



TERMS OF REFERENCE

Comprehensive need Assessment - in Somaliland

A. Background Information and Rationale (Project Initiation Phase)

Through its Country Programme Document for 2021-2025 (CPD), UNDP is supporting Somaliland to achieve the 2030 Agenda for Sustainable Development, which envisions a world of universal respect for human rights and human dignity by removing legal, social, and economic barriers to empowerment.

In line with the CPD, UNDP seeks to support Hargeisa Orphanage Center (HOC) under Ministry of Education and Science (MoE) to conduct a needs assessment and propose a one-year plan including running cost and capacity development .

Against this background, UNDP seeks to contract a service provider with extensive experience in project development/design focusing on two outputs outlined above.

B. Objective

To develop/design a comprehensive assessment to support Hargeisa Orphanage Center (HOC) by conducting a needs assessment including a one-year costed operational plan and staff capacity development (capacity development for HOC staff and for some staff from MOE who are support HOC).

C. Scope of Work

This will include a desk review of documents shared by UNDP and in-country stakeholders' consultations. In general, the assignment will be conducted through and using various methods such as but not limited to:

- Desk review of relevant documents.
- Interviews with HOC, MOE staff and other relevant stakeholders.
- Any other methodology deemed appropriate by consultant for achieving the objectives of the consultancy.

The Project design shall be in line with UNDPs Project Document and donor template.

Deliverables and Schedules/Expected Outputs

The Contractor will submit the following contract deliverables:

No.	Deliverable	Target Due Date	Estimated Duration to complete	Review & Approvals Required
1	Deliverable 1 An inception report with detailed approach including work plan for each output with clear timelines approved by UNDP	Within 10 days from date of contract	5 days	ERID project Manager and HOC
2	Deliverable 2 Comprehensive need assessment including capacity development for HOC including one-year costed plan for running costs including staff capacity development for HOC and some MOE. As well as visual presentation	30 July 2022	15 days	ERID project Manager and HOC
3	Final document approved by UNDP. Changes made by the Contractor in response to UNDPs comments/feedback on the draft assessment document should be retained by the Contractor to show how the Contractor has addressed the comments.			

No.	Deliverable	Target Due Date	Estimated Duration to complete	Review & Approvals Required
			20 days	

D. Institutional arrangement

- The Individual Contractor will report directly to the UNDP Economic Recovery and Institutional Development (ERID) GEWE Project Manager in close collaboration with UNDP's Area Office manager in Somaliland, on all operational and contractual matters.
- The Individual Contractor's team leader will be UNDPs focal point with the Contractor on overall supervision and performance of the Contract, shall organize review meetings and where applicable, flag any observations that require UNDPs immediate attention.
- The Individual Contractor will ensure timely submission of deliverables, including work plan, activity logs, progress reports, final report incorporating any comments/input provided by UNDP and any other materials requested by UNDP to demonstrate progress and impact.
- Data collection and interviews in coordination with HOC respectively. The HOC will provide the data needed and facilitate the Contractor's team's work. The Contractor's team leader will coordinate the work of the Individual Contractor's coordinators and HOC points.
- The Individual Contractor's team will hold bi-weekly meetings with UNDP project manager for updates and discussion, and deliverables will be reviewed and approved by UNDP GEWE project manager and ERID Portfolio Manager
- The Individual Contractor will be required to use his/her laptop and relevant software for the consultancy.

H. Expected Duration of the Contract/Assignment

A maximum of 20 working days in the period to 5 July – 30 July 2022

I. Scope of Price Proposal and Schedule of Payments

The maximum number of working days payable under this contract is 21 days. The professional fee shall be converted into an output-based contract and will be paid as an all-inclusive *Lump Sum fixed Amount* based on the weighted percentage corresponding to each deliverable as outlined in Section D above:

- Deliverable 1 -50% of lumpsum amount
- Deliverable 2 - 50% of lumpsum amount
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Payment shall be made in tranches based on achievement of each deliverable. After review and acceptance of deliverables, the Individual Contractor will submit an invoice (UNDP Certification of Payment Form) to the ERID GEWE Project Manager to certify that the deliverable has been achieved in accordance with the schedule of Payment as stated above.

Payment will be made within 30 days of submission of invoice and certification of payment by UNDP.

J. Duty Station

Hargeisa Orphanage Center (HOC) in Somaliland.

