

**STANDARD LETTER OF AGREEMENT BETWEEN  
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND  
THE OFFICE OF THE PRIME MINISTER OF THE FEDERAL GOVERNMENT OF SOMALIA  
ON THE EXECUTION OF THE SOMALIA JOINT JUSTICE PROGRAMME  
WHEN UNDP SERVES AS EXECUTING ENTITY**

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as “UNDP”) in *Somalia* and officials of *the Office of Prime the Minister (OPM) of the Federal Government of Somalia* with respect to the realization of activities by *the OPM Federal Government of Somalia* in the Execution of the project ‘Operationalizing the Somali National Strategy and Action Plan on Preventing and Countering of Violent Extremism’ Project Number: 00112325 as specified in Attachment 1: Project Document, to which UNDP has been selected as executing entity.

2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by *the Office of the Prime Minister (OPM) of the Federal Government of Somalia* towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as “Activities”). Close consultations will be held between the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* and UNDP on all aspects of the Activities.

3. *The Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP’s Financial Regulations and Rules. In all other cases, UNDP’s Financial Regulations and Rules must be followed.

4. In carrying out the activities under this Letter, the personnel and sub-contractors of the *the Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of *the Office of the Prime Minister (OPM) of the Federal Government of Somalia* or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by *the Office of the Prime Minister (OPM) of the Federal Government of Somalia* and its personnel as a result of their work pertaining to the Activities.

5. Any subcontractors, including NGOs under contract with the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall work under the supervision of the designated official of the *Office of the Prime Minister (OPM) of the Federal Government of Somalia*. These subcontractors shall remain accountable to the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* for the manner in which assigned functions are discharged.

6. Upon signature of this Letter, UNDP will make payments to the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.

7. *The Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall open an account with the financial services provider identified by UNDP in the name of the grant or project or activity. No other contributions are to be received in that specific account. The account must have a minimum of two signatories. In the event of change of any of the signatories, *the Office of Prime Minister (OPM) of the Federal Government of Somalia* and the financial services provider undertake to notify UNDP immediately. UNDP reserves the right to request a bank statement from the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* or, if necessary, from the financial services provider, for scrutiny and authentication.

8. *The Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. *The Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* with any funds or to make any reimbursement for expenses incurred by the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* in excess of the total budget as set forth in Attachment 3.

9. *The Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall submit a cumulative financial report each quarter (31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* in the financial report for Operationalizing Somali National Strategy and Action Plan on Preventing and Countering of Violent Extremism Project Number: 00112325.

10. *The Office of the Prime Minister (OPM) of the Federal Government of Somalia* shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.

11. *The Office of Prime Minister (OPM) of the Federal Government of Somalia* shall furnish a final report within one month after the completion or termination of the Activities, including a list of non-expendable equipment purchased by the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

12. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and the *Office of the Prime Minister (OPM) of the Federal Government of Somalia*.

13. Any changes to the Project Document which would affect the work being performed by the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* in accordance with Attachment 2 shall be recommended only after consultation between the parties.

14. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* and UNDP.

15. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* according to Attachment 2, or until terminated in writing (with 30 days' notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* unless it receives written indication to the contrary from UNDP.

16. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP. The balance of funds should also be returned in case the project is closed or is terminated early at the request of either of the parties.

17. Any amendment to this Letter shall be effected by mutual agreement, in writing,

18. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to:

*George Conway, Country Director, UNDP Somalia  
UN Common Compound, Airport Road, Mogadishu, Somalia*

19. *The Office of Prime Minister (OPM) of the Federal Government of Somalia* keep the UNDP Country Director/Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

20. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

21. Any dispute between the UNDP and the *Office of the Prime Minister (OPM) of the Federal Government of Somalia* arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

22. UNDP has a zero-tolerance policy against fraud and other corrupt practices that are inconsistent with the UN Standard of Conduct or involve a loss to UNDP funds. UNDP does not charge fees at any stage of a procurement/contracting/agreement process, whether supplier

registration, bids/proposal submission, contract/agreement award, or payment issuance. UNDP takes all reports of alleged wrongdoing seriously. UNDP's Office of Audit and Investigations (OAI) has established an Investigations Hotline and other measures to ensure that persons wishing to report fraud may do so, free of charge, using a number of different options. Anyone with information regarding fraud against UNDP programmes or involving UNDP staff is strongly encouraged to report this information through the Investigations Hotline: [hotline@undp.org](mailto:hotline@undp.org). UNDP's Anti-Fraud Policy and other options for reporting wrongdoing are available at UNDP's website:

[http://www.undp.org/content/undp/en/home/operations/accountability/audit/office\\_of\\_audit\\_andinvestigation.html](http://www.undp.org/content/undp/en/home/operations/accountability/audit/office_of_audit_andinvestigation.html)

23. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for the *Office of the Prime Minister (OPM) of the Federal Government of Somalia's* participation in the execution of the project.

