

## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONSULTANT (National)

### GENERAL INFORMATION

**Services/Work Description:** Consultant to serve as Coordinator of the Peace Building Unit. (PBU), based in the Ministry of Interior (MoI).

**Post Title:** National Consultant- Coordinator of the Peace Building Unit.

**Consultant Level:** Expert Consultant

**Duty Station:** Banjul, The Gambia

**Expected Places of Travel:** in-country travel

**Duration:** 4 Months- (August-November 2022) with possibility of extension.

**Expected Start Date:** Immediately after Concluding Contract Agreement

### I. BACKGROUND

The Gambia's democratic transition is evolving following a regime change in 2017 after a peaceful election. Since then, the government has registered considerable progress in reforming Gambia's institutions and strengthening social cohesion with an emphasis on restoring democratic governance, the respect for the rule of law, and promoting human rights.

In line with the government's effort to restore democratic governance in the Gambia, the Project management Team (PT) led by the Government through the Ministry of Interior and Office of The President, together with the West Africa Network for Peacebuilding- The Gambia (WANEP), supported by the United Nations has designed and implemented a range of activities related to peacebuilding and conflict prevention under *Output 3: i.e. the promotion of democracy, social cohesion and peace* of UNDP project - *Consolidating Democratic Governance for Development in The Gambia 2018-2021*. Since 2018, the PT team continue to implement activities towards the establishment of I4P; which include a study tour to Ghana in 2019 to learn about the Ghanaian peace architecture, the publications of the 2018 and 2019 Conflict and Development Analysis reports that identified conflict drivers and peace engines. In 2019 and 2020, two (2) Round-table discussions were held to generate consensus on the I4P in the Gambia. These activities were aimed at developing an institutional framework for the establishment of an Infrastructure for peace (I4P) in the Gambia, which is envisaged to serve as a national peacebuilding architecture designed to strengthen local conflict resolution mechanisms, effective mediation, social cohesion, gender equality, and inclusive society. In pursuit of this goal, the Government of The Gambia in its white paper accepted the TRRC recommendation that relates to the establishment of the Peace and Reconciliation Commission.

Against this backdrop, the Ministry of Interior with the support of UNDP is establishing the Peace Building Unit. (PBU) to be based in the Ministry of Interior. The primary function of the PBU is to support the Government of The Gambia in the development and implementation of the government peace and réconciliation programmes. It serves as the fulcrum of all Government reconciliation efforts as relates to policy and strategy ; strategic advice and support to peace and reconciliation programming for national initiatives. The PBU plays a central support role in coordination and collaboration with all key actors including government institutions, partners, private sector and civil society. The PBU also supports the Government in addressing various conflict issues that cut across the country, by engaging closely with local peace structures and supporting the Ministry of Interior in mediation efforts between and amongst conflicting parties including in concession areas.

Against this backdrop, the Coordinator of the Peace Building Unit is expected to provide:

1. Oversight of the overall administration of the PBU under the supervision of the Permanent Secretary at the Ministry of Interior.

2. Contribute to strategic policymaking on peace building - providing peace building advice to the government, developing and/or support the development of peace building and reconciliation policy related strategies,
3. Supporting the government in national and international activities on peace building.
4. Fostering coordination and collaboration at the policy and strategic levels.
5. Provide oversight in the collation of Statement of Mutual Commitment, annual outcome review reports and other reports on peace and reconciliation at the country programme levels (e.g. Reconciliation Roadmap etc).
6. Support the training of key partners in peace building, mediation, conflict management, conflict sensitivity development and related topics.

## **II. SCOPE OF THE WORK**

The scope of work of the National Consultant / Coordinator of the Peace Building Unit will include:

Under the direct supervision and overall guidance of the Permanent Secretary of the Ministry of Interior, the Coordinator of the Peace Building Unit is responsible for the overall management and functioning of the PBU including emphasis on policy advice, strategies, and engagement with policy makers.

The primary function of the PBU Coordinator will be as follows:

- Provide strategic and policy level support to the Government on peace building policy and reconciliation, leading the development of strategic peace building and reconciliation policy related documents.
- Provide strategic direction to the PBU to develop and implement conflict sensitive peacebuilding programmes
- Support the establishment of a National Peace and Reconciliation Steering Committee and served as its secretary; and once formed, support its coordination, collaboration amongst various peace building actors and structures both at national and sub-national levels, as well as synergies and linkages amongst programmatic frameworks.
- Provide continuous strategic peacebuilding and reconciliation guidance and analysis to the government, and key national stakeholders including civil society on the implementation of peacebuilding and reconciliation frameworks, ensuring mainstreaming of human rights, gender, and conflict sensitive approaches.
- Ensure review of the Strategic Roadmap for National Healing, Peacebuilding and Reconciliation ensuring an inclusive process
- Engage with other national and international institutions to promote a common approach towards supporting peacebuilding and social cohesion efforts.
- Ensure rigorous conflict mapping and conflict analysis to inform programming.
- Prepare periodic reports analyzing peace and conflict trends in The Gambia,
- Any other duties as made be deemed by the National Peace and Reconciliation Steering Committee and Chaired by the Permanent Secretary, Ministry of Interior.

