## TERM OF REFERENCE (ToR)

### 1. GENERAL INFORMATION

**Services/Work Description:** National Consultant for the translation of sector-wide DRM mainstreaming instruments (checklists) for incorporating DRM policy and strategy into the national and sectoral development plans and budgets from English to Amharic version.

**Project/Program Title:** Strengthening government and community capacities for Disaster and Climate Risk Governance

**Post Title:** National Professional Translator/Consultant *(only individual consultant)*

**Consultant Level:** Level C (Senior Specialist)

**Duty Station:** Home Based

**Expected Places of Travel:** N/A

**Duration:** 30 working days spread over two months

**Expected Start Date:** Immediately after signing the Contract

### 2. BACKGROUND AND CONTEXT

Ethiopia has achieved substantial progress in economic, social, and human development over the past decade by registering rapid and inclusive economic growth. Ethiopia’s main challenges are sustaining its economic growth and accelerating poverty reduction. At the same time, it has faced a series of disasters with increased intensity, coverage, and frequency largely due to climate-induced factors. It suffers from a long history of drought due to increasing dependency on rain-fed agriculture and years of extremely low rainfall. In the year 2016, various assessments made by both the government and development partners have indicated that the 2016 El Nino event was the strongest since 1997, which posed a great challenge for the disaster risk management capacity of the country. Besides drought, the country faces flash floods and river floods frequently.

Further to the above, Ethiopia is exposed to a wide range of hazards associated with the country’s diverse geo-climatic and socioeconomic conditions. Drought and floods represent major challenges, as well as the on-going COVID-19 pandemic and the desert locus infestation. Furthermore, manmade factors such as internal conflicts contribute to the challenges in terms of significant displacements in selected parts of the country.

### 3. The Need to Mainstream Disaster Risk Management into Development

In the past 10 years, and particularly since the introduction of the HFA in 2005 and the SFDRR 2015-2030, there has been an increasing recognition of the need to mainstream DRM into development policies, strategies, and plans. That is, ‘to consider and address risks emanating from natural hazards in medium-term strategic frameworks and institutional structures, in country and sectoral strategies and policies and in the design of individual projects in hazard-prone countries’ (Benson & Twigg, 2004). Mainstreaming DRM into development means significantly expanding and enhancing DRM so that it becomes a normal practice, and fully institutionalized within the national, sector and local development agenda of nations at risk from natural hazards. “Mainstreaming risk reduction should result in appropriate measures being
taken to reduce disaster risk and ensure that development plans and programs do not create new forms of vulnerability”.

In development, ‘mainstreaming’ refers to a strategy for dealing with any kind of crosscutting issues. Mainstreaming is not the end itself, but rather a cyclical process that can be continually used to further normalize one process as part of another. In order to ensure that DRM becomes a fundamental feature of development decision-making, it is essential that the planning process of different government agencies (such as ministries, departments, and development organizations) take risk reduction into consideration. This requires the appreciation of the relevance of DRM to sustainable development and having in place the appropriate policies, strategies, and institutional commitments to take action. It is essential that there are available tools to assess the risks faced by each of the development sectors and understanding how to develop measures and strategies towards risk reduction. Mainstreaming DRM is achieved by creating linkages between the DRM processes and the existing development planning framework. Essential elements include: (1) accessible, understandable, and recent risk information; (2) assessment of the costs and benefits of potential actions; and (3) development of appropriate risk treatment measures.

Therefore, effective disaster risk management system can only be achieved if disaster risk management is mainstreamed into national and sectoral development plans. Given that disaster risk management is a crosscutting issue involving multiple sectoral institutions, it should be owned by all government institutions rather than by a single institution. This can be achieved through integrating DRM into regular development activities for effective implementation. Looking at the current practice of the country, however, attention has not been given to mainstreaming DRM. Therefore, disaster risk management shall be mainstreamed into development plans of government institutions and private sector organizations to ensure resilient and sustainable development in the country.

