



TERMS OF REFERENCE

Project	Peace and Development Team in the Resident Coordinator's Office
Required	One (1)
Type of Contract	Individual Contract (IC) – National/Kenya
Reference	KEN/IC/028/2022 – Technical Support Specialist - Peacebuilding
Duration	6 months
Submission Deadline	Tuesday, 10 May 2022 5.00P.M Kenyan Time (GMT+3.00)
Duty Station	Nairobi, Kenya
Starting Date	01 June 2022

A. Background and Context

Peace and Development Officers (PDAs) are cross-pillar assets provided for Resident Coordinators to ensure that sustaining peace is mainstreamed throughout the United Nations Country Teams' work. PDAs bring unique political, peacebuilding and development skills to RCs and UNCTs. Their role in facilitating a whole-of-system approach to conflict prevention supports the objectives of the Secretary-General's reforms.

Peace and Development Officer are deployed through a global partnership between the UN Department of Political and Peacebuilding Affairs (DPPA) and the United Nations Development Programme (UNDP), under the Joint UNDP-DPPA Programme on Building National Capacities for Conflict Prevention. The Peace and Development Team in Kenya comprises the Peace and Development Advisor, the National Peace and Development Officer, and several consultants. The Peace and Development Team is placed in the Resident Coordinator's office. The Peace and Development Team's work focuses on the prevention of electoral violence, supporting national and local capacity for peace and development, analyzing political developments and conflict dynamics, and mainstreaming conflict sensitivity in development programs. The Consultant, stationed in the Office of the UN Resident Coordinator, will work closely with the UN Peace and Development Advisor to provide the UNCT with regular monitoring, analysis and regular reports on political developments and topical issues, and violence risk in social media and other media platforms (with special focus on gendered hate speech), countering misinformation and disinformation, and dissemination of positive and counter-messaging to prevent violence before, during and after Kenya's general elections in August 2022

Kenya is entering its elections year with increasingly polarized politics and debates, challenging socio-economic inequalities exacerbated by COVID-19, climate-related crises, as well as a shifting regional landscape which threatens security and stability in parts of the country. These key drivers, amongst others, will contribute directly and indirectly to shaping peace and conflict dynamics as Kenya heads towards general elections in 2022. Within this context, and in support of the Resident Coordinator's overall mandate for conflict prevention, the Peace and Development consultant will contribute to efforts to equip the UN and national stakeholders with regular updates and credible, conflict-sensitive tools to inform and support early warning engagement and timely interventions to address and mitigate risks before and after the August 2022 general elections.

B. Objectives and activities of the Assignment

By providing regular analysis of the political environment, institutional preparedness for elections, election-related violence reduction, and other topical issues, the Consultant will:

- a) Strengthen a broad and holistic understanding of peace and conflict dynamics, risks, opportunities, and priorities for a response during the electoral period and beyond
- b) Enhance stakeholder engagement and debate on electoral politics, peace, and cohesion
- c) Enhance UNCT's understanding of violence risk and opportunities for prevention and mitigation

C. Scope of work and deliverables

- a) Provide regular updates and background information on political events and their implications for peace and cohesion
- b) Support analysis of the state of institutional preparedness of the IEBC and other electoral institutions for the 2022 elections and the transition period
- c) Support evidence-based analysis of peace and conflict dynamics at the national and sub-national level to guide UN response to identified risks and opportunities
- d) Support risk assessment in select hot spot counties and urban informal settlements
- e) Provide gender analysis of the political events, including campaigns and electoral outcomes
- f) Support the work of the Prevention Platform, including regular updates
- g) Support the identification of data sources and linkages with experts and institutions upon request
- h) Provide analytical or other support to the Early Warning project upon request
- i) Provide substantive support to engage with partners and in resource mobilization initiatives, including through preparation of funding proposals, briefing notes, timely corporate and donor reporting, advocacy, and information-sharing requirements.
- j) In collaboration with UWIANO Technical teams, support activities, advocacy campaigns, events, development of messages and dissemination including on social media.
- k) Perform other relevant duties as required.

The main deliverables under this assignment are:

- Bi-weekly political updates and ad hoc briefs on key political events
- Mapping of peace actors and their views about the elections
- Background reports on topical issues e.g., court decisions
- Monthly multi-dimensional risk analysis report for the Prevention Platform
- Databases on main sources of data, including institutions and contact details
- Conflict assessment reports from urban informal settlements and hot spot counties
- Monthly update on institutional preparedness of the IEBC, National Police Service and other electoral institutions for the elections and transition period
- Reports on mediation activities, best practices, and lessons
- Summary notes and action points from meetings with strategic stakeholder meetings

D. Timelines and Duration of Service:

The work will commence as soon as the contract is ready and is expected to be concluded within 6 months of the start of the contract.

E. Logistics and Administrative Support

Travel: Limited travel is expected between Nairobi and at least two hot spot counties (Uasin Gishu and Marsabit) – for three days each.

F. Supervision of the Consultant:

The IC will report to the UN Peace and Development Advisor

G. Timeframe and Deliverables

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
June -July 2022	1. Bi-weekly political updates 2. Monthly Prevention Platform Report 3. Mapping of peace actors and their views on the elections 4. Sources of data - list of institutions 5. Conflict assessment report from at least two hot spots 6. State of institutional preparedness report	31 July 2022	PDA
August-Sept 2022	1. Bi-weekly political update 2. Peace messages from ‘kitchen’	30 September 2022	PDA

	3. Monthly Prevention Platform report 4. Conflict assessment report from urban informal settlements 5. Brief on topical issues, e.g., women in elective politics, the role of gangs, etc.		
Oct-Nov 2022	1. Monthly political update 2. Monthly Prevention Report 3. Report on Mediation 4. Brief on issues during the transition	30 November 2022	PDA
December 2022	1. Monthly political update 2. Report on Mediation 3. Lessons Learned report	31 December 2022	PDA

H. Schedule of Payments

Payments will be delivery-based. The consultant shall receive the lump sum service fees upon certification of the completed tasks satisfactorily based on the milestones below.

Deliverable/Milestone 1 (July 22) 25%

1. Bi-weekly political updates
2. Monthly Prevention Platform Report
3. Mapping of peace actors and their views on the elections
4. Sources of data - list of institutions
5. Conflict assessment report from at least two hot spots
6. State of institutional preparedness report

Deliverable/Milestone 2 (September 22) 25%

1. Bi-weekly political update
2. Peace messages from 'kitchen'
3. Monthly Prevention Platform report
4. Conflict assessment report from urban informal settlements
5. Brief on topical issues

Deliverable/Milestone 3 (November 22) 25%

1. Monthly political update
2. Monthly Prevention Report

3. Report on Mediation
4. Brief on issues during the transition

Deliverable/Milestone 4 (December 22)

25%

1. Monthly political update
2. Report on Mediation
3. Lessons Learned report

I. Competencies Core

Innovation Ability to make new and useful ideas work. Adept with complex concepts and challenges convention purposefully. Leadership Ability to persuade others to follow. Generates commitment, excitement, and excellence in others. Communication Ability to listen, adapt, persuade, and transform. Synthesizes information to communicate independent analysis. Delivery Ability to get things done while exercising good judgement. Meets goals and quality criteria for delivery of products or services.

J. Technical/Functional

Social Cohesion Knowledge of methods and experience of supporting communities to achieve greater inclusiveness, more civic participation and creating opportunities for upward mobility
Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise. Peacebuilding and Reconciliation Ability to support peace processes to facilitate recovery and development. Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Conflict -Sensitive Programming. Ability to use methods and tools to monitor conflict triggers and determine the impact of various dynamics in conflict-prone situations. Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise. **Conflict Analysis and Risk Assessment Knowledge** of conflict analysis and risk assessment concepts and the ability to apply them to strategic and/or practical situations. Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in a professional area of expertise.

