

## TERM OF REFERENCE (ToR)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	National Firm Level Consultancy to Provide Conflict Prevention and Peacebuilding training Packages for Regional and Local Institutions in Oromia and Somali Regional States
<b>Project/Program Title:</b>	Strengthening Peace and Dialogue in Ethiopia
<b>Duty Station:</b>	Addis Ababa with travels to Adama/Bishoftu/Jigjiga
<b>Type of the Contract:</b>	National Consultancy Firm
<b>Duration:</b>	62 working days over 3 months
<b>Expected Start Date:</b>	Immediately after Signing the Contract

### BACKGROUND / RATIONALE

Currently Ethiopia is experiencing armed conflict and pervasive violent ethnic based clashes that are taking many lives, destructing hard gained properties and livelihoods, and eroding social cohesions in most part of its territories. The unresolved past grievances, ethnic and religious polarization, governance deficits and disruption of constitutional order are the underlying causes of the ongoing conflicts in the country. Addressing these causes require creating an enabling environment and institutional capacity for a genuine multi-level dialogues that could provide forums for de-escalating tensions, to build peace and social cohesion, and to address the critical national issues.

The Government of Ethiopia and United Nations Development Programme (UNDP) have partnered over the past years to advance the social cohesion and peace building agenda in Ethiopia. UNDP, through its multi-stakeholder Governance and Democratic Participation Programme (GDPP) has been supporting democratic governance, diversity management and social cohesion and peacebuilding efforts of Ethiopia. Most recently, with the support of the UN Peacebuilding Fund, the Inclusive Governance and Conflict Management Support for Ethiopia project was also implemented jointly by UNDP, International Organization for Migration (IOM) and UNWOMEN where capacity building support were provided to several key federal and regional authorities, including the Ministry of Peace (MoP) and several Regional States focusing on conflict transformation, conflict sensitivity, rule of law and peacebuilding. UNDP also Implemented Women in Peace Project enhancing the capacity of women leaders and regional council members from Oromia, Somali, SNNPR, House of Federation and House of People Representatives and Local CSO to play significant roles in conflict prevention, management and mediation processes and contribute towards durable peace and stability in Ethiopia.

Based on its Country Programme Document (CPD) (2020-2025), UNDP is also proactively acting to align its priorities with those of the Government of Ethiopia. UNDP has been actively advocating for and was trying to identify programmatic entries to create conducive conditions for non-violent means to prevent and reduce violence, seek a peaceful resolution to ongoing conflicts, and work toward sustainable and lasting solutions addressing their root causes. In its framework of an interim project entitled "*Strengthening Peace and Dialogue in Ethiopia*", UNDP has also solicited the priorities and capacity building demands of regional and local institutions including Peace and Security Bureaus of Oromia and Somali Regional States. Accordingly, strategic capacity building trainings that aimed at strengthening the capability of these institutions on **Preventing Violent Extremism, Conflict Prevention and Management and Peace Dialogue, Conflict Early Warning and Response, Do No Harm and Conflict Sensitive Development Planning and on Gender, Rights and Role of Women in Peacebuilding**, are identified. Since the primary responsibility for leading the process of

conflict prevention and peacebuilding mainly rests on national and regional governments and authorities including regional and local authorities, building the capacities of those authorities with the identified training areas is found to be time relevant and strategic to create in house capacity that could further strengthen and improve the engagement of these institutions on conflict prevention, management, and peacebuilding activities.

In view of the above, UNDP in collaboration with the two Regional Peace and Security Bureaus, wish to commission a Firm with strong track record in providing Conflict Prevention and Peacebuilding training Packages for different regional and local participants in the two regions.