Yours sincerely,  
Signed on behalf of UNDP

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**George Conway, Country Director**

Signed on behalf of the Office of the Prime Minister (OPM) of the Federal Government of Somalia

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**H.E Avv. Mahdi Mohamed Guleid**  
**Deputy Prime Minister of Somalia**

## **Attachment 1**

### PROJECT DOCUMENT EXTRACT

As a part of implementing the adopted PCVE Strategy in Somalia, the project will assist Somalia to staff and operationalize its coordination mechanism at the national and FMS levels. The project will provide operational support for the PVCE coordination mechanisms, including regular CAS Stand 4 coordination meetings, in addition to training and technical assistance. The project will promote linkages between Somali and regional PVCE initiatives, in partnership with other actors.

Consultations and workshops will be held with relevant stakeholders at national and federal member state level. These workshops will build the capacities of networks to engage on PCVE issues and provide feedback on PCVE priorities. The project will also support small scale 'action research', including mapping of existing PCVE initiatives at community levels. Based on feedback provided during consultation and guided by the research studies, priorities and methodologies will be established for 'Phase 2' follow-on medium-term support to PCVE coordination, building upon the foundations laid under this project.

#### **Indicative Outcome:**

PCVE coordination by national authorities is functional at Federal and Federal Member State levels, and consultation mechanisms established.

**Output 1:** The coordination office at OPM and PCVE focal points at the Federal level and FMS are staffed and capacitated to coordinate on PCVE and commence the implementation of priority issues from their respective PCVE action plans.

**Output 2:** Stakeholder consultations and research are undertaken to inform the development of Phase 2 PCVE support.

**Outcome 1: PCVE coordination by national authorities is functional at Federal and Federal Member State levels, and consultation mechanisms are established.**

This outcome focuses on supporting the implementation of CAS Strand 4 and the Government's PCVE Strategy, by:

- Supporting the Government to establish a functional system of PCVE coordination between national and federal member states,
- Supporting the operational costs associated with Government coordination of PCVE (such as salaries and meeting costs) and the implementation of selected priority activities from the PCVE Action Plans and
- Supporting the Government led PCVE coordinators to hold dialogues and establish coordination mechanisms with community stakeholders (i.e. civil society, women's groups, traditional leaders, religious leaders) which contribute to PCVE.

As the current phase of the project is intended for twelve months, the outcome is designed to be realistically achievable within this timeframe. The outcome is the result of two Outputs:

Output 1: The coordination office at OPM and PCVE focal points at the Federal level and FMS are staffed and capacitated to coordinate on PCVE and commence the implementation of priority issues from their respective PCVE action plans.

Output 2: Stakeholder consultations and research are undertaken to inform the development of Phase 2 PCVE support

**Output 2: Stakeholder consultations and research are undertaken to inform the development of Phase 2 PCVE support**

This Output comprises:

- Consultations with stakeholders (women's groups, religious leaders, traditional leaders, youth), undertaken through national and State level conferences and involving existing networks where they exist.
- Undertaking small scale, action research to help further develop the knowledge base on PCVE in Somalia.

On the basis of the consultations undertaken and informed by this research and other research already undertaken, a project document will be developed for a medium-term (3 year) Phase 2 project, building upon the foundations established in this project.

## Attachment 2

### DESCRIPTION OF ACTIVITIES

**Project number:** 00112325

**Project title:** Operationalizing Somali National Strategy and Action Plan on Preventing and Countering of Violent Extremism

**Project Duration:** 1<sup>st</sup> September – 31<sup>st</sup> December 2018

#### **Results to be achieved by Preventing and Countering Violent Extremism (PCVE) Unit of Office of Prime Minister (OPM) of the Federal Government of Somalia**

As Part of the Letter of Agreement, the OPM agrees to achieve the following results:

**Outcome:**

PCVE coordination by national authorities is functional at Federal and Federal Member State levels, and consultation mechanisms established.

**Output 1: The coordination office at OPM and PCVE focal points at the Federal level and FMS are staffed and capacitated to coordinate on PCVE and commence the implementation of priority issues from their respective PCVE action plans.**

**Baseline:** CAS Strand 4 discussions initiated in 2017 on PCVE National Action Plan and identification of PCVE focal points at FMS.

**Indicators:**

- # of CAS Strand 4 PCVE discussions are undertaken regularly with a wide range of national and international stakeholders.
- One research work undertaken on PCVE in Somalia
- No. of qualified and experienced persons for PCVE work in Somalia identified and their capacity is further developed
- Preparation of the institutional development and capacity building plan, including transitional salary funding arrangements.

**Targets:**

- support provided for 6 Strand 4 meetings.
- Institutional development and capacity building plan completed

**Output 2:**

**Stakeholder consultations and research are undertaken to inform the development of Phase 2 PCVE support**

**Baseline:** Limited strategic engagement after approval of national PCVE Strategy

**Indicators:** No. of trainings provided on PCVE to strategic groups to expand to the communities at the FMS

**Target:** More than 400 people identified from the FMS and community to become advocates for PCVE

**Baseline:** No PCVE platform exists in Somalia

**Indicators:**

- No of dialogue platforms established on PCVE at FMS
- No. of elders/religious sensitized
- No. of communications and advocacy strategies produced & disseminated

**Targets:**

- 6 workshops undertaken on PCVE.
- 100 elders/religious sensitized across FMS
- One communications/ advocacy strategy produced

**Indicators:**

- Research work undertaken on PCVE in Somalia

**Targets:**

- One project document developed
- two research studies completed
- Successor project document designed in collaboration with stakeholders

**Work to be performed by the PCVE Unit of OPM of Federal Government of Somalia**

As part of this Letter of Agreement, the Ministry of Justice will carry out the following activities:

The PCVE Unit of OPM of Federal Government of Somalia will undertake all activities required for the implementation of the Letter of Agreement, including:

**Output 1: Activity Result 1.1 Coordination Focal Points**

**The PCVE Unit of OPM shall undertake the regular coordination of the FMS**

**Activity result 1.3: Undertake CAS Meetings**

- Shall organize 2 Comprehensive Approach to Security (CAS) Strand 4 meetings and ensure that there is civil society and FMS participation.
- Invitation shall be sent to the UNDP Regional expert to present Journey to Extremism at CAS Strand 4 meeting.
- The progress made under PCVE shall be discussed at the Rule of Law working group of NDP, Pillar 9 Human Rights and Gender Pillar working group and Stabilization working group within CAS Strand and relevant NDP pillars.
- Sustainable Development Goal 16 relevant indicators and targets on peace and security established for Somalia.
- Through a transparent recruitment process, ensure that staff supported under this LOA are recruited with UNDP involvement.
- Undertake a transparent procurement process to solicit the services of vendors to provide operational support items with UNDP involvement.
- Liaise closely with Somali National Women's Organisations and other NGO/civil society experts to plan Women' Forum and Peace rally.



- Update the PCVE action Plan to include gender responsiveness inputs based on feedback of Women's Forum.
- Liaise with FMS focal persons for study tour outside the country to learn global best practices.
- Prepare detailed concept note and budget to organise religious leader's conference with involvement of FMS.
- Organise with the UN orientation and capacity development workshop to develop 2019 workplan.
- Organise one Programme Steering Committee to get 2019 workplan and proposal for research study approved.
- Prepare concept note on how the communications/media strategy shall be developed and also the concept note shall include two TORs for researcher and international consultant for development of communications strategy as per project document.
- Hire one media consultant for two months to prepare 2 reports on (1) how social media shall be tracked and (2) map the type of groups active on social media

**Notes:**

- The OPM is responsible to undertake monitoring activities, including baseline data collection prior to the start of the project, monitoring to assess progress towards intended outputs, reviews or studies if required to measure effect of project, field visits, etc. The OPM is expected to provide a complete list of beneficiaries with names, contact details and baseline information as relevant to the project, as well as attendance sheets with participants' names and signatures for activities such as trainings, workshops etc. The OPM is also expected to provide, to the extent possible, photographic evidence of the activities undertaken and case studies (including, contact information, quotes, photographs, impact etc.) in the programmatic narrative reports. UNDP and partners will conduct programmatic monitoring and use approaches that involve the community and government and enable women and children to benefit from the process.
- The **Terms of References** of technical positions under this LOA will be prepared by OPM and shared with UNDP within the first month of signing this agreement. The OPM agrees to come up with robust terms of references to justify the salaries to be paid under this LOA.
- Further, the OPM agrees to develop a system within the PCVE office and the FMS Focal persons for verifying the delivery of staff against agreed terms of references before making their payments.
- Moreover, the OPM is required to report against the delivery of staff and experts as part of the narrative report. Guiding notes and deliverables are provided in annex 2 for preparing the terms of references for the key positions under this Letter of Agreement.
- For all positions, the OPM agrees to carry out transparent appointment process and makes sure that efforts are made to recruit at least one-third of those selected for the positions are female.

**Results to be achieved by UNDP**

1. UNDP project staff will provide regular mentoring to staff at the PCVE Unit of OPM especially to those responsible for reporting against this agreement on reporting, monitoring and evaluation of the agreement.
2. UNDP shall process all direct payments and direct implementation payments in a timely manner.
3. UNDP shall ensure that regular updates are provided to the OPM teams.

**Description of inputs:** UNDP will provide the PCVE Unit of OPM on financial, technical and advisory support to carry out this agreement.

UNDP will support the OPM with a total amount of **USD \$406,440** to support financial the activities in this LOA and to enable the Ministry of Justice to deliver the expected results.

**Annexes:** Detailed Excel budget

**Attachment 3**

**Scheduled of Activities, Facilities and Payments**

**Year: September to December 2018**

EXPECTED OUTPUTS And baseline, indicators including annual targets	PLANNED ACTIVITIES <i>List activity results and associated actions</i>	RESPONSIBLE PARTY and Code				PLANNED BUDGET			
		Q3	Q4		Funding Source and fund donor code	Budget line code and Description	Amount in USD	Q3 2018	Q4 2018
<p><b>Output 1: The coordination office at OPM and PCVE focal points at the Federal level and FMS are staffed and capacitated to coordinate on PCVE and commence the implementation of priority issues from their respective PCVE action plans.</b></p> <p><b>Baseline:</b> CAS Strand 4 discussions initiated in 2017 on PCVE National Action Plan and identification of PCVE focal points at FMS.</p> <p><b>Indicators:</b> - # of CAS Strand 4 PCVE discussions are undertaken regularly with a wide range of national and international stakeholders.</p>	<p><b>Activity Result 1.1 Coordination Focal Points</b> Activity: Appointment of FMS PCVE focal points and coordinators;</p> <p><u>Activities:</u> 11 qualified persons appointed for PCVE by OPM representing FMS and for the office of PCVE at OPM. (ie 11 salaries x 4 months)</p> <p>Office equipment-furniture-internet, stationary</p>	X	X	OPM	MPTF	Contractual Services-Imp Partn – 71800	87,740	21,935	65,805
				008089	Fund: 30000				
				UNDP	Donor: 12269				
				001981					
						Office equipment/furniture – 72200	15,000		15,000
						Vehicle Rent-73400	6300		6300
						Supplies-72500	2000		2000
						Communic & Audio Visual Equip-72400	1500		1500