(a) Qualifications

Education:

- Master's degree in gender studies, Economic, social sciences, development studies, public administration

and/or related fields

Experience

- At least 5 years' relevant field experience in similar areas of work.
- Experience in drafting project documents, reports, and research
- Experience in conducting capacity assessment
- Experience in providing similar services to UN and other multilateral actors in consultation with national governments especially with focus on GEWE.
- Work experience on similar assignments in post-conflict, humanitarian, and development contexts especially in the region.

Language requirements:

Proficient in spoken and written English and Somali languages.

Core Competencies:

A- Corporate Competencies:

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

B- Functional Competencies:

- Promotes innovation and knowledge management in the project and a learning environment in the office through leadership and personal example.
- In-depth practical knowledge of inter-disciplinary development issues.
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.
- Seeks and applies knowledge, information, and best practices from within and outside of the project.
- Client Orientation and Communication:
 - Ability to advocate and articulate clear messages. Attention to detail is crucial.
 - Ability to work in a high-pressure working environment with frequent urgent deadlines.
 - High level logical and methodological organizational skills and the ability to multi-task.
 - Flexibility to attend consultation meeting during weekends.
 - Excellent interpersonal and networking skills and the ability to establish and maintain effective working relations.
- Supports and encourages open communication and responds positively to critical feedback and differing points of view.

Approval

This TOR is approved by:

Signature: Omar Isack

Date: 7/5/2022



TERMS OF REFERENCE

Project Document Development for Vocational Training and Capacity Assessment in Somaliland

A. Background Information and Rationale (Project Initiation Phase)

Through its Country Programme Document for 2021-2025 (CPD), UNDP is supporting Somaliland to achieve the 2030 Agenda for Sustainable Development, which envisions a world of universal respect for human rights and human dignity by removing legal, social, and economic barriers to empowerment.

In line with the CPD, UNDP seeks to support the Ministry of Employment, Social Affairs & Family (MASAF) to expand the Mohamed Moge Rehabilitation Centre and technical/vocational education and training (TVET) for street children and capacity development.

Against this background, UNDP seeks to contract a service provider with extensive experience in project development/design focusing on one outputs outlined above.

B. Objectives

Overall Objective.

The overall objective is to address the problem of;

- (a) Structural social and economic disempowerment, discrimination, and marginalization especially of women and youth, more so, widows and street children and the limited opportunities for formal employment within Somaliland's current economic system.
- (b) Lack of institutional capacity to mainstream gender into planning and programming, including limited capacity for data collection, analysis, and monitoring and evaluation.

Specific Objectives

To develop/design a comprehensive project document to support to the Expansion of Mohamed Moge Rehabilitation Centre, vocational training for street children and capacity development for its staff.

C. Scope of Work

This will include a desk review of documents shared by UNDP and in-country stakeholders' consultations. The desk review will be informed by the UNDP CPD (specifically on thematic focus and targeting), the Integrated Result and Resource Framework, the UNDP Project Quality Assurance Criteria, and the UNDP monitoring policy and requirements (as the project will be assessed using these criteria). In general, the assignment will be conducted through and using various methods such as but not limited to:

- Desk review of relevant documents.
- Interviews with MASAF and other relevant stakeholders.
- Any other methodology deemed appropriate by consultant for achieving the objectives of the consultancy.

The Project design shall be in line with UNDPs Project Document and donor template. The outline of the final project document will cover the following:

- (i) Development Challenges
- (ii) Strategy
- (iii) Results and Partnerships
- (iv) Project Management
- (v) Results Framework
- (vi) Monitoring and Evaluation
- (vii) Multi-Year Work Plan
- (viii) Governance and Management Arrangements
- (ix) Legal Context and Risk Management
- (x) Development Challenge
- (xi) Annexes:
 - a) Project Quality Assurance Report
 - b) Social and Environmental Screening Template
 - c) Risk Analysis.
 - d) Capacity Assessment
 - e) Project Board Terms of Reference and TORs of key management positions

D. Deliverables and Schedules/Expected Outputs

The Contractor will submit the following contract deliverables:

No.	Deliverable	Target Due Date	Estimated Duration to complete	Review & Approvals Required
1	Deliverable 1 An inception report with detailed approach including work plan for each output with clear timelines approved by UNDP	Within 15 days from date of contract	7 days	ERID project Manager and MESAF
2	Deliverable 2 A combined draft project document for the two outputs Technical/vocational education and training (TVET) programme for street children and a capacity development plan for MASAF staff. Visual presentation of each output of the project document	25 July 2022	16 days	ERID project Manager and MESAF
3	Deliverable 3 Final project document approved by UNDP. Changes made by the Contractor in response to UNDPs comments/feedback on the draft project document should be retained by the Contractor to show how the Contractor has addressed the comments.	15 August 2022	7 days	ERID project Manager and MESAF
			30 days	

E. Institutional arrangement

- The Individual Contractor will report directly to the UNDP Economic Recovery and Institutional Development (ERID) GEWE Project Manager in close collaboration with UNDP's Area Office manager in Somaliland, on all operational and contractual matters.
- The Individual Contractor's team leader will be UNDPs focal point with the Contractor on overall supervision and performance of the Contract, shall organize review meetings and where applicable, flag any observations that require UNDPs immediate attention.

- The Individual Contractor will ensure timely submission of deliverables, including work plan, activity logs, progress reports, final report incorporating any comments/input provided by UNDP and any other materials requested by UNDP to demonstrate progress and impact.
- Data collection and interviews in coordination with MASAF respectively. The MASAF will provide the data needed and facilitate the Contractor's team's work. The Contractor's team leader will coordinate the work of the Individual Contractor's coordinators and MASAF points.
- The Individual Contractor's team will hold bi-weekly meetings with UNDP project manager for updates and discussion, and deliverables will be reviewed and approved by UNDP GEWE project manager and ERID Portfolio Manager
- The Individual Contractor will be required to use his/her laptop and relevant software for the consultancy.

H. Expected Duration of the Contract/Assignment

A maximum of 30 working days in the period to 15 July – 15 August 2022

I. Scope of Price Proposal and Schedule of Payments

The maximum number of working days payable under this contract is 30 days. The professional fee shall be converted into an output-based contract and will be paid as an all-inclusive *Lump Sum fixed Amount* based on the weighted percentage corresponding to each deliverable as outlined in Section D above:

- Deliverable 1 - 20% of lumpsum amount
- Deliverable 2 - 50% of lumpsum amount
- Deliverable 3 - 30% of lumpsum amount

Payment shall be made in tranches based on achievement of each deliverable. After review and acceptance of deliverables, the Individual Contractor will submit an invoice (UNDP Certification of Payment Form) to the ERID GEWE Project Manager to certify that the deliverable has been achieved in accordance with the schedule of Payment as stated above.

Payment will be made within 30 days of submission of invoice and certification of payment by UNDP.

J. Duty Station

Home-based with the possibility to travel to Somaliland subject to COVID and security protocols.

(c) Qualifications

Education:

Master's degree in social sciences, Gender studies, development studies, public administration and/or related fields.

Experience and Competencies:

- At least seven years demonstrated relevant professional and management experience in on similar assignments
- Demonstrated record of project design, implementation of complex multi-stakeholder projects and conducting of capacity needs assessment.

- Expertise in planning, coordination, and capacity assessment
- Experience in providing similar services to UN and other multilateral actors in consultation with national governments especially with focus on GEWE.
- Experience on similar assignments in post-conflict, humanitarian, and development contexts preferably in the region.
- Excellent analytical and technical writing skills.
- Excellent communication, relationship skills and a strong team player.
- Fluent in spoken and written English

Language requirements:

- Proficiency in English and spoken (writing samples may be required), and Somali language is advantage.

Core Competencies:

A- Corporate Competencies:

- Demonstrates integrity and fairness by modelling the UN/UNDP values and ethical standards.
- Promotes the vision, mission, and strategic goals of the UN/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.

B- Functional Competencies:

- Promotes innovation and knowledge management in the project and a learning environment in the office through leadership and personal example.
- In-depth practical knowledge of inter-disciplinary development issues.
- Actively works towards continuing personal learning and development in one or more practice areas, acts on learning plan and applies newly acquired skills.
- Seeks and applies knowledge, information, and best practices from within and outside of the project.
- Client Orientation and Communication:
- Ability to advocate and articulate clear messages. Attention to detail is crucial.
- Excellent technical capacity to ensure smooth and high-quality production (including availability of professional video production equipment and software).
- Ability to work in a high-pressure working environment with frequent urgent deadlines.
- High level logical and methodological organizational skills and the ability to multi-task.
- Flexibility to attend consultation meeting during weekends.
- Excellent interpersonal and networking skills and the ability to establish and maintain effective working relations.
- Supports and encourages open communication and responds positively to critical feedback and differing points of view.

Approval

This TOR is approved by:

Signature: Omar Isack

Date: 7/5/2022