K. Gender

Knowledge of gender issues and the ability to apply to strategic and/or practical situations, including analysis of projects from a gender perspective. Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise.

Civil Society Engagement Knowledge to create and implement civil society initiatives and apply them across peace and development work: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise.

Knowledge Management Ability to efficiently handle and share information and knowledge
Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise.

L. Required Skills and Experience Education:

- Master's degree in political science, sociology, international relations, international economics, law, public administration, or other related social sciences, and a minimum of 2 years of experience in political analysis.
- A Bachelor's degree in the above-mentioned disciplines with a minimum of 5 years of experience in political analysis will be considered in lieu of a master's degree.

M. Experience

2 years with a Master's Degree or 5 years with a bachelor's degree, of progressively responsible experience in conflict analysis, mediation, development and/or conflict prevention in a governmental, multilateral or civil society organization; Extensive experience in analysis, research and sound drafting skills; Experience in project/programme development, management Experience in national and community-level conflict prevention and peacebuilding initiatives and programming; In-depth knowledge of political parties and electoral law, including electoral dispute resolution; and awareness and familiarity of key actors and stakeholders across the political, economic, and development spheres alongside knowledge of government, civil society, and other non-state actors.

N. Language Requirements:

Fluency in written and spoken Kiswahili and English are required.

O. Evaluation Criteria

Only candidates obtaining a minimum of 70% of the total technical evaluation will be considered for the Financial Evaluation.

Criteria:	Criteria Weight:	Max Point:
	100%	100
Master's degree in political science, sociology, international relations, international economics, law, public administration, or other related social sciences with a minimum of 2 years of experience in political analysis or a Bachelor's degree in the above-mentioned disciplines with a minimum of 5 years' experience in political analysis	15%	15
Experience in analyzing political parties, elections, peacebuilding issues conducting research and sound drafting skills	20%	20

Good knowledge of the peace sector and governance sector organizations and institutions that can provide data	15%	15
Technical/Functional skills <ul style="list-style-type: none"> • Social Cohesion Knowledge of methods (6%) • Experience in supporting communities to achieve greater inclusiveness (6%) • demonstrated ability to advance innovation and continuous improvement (6%) • Peacebuilding & Reconciliation ability to support peace processes to facilitate recovery and development (6%) • Conflict Analysis and Risk Assessment Knowledge of conflict analysis and risk assessment concepts (6%) 	30%	30
Knowledge of Gender issues and the ability to apply to strategic and/or practical situations,	10%	10
Skills and competencies <ul style="list-style-type: none"> • Strategic Perspective (2%) • Partnering and Effective Communications (2%) • Result Orientation (2%) • Agility (2%) • Solution-focused (2%) 	10%	10
Total Maximum obtainable points	100%	100%

P. Submission of the Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in US Dollars using the financial proposal template provided (Offeror's letter to UNDP). The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel-related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor will be factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate the financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated y = maximum number of points for the financial proposal μ = price of the lowest-priced proposal z = price of the proposal being evaluated.

Q. Duration of the Work: 6 months

R. Duty Station

The Contractors will be based in Nairobi, Kenya. Cost of travel to the duty station (including the two hotspots locations, i.e., Uasin Gishu and Marsabit) and other related expenses like Visa, medical tests etc. must be included in the financial proposal.

S. Submission of the Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offeror's letter to UNDP)

The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel-related expenses to the duty station, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate the financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest-priced proposal

z = price of the proposal being evaluated

T. Confidentiality and Proprietary interests

The Individual Consultant shall not either during the term or after the termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent.

Proprietary interests in all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

U. Application Process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offeror's letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form before contracting.

Applications should be sent to consultants.ken@undp.org to reach us not later than Tuesday, 10 May 2022 5.00P.M Kenyan Time (GMT+3.00)

Please quote **“KEN/IC/028/2022– Technical Support Specialist - Peacebuilding Consultant”** on the subject line.

Firms are not eligible for this consultancy assignment. **Open to Kenya Nationals Only.**

For any clarifications, please write to undp.kenya.procurement@undp.org

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