### **OBJECTIVES OF THE SERVICE / WORK**

The general objectives of the planned trainings are:

- **TOT on Preventing Violent Extremism:** to equip regional trainees with comprehensive knowhow and skills to analyse, prevent, and properly respond to early signals of violent extremism and have the capacity to cascade the training to other regional, zonal and woreda experts in Oromia and Somali Regions.
- **Training on Conflict Prevention, Management and Dialogue:** to provide trainees with comprehensive knowledge, skills, and practical tools on how to effectively prevent, manage and resolve conflict; and to introduce dialogue as a practical and effective non-violent process to resolve and transform conflict and build peace, to provide tools to design and implement a relevant, sustainable, and meaningful dialogue process at community level.
- **Training on Conflict Early Warning and Response:** to improve understanding of trainees on the process and tools of effective Early Warning; and equip them with knowledge and skills on effective Early Response instruments and mechanisms that could be useful to detect, manage, resolve, or prevent violent conflict in their regions.
- **Training on Do No Harm and Conflict Sensitive Development Planning:** to equip participants from regional development and pro-development sectors with whole set of knowledge and skills on communal/ethnic conflict resolution, conflict sensitive planning, and Do No Harm principles with the aim of ensuring that the development interventions /programmes and projects do not inadvertently increase the likelihood of violent conflict, but rather serve to reduce potential or existing violence in the regions.
- **Training on Women's participation and roles in Conflict Prevention, Management and Peacebuilding:** to aware participants on the rights and role of women in peacebuilding with central concepts and international normative frameworks to inspire and promote gender equality and empowerment of women in peace and security; to help participants examine and exchange lessons on the current practices and approaches towards ensuring gender inclusivity in conflict management and peacebuilding in their regional statutory and traditional institutions.

### **SCOPE OF THE SERVICE / WORK**

As shown in table below, the five trainings are planned to be conducted for 3 days each for Oromia and Somali Regions' participants to be targeted from Regional, Zonal and Woreda Peace and Security and other Development Sector Bureaus, Traditional, Religious Institutions and women groups. The work of the National Firm is therefore expected to cover the following:

- Determine specific objectives, key content areas/outlines and methodology for facilitation in light of the general objectives above and based on the results of the rapid needs assessment
- Develop contextualized, comprehensive, and quality training manuals for the five training each
- Lead the preparation of realistic training syllabus, agenda, and schedules
- Based on the specific objectives, outlines, and syllabus of the trainings, prepare PowerPoint slides, practical interactive sessions, exercises, and case stories
- Facilitate 30 days training sessions for the two region's participants as indicated in the Table below.
- Produce a Training report incorporating post training assessment analysis from all sessions.

#	TRAININGS	TARGETED PARTICIPANTS	No. Trainees	No. Training Days	Rounds/Working Days	Total Facilitation Days
1	Inception plan (identified specific objectives, key content areas/outlines and methodology for facilitation etc.) along with rapid identification of expectations from regions				7 Preparation days	
3	Development of training packages including training manuals, syllabus, agenda, and schedules, PowerPoint slides, practical interactive sessions, exercises, and case stories) (1.5 days per training days) (15*1.5)				20 Preparation days	
4	Training of Trainers on Preventing Violent Extremism	Senior and Middle ranking Regional Trainers from Somali and Oromia Regional Peace and Security Bureaus	80 (40 from each region)	3	2	6
5	Conflict Prevention, Management and Dialogue	Technical staff of regional/ Zonal/Woreda peace and Security Bureaus and Peace Committees in Somali and Oromia regional security sector institutions	80 (40 from each region)	3	2	6
		Traditional elders and religious leaders from the regional Inter Religious Council of Ethiopia branches of the two regions	60 (30 from each region)	3	2	6
6	Training on Conflict Early Warning and Rapid Response Mechanisms	Early Warning Experts of Oromia and Somali zonal, city councils and district security sector office	50 (25 from each region)	3	1	3
7	Training on Do No Harm and Conflict Sensitive Development Planning	Staff/senior planning experts of regional development sector offices (Health, Education Agriculture,	80 (40 from each region)	3	2	6

		transport, construction, women, children and social affairs etc.) of Oromia and Somali Regions				
8	Training on Women's Rights and Role in Conflict Management, Prevention and Peacebuilding	Women groups, leaders and representatives in Oromia, and Somali Regions	50 (25 from each region)	3	1	3
<b>TOTALS</b>			<b>400 Participants</b>	<b>18 Training Days</b>	<b>27 Working days for Preparation &amp; 10 Rounds of Facilitation</b>	<b>No. Trainings * Rounds) 30 Facilitation Days</b>
9	Training Report including post training evaluation analysis					<b>5 Working Days</b>
<b>TOTAL</b>			<b>Preparing days (27) + Facilitation Days (30) + Reporting Days (5)</b>			<b>62 Working Days</b>

