature or documents are not confidential.

## **XIV. HOW TO APPLY**

Interested consultant with required qualification and experience must submit their applications online as per the following email: [procurement.et@undp.org](mailto:procurement.et@undp.org)

**This TOR is approved by:**

**Name:** Cleophas Torori

**Designation:** Deputy Resident Representative  
Programme

**Signature:** Cleophas Torori

**Date Signed:** 28-Aug-2021

**Name:** Shimels Assefa

**Designation:** Team Leader, Democratic  
Governance & Peacebuilding Unit

**Signature:** Shimels Assefa

**Date Signed:** 27-Aug-2021