4. OBJECTIVES AND SCOPE OF THE CONSULTANCY

The overall objective of the assignment is to translate the sector-wide DRM mainstreaming instruments (checklists) for incorporating DRM policy and strategy into the national and sectoral development plans and budgets. Strategy for the integrated of Disaster Risk Management into Amharic. Thus, the translator will be required to:

- translate the sector-wide DRM mainstreaming instruments (checklists) for incorporating DRM policy and strategy for the integrated of Disaster Risk Management into Amharic version for consideration as a legal document at national level.
- Work closely with the EDRMC disaster risk reduction and rehabilitation Directorate to ensure that the translated version reflects exactly what pertains to the English version in terms of terminology, grammar, meaning and understanding of the phrases.

5. SCOPE OF THE WORK

The translator is expected to undertake the following:

- Translate and submit the translated version in word format (from English to Amharic);
- All texts, including texts contained in figures, boxes, captions, sources and covers shall be translated and proofread;
- Proofread and edit the document after comments are received from EDRMC.
- Share draft translation with partners; incorporate suggested changes to the translated version.
- Ensure high quality and accuracy of the entire document before submitting it to EDRMC.
- Ensure accuracy of the terms and terminology used in the documents.
- Ensure that the translation is written with style, correct Amharic grammar and spelling;
- Shall complete the work within the agreed timeline and submit final version in soft copy to EDRMC.
6. DELIVERABLES
The following are the key deliverables of the consultancy work:

- Inception report showing the approach and methodology to be followed in translating the document from English to Amharic;
- A draft translation of sector-wide DRM mainstreaming instruments (checklists) for incorporating DRM policy and strategy to Amharic version;
- Final translated document on sector-wide DRM mainstreaming instruments (checklists) for incorporating DRM policy and strategy to Amharic version.

7. DURATION OF THE ASSIGNMENT AND TIMEFRAME FOR DELIVERABLES

- The consultancy service shall take a maximum of 30 working days spread over a period of two months.

8. COMPETENCIES, ACADEMIC QUALIFICATION, EXPERIENCE AND LANGUAGE

The Consultant is required to have the following educational background as well as professional and technical qualifications:

- Master’s degree in, organizational management, or another relevant field;
- Demonstrable understanding and knowledge of sector-wide DRM mainstreaming instruments (checklists) for incorporating DRM policy and strategy.
- Knowledge in organizational and institutional development on similar area of development.
- Demonstrated knowledge in institutional processes and procedures of sector-wide DRM mainstreaming instruments (checklists) for incorporating DRM policy and strategy to Amharic version to make a legal document at national level and any content shared to them for translation.
- At least 10 years work experience in similar assignment.

9. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- 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. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is 70%
  - b. Financial Criteria weight is 30%

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Competence (based on CV, Proposal and interview (if required))</td>
<td>70%</td>
<td>100 pts</td>
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<tr>
<td>Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</td>
<td>35 pts*</td>
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<td>Criteria b. Previous experience with similar assignment or project</td>
<td>15 pts**</td>
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<td>Criteria c. Related Experience</td>
<td>10 pts **</td>
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<td>Criteria d. Educational Background</td>
<td>10 pts**</td>
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<tr>
<td>Financial (Lower Offer/Offer*100)</td>
<td>30%</td>
<td>30</td>
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Total Score = Technical Score * 70% + Financial Score * 30%
10. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate his/her professional fee in Birr when applying for this consultancy as indicated on the Financial Proposal Submission Form attached hereto. The consultant will be paid only after CRES unit Technical Advisor confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her professional fee upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<table>
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<tr>
<th>Installment of Payment</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Approval should be obtained</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>Upon submission and approval of inception report</td>
<td>CRGG Technical Advisor</td>
<td>30%</td>
</tr>
<tr>
<td>2nd Installment</td>
<td>Upon submission and approval of draft report</td>
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<td>40%</td>
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<tr>
<td>3rd Installment</td>
<td>Upon submission and approval of final report</td>
<td>&quot;</td>
<td>30%</td>
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11. 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
1.8 Sample reports and supporting documents

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

12. 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 UNDP.

13. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications through: [https://etendering.partneragencies.org](https://etendering.partneragencies.org) UNDP/ETH10/Event ID: ETH3606