### **I11. EXPECTED OUTPUTS AND DELIVERABLES**

In consultation and close collaboration with stakeholders, the consultant expected deliverables of the following assignment

<b>No.</b>		<b>Estimated Duration to Complete</b>	<b>Review and Approvals Required</b>
1	Provide strategic and policy level support to the Government on peace building policy and reconciliation,	20 Working days	UNDP DRR

	leading the development of strategic peace building and reconciliation policy related documents		
2	Provide strategic direction to the PBU to develop and implement conflict sensitive peacebuilding programmes	20 Working days	UNDP DRR
3	Support the establishment of a National Peace and Reconciliation Steering Committee and once formed support its coordination, collaboration amongst various peace building actors and structures both at national and sub-national levels	10 Working days	UNDP DRR
4	Provide continuous strategic peace building and reconciliation guidance and analysis to the government, and key national stakeholders including civil society on the implementation of peace building and reconciliation frameworks, ensuring mainstreaming of human rights and gender and conflict sensitive approaches	20 Working days	UNDP DRR
5	Review of the Strategic Roadmap for National Healing, Peacebuilding and Reconciliation	5 Working days	UNDP DRR
6	Engage with other national and international institutions to promote a common approach towards supporting peacebuilding	5 Working days	UNDP DRR

#### **1V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The individual consultant shall be supervised by a designated staff at the Ministry of Interior, and the UNDP Governance Officer.

#### **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

- a. The successful individual consultant will sit in the PBU office at the Ministry of Interior.
- b. UNDP shall bear the cost for an all-inclusive monthly consultancy fee.
- c. UNDP shall not bear the cost of any equipment, cost of communication, transportation during the consultancy.

#### **VI. DURATION OF THE WORK**

- a. The consultancy is for 4 months i.e., eighty (80) working days. It is expected that within this period the successful IC should complete the expected outputs and deliverables of this consultancy. The consultant will be engaged in full-time work.

#### **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

##### **a. Academic Qualifications/Experience/Competencies**

- The successfully consultant must possess the following:
- Advanced university degree (Master's Degree) in Development, International Relations, Peace Studies, Political Science, or similar field
- Minimum seven years of senior level experience in peace building and conflict mediation
- Prior work experience with government and NGO/CSO
- Prior evidence and strong analytical and strategic policy development experience and ability to lead strategic planning, results-based management, and reporting

- Ability to work with a group of (local and international) professionals., a high level of written and oral communications skills in English.
- Deep knowledge of the country and its regions; good understanding of local/indigenous conflict management/resolution mechanisms.

### **C. Competencies:**

- Prior knowledge in designing and drafting Bills
- Ability to communicate effectively in writing.
- Ability to collect and analyze data from interviews, discussions, and workshops
- Strong organizational and communication skills, ability to work in a team
- Ability to use ICT as a tool and resource.
- Ability to work against tight deadlines.
- Commitment to UN values.

### **d. Language and other skills:**

- Excellent knowledge of English and Gambian local languages
- Capacity to communicate fluently with different stakeholders (government authorities; civil society, local communities, project staff);
- Knowledge of and capacity to work on Office applications
- Exposure to web-based applications
- Excellent writing skills and first-rate command of the English language
- Ability to work with a team and to operate as a team manager.
- Demonstrate capacity to work in a professional and timely manner, as well as capacity to set priorities in a high-pressure environment, and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

### **e. Compliance of UN Core Values:**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

### **Important Note:**

The Consultant is required to have the following professional and technical qualifications.  
**Only the applicants who hold these qualifications** will be shortlisted and contacted.

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

Upon the advertisement of the Procurement Notice, qualified National 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%**

#	Technical Capacity and Related Qualifications	Weight
1	Advanced university degree (Master's Degree) in Development, International Relations, Peace Studies, Political Science, or similar field	10

2	Minimum seven years of senior level experience in peace building and conflict mediation	15
3	Prior work experience with government and NGO/CSO	10
4	Prior evidence and strong analytical and strategic policy development experience and ability to lead strategic planning, results-based management, and reporting	25
5	Ability to work with a group of (local and international) professionals., a high level of written and oral communications skills in English.	10
6	Financial weight	30
<b>Total Score Technical Score * 70% + Financial Score * 30%</b>		<b>100</b>

## IX. PAYMENT MILESTONES AND AUTHORITY

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

Monthly Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
Month 1	Inception plan/work plan, and 1 <sup>st</sup> monthly periodic report detailing progress made on deliverables 1-6.	UNDP DRR	25%
Month 2	Submission of 2 <sup>nd</sup> monthly periodic report detailing progress made on deliverables 1-6.	UNDP DRR	25%
Month 3	Submission of 3 <sup>rd</sup> monthly periodic report detailing progress made on deliverables 1-6.	UNDP DRR	25%
Month 4	Submission of 4 <sup>th</sup> monthly and end of consultancy report detailing completion of deliverables 1-6.	UNDP DRR	25%

## XI. 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 the PT team.

### X11. ANNEXES TO THE TOR

This TOR is approved by:

Signature: .....  
  
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**Name and Designation:** Ms. Ida Persson, Programme Specialist and Head of Governance

**Date of Signing:** ..... 03-Jul-2022 .....

