**UNITED NATIONS CHILDREN’S FUND IN THE GAMBIA**

**TERMS OF REFERENCE**

**Terms of Reference for *Individual*** **Contractors**

**Title:   Conflict Analysis of Gambia for Peacebuilding Education and Advocacy**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.     Programme Information:**     |  |  | | --- | --- | | **Programme Outcome 2** | An inclusive education system is equipped to provide comprehensive early childhood education to all children, in conjunction with health, nutrition and protection interventions, and to ensure the rights of all children to an appropriate quality education. | | **Project: Output** | 2.1.2 Increased completion rates of children excluded from quality basic and secondary education. | | **RWP Activity: 2.1.3.1** | 2.1.2.1.3 Development of peacebuilding education programme and materials | | The United Nations Children’s Fund (UNICEF) is mandated by the United Nations General Assembly to advocate for the protection of children’s rights, to help meet their basic needs and to expand their opportunities to reach their full potential. The UNICEF staff and experts/consultants should act in accordance with the UN Code of Conduct and UNICEF Mission. | | |
| **2.     Background** :**Country Context**   The Gambia is located on the West African coast and extends about 500 km inland, with a population density of 174 persons per square km.  The Gambia is the smallest country in continental Africa, and is bordered on the North, South and East by the Republic of Senegal and on the West by the Atlantic Ocean.  The provisional results of the 2013 population and housing census puts the population at 1,882,450; with 50.5% female compared to 49.5% male.  The population primarily comprises of youth due to a high fertility rate and low life expectancy (60.2 years). Nearly 40% of the population is below 15 years, 21% between 15-24 years, and only 3.2% above 65 years. The country is undergoing rapid urbanization. The urban population increased from 50% in 2001 to 58%, 2013 with an annual rate of urbanization of 3.7% (MoFEA, 2011).  The Gambia is classified as a least developed country (LDC), with Gross National Income (GNI) per capita of US$ 500 in 2012[[1]](https://admin.dc7.pageuppeople.com/v5.3/provider/managejobs/sourcing/WebsiteCloud.aspx?sData=sA5J8sVXkiuxYRgwKMLCWpyleOj1P57OTB6ye1njC71bSPlaCZhLH8TQ62tozDCohV%2BsUKjF1V9QuICItc%2BMVWli3qy9%2Bd8zM3JGKkhBzZUmYOng3M5UU0TYxnjCzFzFzIdDJe%2FTpQp%2FDpwIvaVLGJvZb65Qu96aKqy9Q%2BTYwVUtckZ8Gp0izA6zv6w3h%2FNj16MdRbzm7TwghzR%2BLn7FRYY8R0avtS4WPEO%2F31Cn4%2FwbutZpYLqB3ghgjU3nUFIvmjQW%2BWFzmPtyJA1SMcdM8A6t%2BMLI1%2BT67wOPPak3k6SY8LERvOQOA7ivNUr%2F8JRpJAA3ZrdatP915239OtzBHMD9KGWbwg5EgCUS4mhVuzrZJe3phHUKUlm37m%2FiaPkB" \l "_ftn1" \o ") and ranked 175 out of 188 in the United Nations’ Human Development Report (HDR), 2015. The main sectors driving economic growth are Services, Agriculture and Tourism[[2]](https://admin.dc7.pageuppeople.com/v5.3/provider/managejobs/sourcing/WebsiteCloud.aspx?sData=sA5J8sVXkiuxYRgwKMLCWpyleOj1P57OTB6ye1njC71bSPlaCZhLH8TQ62tozDCohV%2BsUKjF1V9QuICItc%2BMVWli3qy9%2Bd8zM3JGKkhBzZUmYOng3M5UU0TYxnjCzFzFzIdDJe%2FTpQp%2FDpwIvaVLGJvZb65Qu96aKqy9Q%2BTYwVUtckZ8Gp0izA6zv6w3h%2FNj16MdRbzm7TwghzR%2BLn7FRYY8R0avtS4WPEO%2F31Cn4%2FwbutZpYLqB3ghgjU3nUFIvmjQW%2BWFzmPtyJA1SMcdM8A6t%2BMLI1%2BT67wOPPak3k6SY8LERvOQOA7ivNUr%2F8JRpJAA3ZrdatP915239OtzBHMD9KGWbwg5EgCUS4mhVuzrZJe3phHUKUlm37m%2FiaPkB" \l "_ftn2" \o ").  Income poverty and household food insecurity are widespread with nearly half of the population (48.4%) living below the absolute poverty line of US$1.25 per day; while 36.7% live in extreme poverty (2010). About 40% of people are considered ‘working poor’; meaning that their earning capacity and standard of living is inadequate to meeting basic needs, (MoFEA, 2011).  **Social and Political context:**  The Gambia gain independence in February 1965.  Since then the country remain relatively peaceful implementing multi-party democracy and regular elections.  The peace loving nature of the people earn the country the name “Smiling Coast of Africa”, with significant western tourist presence during the months October to April. Thus tourism accounts for about 15 per cent of the gross domestic product (GDP).   Despite the peace and political plurality, the country on several occasions had breakdown of peace and slide into violent conflict albeit for short period.  Firstly, in 1981, a group of mutiny personnel of the Gambia armed forces staged a violent attempt to overthrow the democratically elected government.  As a result several hundreds of people were killed and normality was restored through military intervention support from Senegal.  Secondly, in July 1994 again a group of junior army officers this time succeeded in overthrowing the elected government and instituted a dictatorship for more than 22 years (1994 – 2016). During this period the people were gripped with fear, their human rights were grossly abused, and state tolerance to divergent views was zero. There was no violence but peace was totally absent.   The climax of it was in the 1st December 2016 Presidential election where the dictator president was defeat at the polls.  He gracefully accepted the defeat initially but reject the results in its entirety just about a week later.  This landmark event threw the whole country into political and emotional chaos and families started fleeing to safe locations either within the country or outside.  The dictatorship used ethnic and financial drivers to instill fear and ruled with an iron fist. The President elect and his team sort support from the Economic Community of West Africa State (ECOWAS) to use every means including use of force to establish the will of the people at the December 2016 elections. Subsequently the dictator fled the country but leaving a scar of a divided country, fragile more than ever before and ethnic sentiment at their highest levels.   This study is therefore intended to understand holistically the drivers of conflict in The Gambia as well as the enablers of peaceful coexistence at all levels.  It intends to understand whether or not the conflict drivers are exaggerating inequities, increased vulnerability and creating barriers for the attainment of children’s rights.  The study will further propose measures to address the conflict drivers. |
| 3.     **Objectives**  The objectives of the conflict analysis study are:  1.     To assess the general context and dynamics of inequities and vulnerabilities that have the potential to drive violent conflict and compromise the realization of the rights of children.  2.     To identify the roles of stakeholders in driving conflict as they also provide services for the realization of children’s rights especially to education, health, nutrition and protection.  3.     To identify the key drivers and enablers in areas of capacities, systems and structures, that serve as push or pull factors for the onset of violent conflict among Gambia communities, resulting in children’s rights not being realized.  4.     To identify the role of the education sector in the prevention of conflict and as an enabler for the building of sustainable peace. |
| **4.     Scope of work**   Being a national study, the consultant is required to widely consult with a broad range of stakeholders from all the six (6) Educational Regions.  Secondary data from reports and publications may be secured from Government, UNICEF or online sources.     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Month** | **July** | | | | **Aug** | | | | **Sept** | | | | **Oct** | | | | **Nov** | | | |  | | **Week** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **1** | **2** | **3** | **4** | **Days** | | 1.     Conflict Analysis Workshop with wide range of stakeholders |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 | | 2.     Preparation and submission of inception report including detailed study design |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 | | 3.     Field data collection – using variety of methodologies to collect primary and secondary data. Respondents selected from all 6 educational regions of the country. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 20 | | 4.     Preparation and submission of first draft study report for comments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 7 | | 5.     Drafting and submission of second draft report after comments |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 3 | | 6.     Presentation of a summary of the study process, findings and recommendations to validation work and to the Local Education Group |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 | | 7.     Finalization  and submission of final report |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 2 | | **Total (Working Days)****[[3]](https://admin.dc7.pageuppeople.com/v5.3/provider/managejobs/sourcing/WebsiteCloud.aspx?sData=sA5J8sVXkiuxYRgwKMLCWpyleOj1P57OTB6ye1njC71bSPlaCZhLH8TQ62tozDCohV%2BsUKjF1V9QuICItc%2BMVWli3qy9%2Bd8zM3JGKkhBzZUmYOng3M5UU0TYxnjCzFzFzIdDJe%2FTpQp%2FDpwIvaVLGJvZb65Qu96aKqy9Q%2BTYwVUtckZ8Gp0izA6zv6w3h%2FNj16MdRbzm7TwghzR%2BLn7FRYY8R0avtS4WPEO%2F31Cn4%2FwbutZpYLqB3ghgjU3nUFIvmjQW%2BWFzmPtyJA1SMcdM8A6t%2BMLI1%2BT67wOPPak3k6SY8LERvOQOA7ivNUr%2F8JRpJAA3ZrdatP915239OtzBHMD9KGWbwg5EgCUS4mhVuzrZJe3phHUKUlm37m%2FiaPkB" \l "_ftn3" \o ")** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | 40 | |
| **5.     Methodology/Methods**   While UNICEF and partner (Ministry of Basic and Secondary Education – MoBSE) would not want to be prescriptive in the study methodologies, the need for both quantitative and qualitative data supported with in-depth analysis are key requirement and will contribute to enhancing the selection of suitable candidate.  The methodologies should be such that they are robust and or innovative enough to collect primary data and combining with analysis of secondary data linked to conflict drivers and enablers of peace in the country.  The study methodology will be confirmed during the Inception stage of the study.  **Key research questions**   |  |  | | --- | --- | | **Research Question** | **Methodology** | | 1.     What are the driving factors of conflict? How are people being drawn into a vicious cycles of conflict?  2.     What are the key dynamics and types of conflicts existing in The Gambian society? How do they reinforce inequity and vulnerability of children?  3.     How does the education system, the informal structures and the media reinforce stereotypes and biases which drive conflict?  4.     How does traditional norms and values systems and practices reinforce conflict and enable peace in Gambian society?  5.     What innovative strategies could be used in the education sector to bringing people together from divided lines? | The consultant may use a combination of methodologies.  It is important to note that the strength of the technical proposal will in part be assessed taking into consideration the proposed methodologies. | |
| **6.     Schedule of Tasks, Deliverables, Duty-Station & Timeline**     |  |  |  |  | | --- | --- | --- | --- | | **Task** | **Deliverable** | **Duty-Station** | **Anticipated Timeline (days)** | | 1.     Conflict Analysis Workshop with wide range of stakeholders |  | Banjul | 3 | | 2.     Preparation and submission of inception report including detailed study design | Inception Report | Banjul | 5 | | 3.     Field data collection – using variety of methodologies to collect primary and secondary data. Respondents selected from all 6 educational regions of the country. |  | Banjul | 20 | | 4.     Preparation and submission of first draft study report for comments | First draft report | Home-based | 7 | | 5.     Drafting and submission of second draft report after comments | Second draft report | Home-based | 3 | | 6.     Presentation of a summary of the study process, findings and recommendations to validation work and to the Local Education Group | Validation workshop | Banjul | 2 | | 7.     Finalization  and submission of final report | Final Report | Home-based | 2 | | 8.     **Total number** of working days for the Consultant (Days) |  |  | 42 | |
| **7.     Estimated duration of contract; Remuneration; Other Terms and Conditions**  The contractor will be engaged under short-term *individual* contract on part-time basis, immediately after the completion of the contracting procedure, for estimated period of 40 *days*, starting from 1st July 2017 to 30th November 2017. The exact number of days to be proposed by the contractor and discussed with and confirmed, including the specific deadlines, by UNICEF when signing the contract. The Terms of Reference is an integral part of the *individual* contract (SSA) signed with the contractor.  Amounts and terms of payment are subject for negotiations, but should comply with the UN standards. A detailed budget breakdown (budget proposal) shall be submitted together with the technical project proposal.  *Advance payments are not allowed; the payment is against deliverables and the following scheme is applied:*  *1st instalment – 25%* upon submission of Inception Report;  2nd instalment – 25% after submission of First draft report; and  3rd instalment – 50% of the total proposed budget after submission of acceptable final report and presenting its findings to key stakeholders.  UNICEF reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, does not meet the quality standards of both UNICEF and the Government of The Gambia, not delivered or has failed to meet deadlines (fees reduced due to late submission: 5 days – 10%, 15 days – 20%; 1 month – 50%; more than 1 month – payment withheld).   UNICEF does not provide or arrange health insurance coverage for the consultant.  UNICEF will be providing transport (including airfares) but not local transportation as this will be covered in the DSA.  Consultants are expected to include the transportation cost for field data collection in their financial proposals.  UNICEF or the partner may provide limited office space for a short duration.  Consultant is expected to provide own laptop computer. |
| **8.     Supervision and Reporting Arrangements**  The contractor will be supervised and report to the UNICEF Education Specialist with briefing and de-briefing to the Manager Protection and Inclusion of Children and the UNICEF Deputy Representative about the progress of the consultancy. The contractor will work on a daily basis with UNICEF (insert a title of the respective PO, Programme). The UNICEF Education Specialist will interact with the contractor through email correspondence while the consultant is outside of The Gambia. The PO/or team will also provide support to the consultant during visit to The Gambia (if applicable). A steering committee comprising of Government and UNICEF officers will be set up to provide oversight to the study and provide comments. |
| **9.     Qualifications & Experience required**   This consultancy requires the services of a competent individual contractor with high analytical competence and knowledgeable in Conflict Analysis and peacebuilding education. The individual consultant should have the following qualifications and experience.  ·       Advanced University Degree in Education, Social Sciences, statistics or related fields  ·       Experience in undertaking conflict analysis or working in the field of peacebuilding education.  ·       At least 7 years professional work experience in conflict analysis, peacebuilding and truth and reconciliation.  ·       Excellent writing skills in English  ·       Provision of not more than 3 references from clients for whom the bidder has carried out similar work.  The consultant may be required to recruit a national staff as an Assistant Researcher to facilitate in-country logistic issue as may be required for successful implementation of the assignment.  The Assistant Research will have the following tasks:  ·       Planning workshops, logistics of field data collection and making and following up on appointments with key informants.  ·       Follow-up data request placed with Government Ministries and other organizations as may be identified by the consultant.  ·       Support the consultant in understanding the country context  ·       The Assistant Research will not be engaged for more than 30 working days during the period of the research.    The Assistant Research should have the following qualifications and experiences:  ·       A Bachelor’s degree or equivalent from a recognized tertiary or higher education institution  ·       Past experience of successful performance of such functions.  An attestation to support this will be required.  ·       Must acquire proficiency in computer programmes – managing emails, MSWord, Excel and Power Point. |
| 10.  **Intellectual property rights**   UNICEF and the Ministry of Basic and Secondary Education (MoBSE) retain the right to patent and intellectual rights, as well as copyright and other similar intellectual property rights for any discoveries, inventions, production or works arising from the implantation of the project under this Agreement with UNICEF. Neither the contractor nor its personnel shall communicate to any other person or entity any confidential information made known to it by the Ministry of Basic and Secondary Education (MoBSE) and UNICEF in the course of the performance of its obligations under the terms of this Agreement nor shall it use this information to private or company advantage. This provision shall survive the expiration or termination of this Agreement. The right to reproduce or use materials shall be transferred with a written approval of UNICEF based on the consideration of each separate case.   The core reports will be issued by UNICEF and/or the steering committee for the research noting in the acknowledgements sections institutions and persons who have made major contributions to their authorship. Consultants will provide UNICEF and/or the steering committee members with raw data, corrected/verified data once cleaned and programming files that permit replication of results from core research/survey/evaluation reports.  Data collected for the research is the property of the UNICEF Country Programme/and Government of The Gambia, Ministry of Basic and Secondary Education (MoBSE).  Master versions of the data, coding protocols and programming code permitting replication of results of core survey/evaluation reports will be kept by the programme. Copies of the data will be distributed to researchers with the permission of the evaluation steering committee with a view to helping to disseminate learning derived from the data sets.  List the names of the ‘owners’ and/or steering committee for the research (this must include government counterparts). |
| **11.  How to apply**  UNICEF accepts applications from *individual* contractors. The Selection Committee, comprising of UNICEF and the Ministry of Basic and Secondary Education (MoBSE) will review applications and make a final decision of a successful application.  All applications should contain the following documents:  I.               Technical Project Proposal, which would include at least:  -        Statement of the research problem  -        Conceptual framework and research methodology  -        Consultant’s profile/portfolio  -        Proposed timeframes (hour days)  -        Names and contact details of reference persons.  -        List of publications or analytical reports (if applicable)  -        Any other additional information to support the application (optional).    **The below technical evaluation criteria shall be used to evaluate and assess applicants' technical proposal submission:**   |  |  |  | | --- | --- | --- | | **Technical Criteria** | **Technical sub-criteria** | **Maximum Points** | | **Overall Response** | -         Proposed work plan as per our timeline.  Company is able to provide the services within the timelines in the TOR  -         Overall concord between RFP requirements and proposal | 15        5 | |  | ***Maximum points*** | ***20*** | | **Company and key personnel** | -         Prior experience and demonstrated successes in providing similar consultancies | 20 | | -         Proposer’s organizational capacity, profile of the team being proposed for the assignment, profiles of the individual team members, and experience on this particular team in providing similar services. | 15 | | -         Ability of the proposer to grasp the concepts that will constitute the focus of this project and reflect this within the proposal | 10 | | -         Presentation and accuracy of the proposal | 5 | |  | ***Maximum Points*** | ***50*** | |  | **TOTAL TECHNICAL:** | **70 POINTS** |     **Deadline for applications: 31 July 2017.** |

II.             **Financial Proposal:**

-        Detailed budget breakdown (in US Dollars).

Financial Proposal carries 30 points. Upon scoring 50 points and above from the technical proposal will qualify applicants to the next stage.

[[1]](https://admin.dc7.pageuppeople.com/v5.3/provider/managejobs/sourcing/WebsiteCloud.aspx?sData=sA5J8sVXkiuxYRgwKMLCWpyleOj1P57OTB6ye1njC71bSPlaCZhLH8TQ62tozDCohV%2BsUKjF1V9QuICItc%2BMVWli3qy9%2Bd8zM3JGKkhBzZUmYOng3M5UU0TYxnjCzFzFzIdDJe%2FTpQp%2FDpwIvaVLGJvZb65Qu96aKqy9Q%2BTYwVUtckZ8Gp0izA6zv6w3h%2FNj16MdRbzm7TwghzR%2BLn7FRYY8R0avtS4WPEO%2F31Cn4%2FwbutZpYLqB3ghgjU3nUFIvmjQW%2BWFzmPtyJA1SMcdM8A6t%2BMLI1%2BT67wOPPak3k6SY8LERvOQOA7ivNUr%2F8JRpJAA3ZrdatP915239OtzBHMD9KGWbwg5EgCUS4mhVuzrZJe3phHUKUlm37m%2FiaPkB" \l "_ftnref1" \o ") Least developed country by United Nations’ Classification are countries with three-year average GNI US$ 900 or less among other considerations.

[[2]](https://admin.dc7.pageuppeople.com/v5.3/provider/managejobs/sourcing/WebsiteCloud.aspx?sData=sA5J8sVXkiuxYRgwKMLCWpyleOj1P57OTB6ye1njC71bSPlaCZhLH8TQ62tozDCohV%2BsUKjF1V9QuICItc%2BMVWli3qy9%2Bd8zM3JGKkhBzZUmYOng3M5UU0TYxnjCzFzFzIdDJe%2FTpQp%2FDpwIvaVLGJvZb65Qu96aKqy9Q%2BTYwVUtckZ8Gp0izA6zv6w3h%2FNj16MdRbzm7TwghzR%2BLn7FRYY8R0avtS4WPEO%2F31Cn4%2FwbutZpYLqB3ghgjU3nUFIvmjQW%2BWFzmPtyJA1SMcdM8A6t%2BMLI1%2BT67wOPPak3k6SY8LERvOQOA7ivNUr%2F8JRpJAA3ZrdatP915239OtzBHMD9KGWbwg5EgCUS4mhVuzrZJe3phHUKUlm37m%2FiaPkB" \l "_ftnref2" \o ") Programme for Accelerated Growth and Employment (2012-15)