### METHODOLOGY / APPROACH OF THE SERVICE (WORK)

The training is expected to be provided by experienced National Consultancy Firm in providing conflict management and peacebuilding package trainings for government institutions. The firm will develop the training package after conducting a rapid training need assessment.

The training will be provided face to face and expected to fulfill expectations and demand of the targeted participants from Oromia and Somali Regions. The firm will utilize a practical exercise; develop case studies and assignment-based training manuals to be developed.

The firm is also expected to make all sessions as interactive as possible through active participation and co-facilitation methods by assigning well experienced and skilled facilitators as per the qualification requirements stated for this assignment.

### EXPECTED OUTPUTS / DELIVERABLES

The National Firm in close collaboration with the programme staff of UNDP's Democratic Governance and Peacebuilding Unit is expected to deliver the following. This consultancy assignment also requires travel of the consultants of the Firm to Addis Ababa, Adama/ Bishoftu/ Jijiga /Dre Dawa to facilitate the trainings.

No.	Deliverables	Duration (approx.)	Review and Approvals Required
1	Inception Plan and Rapid Training Expectation Assessment	7 working days	Democratic Governance and Peacebuilding (DGP) Unit/UNDP
2	Development of training packages (training manuals, syllabus, agenda, and schedules, PowerPoint slides, practical interactive sessions, exercises, and case stories)	20 working days	DGP Unit/UNDP
3	Training Facilitation	30 working days	DGP Unit/UNDP
4	Training Report including post training evaluation analysis	5 working days	
<b>Total Working Days</b>		<b>62 Working days over 3 months.</b>	

## **INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The successful National Firm will work under the guidance of UNDP, Oromia and Somali Regional Peace and Security Bureaus. He/she shall submit the required reports (Inception Plan, Training Packages and Training Report) to UNDP at first instance for a quality assurance review. The Firm will closely liaise with UNDP Programme Specialist within UNDP. The firm will meet regularly with UNDP and Partners to review progress and make joint decision on any issue.

## **PAYMENT MILESTONES AND AUTHORITY**

The Prospective National Firm will indicate the cost of services for each deliverable in US dollars when applying for this consultancy. The Proposer will be paid based on the effective UN exchange rate (in case of other currency denomination), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, out of pocket expenses, and other ancillary costs. Tax duties rest on the winning firm. A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained from:</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Inception Plan and Rapid Training Expectation Assessment	DGP Unit/UNDP	20%
2 <sup>nd</sup> Installment	Training packages (training manuals, syllabus, agenda, and schedules, PowerPoint slides, practical interactive sessions, exercises, and case stories) submitted	DGP Unit/UNDP	50%
3 <sup>rd</sup> Installment	Training Facilitation completed and Training Report including post training evaluation analysis submitted	DGP Unit/UNDP	30%
	<b>Total</b>		<b>100%</b>

## **IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS**

### **9.1 Minimum Organization Requirements**

The consultancy firm is expected to compose of/have:

- Renewed national licence to provide professional training programmes
- A team of experts with advanced university degree (Master's Degree or above) in Peace and Security Studies, International Development, Political Science, Sociology, International Relations, Regional and Local Development Studies or related Social Sciences field
- At least 7 years of practical experience in conducting need assessments, design training packages and provide practical and interactive trainings in the areas of Conflict Prevention, Management, and Peacebuilding for diverse stakeholders including higher government officials, higher and medium rank experts and
- Preferably have prior engagements with the federal and regional sector institutions and UN agencies
- National credibility/good track record and performance in providing the required service
- Capability to deploy qualified expertise/ trainers in PVE, Preventing Violent Extremism, Conflict Prevention, Management and Dialogue, Conflict Early Warning and Rapid Response Mechanisms, Do No Harm and Conflict Sensitive Development Planning and Women's Rights and Role in Conflict Management, Prevention, and Peacebuilding
- Capability to deploy experienced trainers who can produce quality training reports and communicate in English, Amharic, Somali and Oromifa language(s)

- Experience in mainstreaming gender in its planning and implementing training services
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach

The multi-disciplinary team should comprise members with the following educational qualifications, experience and competencies:

### **Lead Trainer/Facilitator**

#### **Academic Qualification:**

- Advanced university degree (Master's Degree or above) in Peace and Security Studies International Development, Political Science, Sociology, International Relations, Regional and Local Development Studies or related Social Sciences field.

#### **Experience:**

- A minimum of seven (7) years of training facilitation and reporting experience in conflict management, prevention, and peacebuilding topics, PVE, research in a governmental and multilateral organization
- Strong experience in conducting participatory training approaches
- Sound knowledge of latest development in national and international best practices related to the topics of the five trainings above
- A proven track record of training facilitation involving adults and higher officials
- A proven track record of producing high quality analytical training reports
- Good understanding of the current Ethiopian development, political and governance landscape specially in the targeted Oromia and Somali Regions
- Experience in mainstreaming gender equality and human rights in training need assessment, facilitation, and reporting.

### **Co-Facilitator**

#### **Academic Qualification:**

- Advanced university degree (Master's Degree or above) in Peace and Security Studies International Development, Political Science, Sociology, International Relations, Regional and Local Development Studies or related Social Sciences field.

#### **Experience:**

- A minimum of seven (5) years of training facilitation and reporting experience in conflict management, prevention, and peacebuilding topics, PVE, research in a governmental and multilateral organization
- Strong experience in conducting participatory training approaches
- Sound knowledge of latest development in national and international best practices related to the topics of the five trainings above
- A proven track record of training facilitation involving adults and higher officials
- A proven track record of producing high quality analytical training reports
- Good understanding of the current Ethiopian development, political and governance landscape specially in the targeted Oromia and Somali Regions
- Experience in mainstreaming gender equality and human rights in training need assessment, facilitation, and reporting.

#### **Competencies:**

#### **Both the lead and co facilitator/trainer should have:**

##### **Language:**

- Excellent knowledge of English, Amharic/Oromifa/Somali languages including the ability to set out a coherent argument in presentations, facilitation, and group interactions; knowledge of the local culture is an asset

##### **Functional Competencies:**

- Ability to build strong relationship with clients, focuses on impact and results for the client and responds positively to the feedback
- Approaches the work with energy, positive and constructive attitude.
- Demonstrates openness to change and ability to manage complexities.
- Ability to anticipate and manage the needs and interests of multiple stakeholders and balance often contradictory expectations from stakeholders and actors.
- Experience in designing training for adults.
- Excellent facilitation, adult training, public speaking, and presentation skills.
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required

#### **Core Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Treats all people fairly without favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### **CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly, the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
  - a. 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 is:
    - a. Technical Criteria weight is 70%;
    - b. Financial Criteria weight is 30%

#### **LOGISTICAL SUPPORT**

UNDP will provide the logistics and administrative support by hiring an authorized Hotel to provide catering service, training hall, projectors, and other required accessories to facilitate the training. The soft copies of the training package will also be provided to the training participants to avoid physical contact during the training. The Consultants are expected to cover any transport/ travel related service cost that they may be incurring during the 30 days training.

#### **RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider is advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

#### **CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government 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. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

**PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA**

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester's subsequent review.

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
<b>1</b>	Expertise of Firm / Organization	30%	300
<b>2</b>	Proposed Methodology, Approach and Implementation Plan	40%	400
<b>3</b>	Management Structure and Key Personnel	30%	300
<b>TOTAL</b>		<b>100%</b>	<b>1000</b>
<b>Technical Proposal Evaluation (FORM I)</b>			
<b>Expertise of the Firm / Organization</b>			<b>Points Obtainable</b>
<b>1.1</b>	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing		<b>50</b>
<b>1.2</b>	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> <li>- Financial Stability</li> <li>- Renewed national licence to provide the captioned service</li> <li>- Age/size of the firm</li> <li>- Strength of the Project Management Support</li> <li>- Renewed national licence to provide the captioned service;</li> </ul>		<b>90</b>
<b>1.3</b>	Capability to deploy qualified expertise/ trainers in Preventing Violent Extremism, Conflict Prevention, Management and Dialogue, Conflict Early Warning and Rapid Response Mechanisms, Do No Harm and Conflict Sensitive Development Planning and Women's Rights and Role in Conflict Management, Prevention, and Peacebuilding		<b>15</b>
<b>1.4</b>	Quality assurance procedure, warranty		<b>25</b>
<b>1.5</b>	Relevance of: <ul style="list-style-type: none"> <li>- Specialized Knowledge</li> <li>- At least 7 years of practical experience in conducting need assessments, designing and providing and managing interactive trainings in the areas of Conflict Prevention, Management, and Peacebuilding for diverse stakeholders including higher government officials, higher and medium rank experts and;</li> <li>- Capability to deploy experienced trainers who can produce quality training reports and communicate in English, Amharic, Somali and Oromifa language(s);</li> <li>- Preferably have a lot of engagements with the federal and regional sector institutions and UN agencies;</li> </ul>		<b>120</b>
<b>SUB TOTAL</b>			<b>300</b>
<b>Technical Proposal Evaluation (FORM II)</b>			
<b>Proposed Methodology, Approach and Implementation Plan</b>			
<b>2.1</b>	To what degree does the Proposer understand the task?		<b>30</b>
<b>2.2</b>	Have the important aspects of the task been addressed in sufficient detail?		<b>25</b>
<b>2.3</b>	Are the different components of the project adequately weighted relative to one another?		<b>20</b>
<b>2.4</b>	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?		<b>55</b>



<b>2.5</b>	Is the conceptual framework adopted appropriate for the task?	<b>65</b>
<b>2.6</b>	Is the scope of task well defined and does it correspond to the TOR?	<b>120</b>
<b>2.7</b>	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	<b>85</b>
<b>SUB TOTAL</b>		<b>400</b>
<b>Technical Proposal Evaluation (FORM III)</b>		
<b>Management Structure and Key Personnel</b>		
<b>3.1</b>	<b>Lead Trainer /Facilitator</b>	
	General Qualification	
	- Advanced university degree (Master's Degree or above) in Peace and Security Studies International Development, Political Science, Sociology, International Relations, Regional and Local Development Studies or related Social Sciences field.	
	Suitability for the Project	
	- A minimum of seven (7) years of training facilitation and reporting experience in conflict management, prevention, and peacebuilding topics, PVE, research in a governmental and multilateral organization;	<b>15</b>
	- Strong experience in conducting participatory training approaches;	<b>45</b>
	- Sound knowledge of latest development in national and international best practices related to the topics of the five trainings above	<b>45</b>
	- Knowledge of Ethiopian Current geopolitical Context with particular understanding of the contexts in Oromia and Somali Regions	<b>40</b>
	- Language qualification	<b>20</b>
<b>SUB TOTAL</b>		<b>165</b>
<b>3.2</b>	<b>Co-facilitator</b>	
	General Qualification	
	Suitability for the project	
	- A minimum of seven (5) years of training facilitation and reporting experience in conflict management, prevention, and peacebuilding topics, PVE, research in a governmental and multilateral organization	<b>35</b>
	- Strong experience in conducting participatory training approaches;	<b>45</b>
	- Sound knowledge of latest development in national and international best practices related to the topics of the five trainings above	<b>35</b>
	- Language qualification	<b>20</b>
<b>SUB TOTAL</b>		<b>135</b>
	<b>Aggregate</b>	<b>1000</b>