



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 28th April 2022

KEN/IC/028/2022 – Technical Support Specialist – Peacebuilding (National/Kenya)

Country: Kenya

Description of the assignment: Technical Support Specialist - Peacebuilding

Project name: Peace and Development Team in the Resident Coordinator's Office

Period of assignment/services (if applicable): 6 Months

Proposal should be submitted by email to consultants.ken@undp.org no later than Tuesday, 10 May 2022 5.00P.M Kenyan Time (GMT+3.00).

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Kenya will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

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.

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

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

- 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

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- 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.

II. Years of 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..

III. Competencies:

- 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.
- 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.
- Fluency in written and spoken Kiswahili and English are required.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

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 installments 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, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she 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

6. EVALUATION

Cumulative analysis

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

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		

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
<u>Technical/Functional skills</u> <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
<u>Skills and competencies</u> <ul style="list-style-type: none"> • Strategic Perspective (2%) • Partnering and Effective Communications (2%) • Result Orientation (2%) • Agility (2%) • Solution-focused (2%) 	10%	10
<u>Financial</u>	30%	30

<p>The following formula will be used to evaluate the financial proposal:</p> <p>$p = y (\mu/z)$, where</p> <p>p = points for the financial proposal being evaluated</p> <p>y = maximum number of points for the financial proposal</p> <p>μ = price of the lowest-priced proposal</p> <p>z = price of the proposal being evaluated</p>			
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY