

PRODUCTIVE SAFETY NET PROGRAM PHASE FOUR

TERMS OF REFERENCE for TECHNICAL SUPPORT SPECIALIST (TSS)

PSNP/Humanitarian Food Assistance (HFA) Linkages TSS

1. Background on PSNP and TASC

Productive Safety Net Program Phase Four (PSNP4) and Rural Productive Safety Net Program (RPSNP): The PSNP and RPSNP are integral components of the rural development policy of the government of Ethiopia, to support Ethiopia's chronically and transitory food insecure rural households. The program is implemented in the eight regions of Afar, Amhara, Dire Dawa, Harari, Oromia, SNNPR, Somali, and Tigray. The program provides cash and/or food transfers to the chronically and transitory food insecure households.

The PSNP4 aims to ensure the development of an efficient and effective system for delivering elements of social protection and disaster risk management. In so doing it also aims to make contributions to the Growth and Transformation Plan (GTP) and to the achievement of the four key government policies, strategies and programs, namely the Social Protection Policy; the National Policy and Strategy on Disaster Risk Management (NPSDRM); the National Nutrition Programme (NNP), and the Climate Resilient Green Economy (CRGE). The RPSNP aims to support the government in improving the effectiveness and scalability of its rural safety net system.

The goal of the PSNP is to enhance resilience to shocks and livelihoods and improve food security and nutrition for rural households vulnerable to food insecurity. The PSNP4 follows a system-based approach and builds on a number of important lessons learned towards building sustainable social protection and disaster risk management systems in the country. The PSNP4 is a program of the Government of Ethiopia (GoE); additional funding for program implementation and management is provided by Development Partners, which is coordinated through the World Bank (WB) and the Donor Coordination Team (DCT).

The RPSNP aims to support the Government's rural safety net, which brings together into a common framework the PSNP and humanitarian food assistance provided under the guidance of the Humanitarian Disaster Resilience Plan (HDRP). The HDRP (developed at the start of each calendar year and updated at least once mid-way through the year) details the proposed response to any immediate humanitarian needs as a result of droughts and shocks in Ethiopia along with specific needs to support prevention, recovery and systems building. A key component of this plan is a response to acute food insecurity through humanitarian food assistance. Humanitarian food assistance includes food and cash transfers to households that are food-insecure because of a shock, most often drought, in rural areas. The quantity of humanitarian food assistance and the number of beneficiaries supported varies significantly from year to year. It aimed to respond to between 2 and 10 million people during the past five years.

Technical Assistance to Strengthen Capacity Development for PSNP4 (TASC): TASC is a consultancy funded by the Development Partners to support the implementation of PSNP4 for chronically food insecure people in Ethiopia. The purpose of TASC is to strengthen institutional systems, processes, coordination mechanisms, human resources and organizational capacity of federal, regional, zonal and woreda institutions to deliver PSNP4. TASC provides the management oversight and payroll functions for the identified federal level Technical Support Specialists.

2. Description of Assignment

- a. *Global Objective:* Technical Support Specialists provide specialized expertise to the Government of Ethiopia and to the Directorate to which they are assigned. Their role is to perform PSNP4, scalable safety net (continuum of response)-related services that government-funded staff are not currently not in a position to perform, and to provide guidance to government staff as they learn new skills related to implementation of PSNP functions.

Although there is significant geographical overlap between the PSNP and the Humanitarian Food Assistance (HFA), historically these two programs functioned according to different sets of systems and procedures. As the two systems do not effectively work together yet to form the scalable safety net envisaged by the Government, the **PSNP/HFA Linkages TSS** will provide technical leadership and guidance to the process of integrating the two programs.

- b. *Directorate of assignment:* The **PSNP/HFA Linkages TSS** will be assigned to the Ministry of Agriculture (MoA), in support of the Food Security Coordination Directorate (FSCD), in Addis Ababa.
- c. *Specific objectives:* The specific objective of this technical assistance is to support the Food Security Coordination Directorate to further the dialogue related to the continuum of response between the PSNP and humanitarian food assistance. The focus will be on furthering the agreements that were reached during the April 2017 workshop and the MTR of PSNP 4. Specific agreements to be operationalized include:

- Beneficiary Number planning and needs assessments, targeting and grievance redress
- Benefit Levels, Payment processes and public works conditions
- Resources, resource flows (cash and food) and reporting

The **PSNP/HFA Linkages TSS** will be responsible to:

- i. Develop monitoring tools to track the implementation of the agreements at regional and woreda levels.
 - Analyze the data collected from the use of the monitoring tools.
- ii. Identify potential problem areas and formulate mitigating measures, as required.
- iii. Support the Directorate with the preparation of the National Integrated Food-Cash Plan.
- iv. Monitor the implementation of the Food Management Action Plan.
- v. Further the dialogue around the development of the early warning system with NDRMC.
 - Discuss the use of data from the agricultural advisory system piloted by the Ministry of Agriculture;
 - Develop, together with the stakeholders in FSCD, NDRMC and Development Partners, a timebound action plan for the development of a predictive model for transitory need;
 - Be instrumental in monitoring the implementation of this action plan.
- vi. Ensure that the TSS's functions are successfully transferred to the government staff by the end of FY 2019/2020.

- d. *Required outputs / deliverables:*

Topic Area	Task	Deliverables	Deadline
Beneficiary number setting and needs assessment	<ul style="list-style-type: none"> Represent the FSCD in planning for the seasonal needs' assessment and support in the preparation of relevant inputs 	FSCD inputs into materials provided to seasonal needs' assessment teams	Approx. November and May of each year
	<ul style="list-style-type: none"> Represent the FSCD in discussions regarding the results of seasonal needs' assessments and support the development of relevant inputs for the HDRP. 		Approx. December and June of each year
	<ul style="list-style-type: none"> Support the FSCD with its inputs into the development of the National Integrated Food-Cash Plan, including participation in relevant discussions. 	Key FSCD information related to core caseloads, transfer schedules, food/cash mix and benefit levels shared with NDRMC	Approx. July of each year (and updated as necessary)
		Agreed National Integrated Food-Cash Plan following each seasonal assessment	Approx. July and January of each year.
	<ul style="list-style-type: none"> Support the FSCD to further dialogue around the development of the early warning/needs assessment system with the NDRMC. 	Agreed joint action plan	March 2019
Delivery of relevant inputs in accordance with action plan			
Implementation of a coordinated response (targeting, grievance redress, payments and public works)	<ul style="list-style-type: none"> Support as required and develop systems for monitoring the implementation of agreed actions outlined in the 'Continuum of Response' report 	Support development of roll out plan for implementation of agreements	January 2019
		Quarterly workplans for own inputs into the process	<i>At the end of each quarter starting end of Dec. 2018</i>
		Develop monitoring tools	January 2019
		Monthly reports to FSCD and quarterly reports to DPs	At the end of each month and 45 days after the end of each quarter.
		Development of a guide to allow implementers to understand how PSNP transfer schedules relate to HFA rounds.	January 2019 and updated when relevant.
		Provide training to federal/regional level experts on "continuum of Response" Guidelines	-Develop a training roadmap by January 2019 -Provide training by June 2019

Topic Area	Task	Deliverables	Deadline
		Facilitate regional dialogue/meetings to strengthen integration of the two systems	Twice yearly
Resources, budgeting and Reporting	<ul style="list-style-type: none"> Support and monitor implementation of the Food Management Action Plan 	Coordinate inputs from FSCD, participate in meetings with CMU and produce monthly internal progress updates for FSCD/NDRMC management.	At the end of each month
	<ul style="list-style-type: none"> On behalf of the Directorate, work with the NDRMC to develop joint reporting mechanisms to monitor and report status of transfers (disbursement/delivery to woredas and distribution to beneficiaries) as inputs into decision making 	Agreed joint reporting tools developed	January 2019
		Regular reporting	Monthly
	<ul style="list-style-type: none"> Work with FSCD finance staff to improve financial reporting on contingency budget use 	Regular updates on use the use of contingency budgets as input to progress reports	Monthly and Quarterly

- e. *Accountability measures:* Performance reviews, based on the Description of the Assignment and Deliverables, will be conducted on a quarterly basis by representatives from the GoE, the WB/DCT and TASC.

3. Expert's Profile

- a. *Full time:* 260 paid days per year as an employee of the TASC consultancy.
- b. *Minimum number of years relevant or equivalent experience required:* At least 10 years of relevant experience demonstrating a track record of working with multiple stakeholders at national levels. Experience on social transfers and safety nets; humanitarian assistance, food security, and rural development desired.
- c. *Required level of education:* Master's Degree.
- d. *Specific skills required:*
 - i. Excellent verbal and written communication skills in the English language.
 - ii. Adequate knowledge of the public sector, social protection and humanitarian assistance in Ethiopia.
 - iii. Robust strategic approach to problem solving.
 - iv. Sound technical capabilities in the preparation, implementation and monitoring of action plans.
 - v. Strong communication skills in presenting, discussing, and resolving difficult issues, both orally and in writing.
 - vi. Ability to work independently.
 - vii. Ability to deal sensitively with multi-cultural environment and function effectively with multidisciplinary counterparts/teams.

4. Location and Duration

- a. *Start date and expected duration of assignment:* The **PSNP/HFA Linkages TSS** assignment will begin approximately January 1, 2019; and will continue for two years. The initial assignment will be for one year, renewable upon satisfactory performance and ongoing need.
- b. *Probation period:* 60 working days, followed by first performance review conducted by WB/DCT, GoE and TASC.
- c. *Location of assignment:* The Technical Support Specialist will be based in the Ministry of Agriculture in Addis Ababa.
- d. *Expectation of travel beyond primary location of assignment:* Travel to the regions, zones and woredas that are implementing PSNP4 may be required, as assigned by the Directorate or TASC. Approved travel expenses will be reimbursed by TASC.

5. Reporting Responsibilities

- a. *Type(s) of reports required:* Provide quarterly progress reports against the items mentioned in the Terms of Reference for the position. Contribute to the TASC semi-annual progress reports, including assessment of lessons learned and best practices.
- b. *Purpose of the reports:* To keep the GoE and Development Partners apprised of progress toward the achievement of PSNP objectives.
- c. *To whom are reports submitted:* Reports are to be prepared with the assistance and oversight of TASC, and are to be submitted to the Director of Food Security Coordination Directorate, with copies to DCT/WB and TASC.

6. Management Oversight

- a. The **PSNP/HRD Linkages TSS** will work closely with and report directly to the Director of FSCD.
- b. Joint management oversight will be provided by the GoE, TASC and WB/DCT. TSS performance will be evaluated on a quarterly basis, at which time performance against the TSS's work plan and deliverables will be assessed.
- c. TASC will provide operational oversight and assistance in the preparation of plans and reports, and in the implementation of the individual work plan.
- d. Payroll services and administrative oversight is provided by the TASC consultancy.