<p>- research identified on PCVE in Somalia</p> <p>-No. of qualified and experienced persons for PCVE work in Somalia identified</p> <p>- Preparation of the institutional development and capacity building plan, including transitional salary funding arrangements.</p> <p><b>Targets:</b></p> <p>-Two CAS Strand 4 meetings organized</p> <p>- One research identified on PCVE in Somalia</p> <p>-11 qualified and experienced persons appointed to deliver of National PCVE strategy receives orientation for two days</p> <p>- Draft paper developed on institutional development and capacity building plan, including transitional salary funding arrangements.</p>	<p><b>Activity result 1.3</b></p> <p><b>CAS Meetings</b></p> <p><u>Activities:</u></p> <p>Support shall be provided for the Comprehensive Approach to Security (CAS) Strand 4 meetings</p> <p>Travel for Integrated UNPCVE team to attend Strand 4 meeting and present Journey to Extremism</p>	x	x	OPM 008089	MPTF Fund: 30000	Training, Workshops and Confer - 75700	5,000		5,000
				UNDP 001981	Donor: 12269	Travel – 71600	2,000		2,000
	<p><b>Activity Result 1.4</b></p> <p>International exposure on The Reintegration of Fighters in Epicenters of Extremist Violence in Africa;</p> <p><u>Activities:</u></p> <p>travel for 8 persons</p>	X	X	OPM 008089	MPTF Fund: 30000	Travel – 71600	10,000		10,000
				UNDP 001981	Donor: 12269				
<b>Subtotal Activity 1</b>							<b>129,540</b>	<b>21,935</b>	<b>107,605</b>
<p><b>Output 2:</b></p> <p><b>Stakeholder consultations and research are undertaken to inform the development of PCVE support</b></p> <p><b>Baseline:</b> No PCVE platform exists in Somalia</p> <p><b>Indicators:</b></p> <p>1. One draft declaration on peace and reconciliation by women forum.</p>	<p><b>2.1 Stakeholder consultations</b></p> <p><b>Activity Result 2.1.1</b></p> <p>Women’s forum held on PCVE with Somali National Women’s Organisation (SNWO) Somali National Women’s Organisation (SNWO)</p> <p><u>Activities:</u></p>	X	X	OPM 008089	MPTF Fund: 30000	Training, Workshops and Confer - 75700	129,900		129,900
				UNDP 001981	Donor: 12269				

<p>2. Committee of Goodwill Ambassadors.</p> <p>3. Gender responsive National Strategy and Action Plan to Prevent and Counter Violent Extremism.</p> <p><b>Target:</b> One Women's Forum organized at National level followed by 6 peace rallies at FMS and Mogadishu. -Research work undertaken on PCVE in Somalia</p>	<ul style="list-style-type: none"> <li>• Women Peace Forum to be undertaken with Somali National Women's Organisation- Preparatory meetings undertaken for planning purposes travel &amp; DSA for 5 persons prior to the Women Peace Forum</li> <li>• Women Peace Forum to be undertaken with Somali National Women's Organisation- Preparatory meetings undertaken for planning purposes travel &amp; DSA for 5 persons prior to the Women Peace Forum</li> <li>8 planning meetings.</li> <li>• 3 days for 200 participants Women's Forum in Mogadishu cost for venue, catering to be through UNDP LTA</li> <li>• Travel costs &amp; DSA for 25 FMS participants</li> <li>• Media coverage of event on radio, TV and social media for National Forum and peace rallies</li> <li>• Peace Rally in Mogadishu and Peace Rally at five FMS capitals and Mogadishu at USD 3600X6 To hire buses and facilitate transportation from districts.</li> <li>• Printings of banners, posters and flyers/promotion materials</li> </ul>							
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	<p>etc. USD 4166 per FMS and Mogadishu</p> <ul style="list-style-type: none"> <li>• Report and documentation on women’s contributions are clearly detailed with the specific issues.</li> <li>• Cost for 30 facilitators/report writers/note takers to be paid USD 100 per day for 3 days each</li> <li>•Final report with Action plan to be printed 1000 copies in Somali</li> </ul> <p>Religious leaders conference held</p> <p>Consultant for Women's Forum from Somali National Women's Organization ( 2 months X 2 X \$1,500)</p>					<p>Training, Workshops and Confer - 75700</p> <p>Contractual Services-Imp Partn – 71800</p>	<p>90,000</p> <p>6,000</p>		<p>90,000</p> <p>6,000</p>
	<p><b>Activity result 2.1.2</b> Six capacity building workshop on PCVE undertaken with FMS focal persons and PCVE Unit personnel and practitioners to establish business processes with all PCVE focal points and develop training plans and workplan for 2019 <u>Activities:</u> - TOR for consultants to undertake communications/</p>	X		<p>OPM 008089</p> <p>UNDP 001981</p>	<p>MPTF Fund: 30000</p> <p>Donor: 12269</p>	<p>Training, Workshops and Confer - 75700</p>	<p>36,000</p>	<p>36,000</p>	

	media strategy developed; template developed for communications strategy							
	<b>Activity result 2.1.2</b> One capacity building workshop on PCVE undertaken with FMS focal persons and PCVE unit personnel and practitioners to establish business processes with all PCVE focal points and develop training plans and work plan for 2019	X	OPM 008089  UNDP 001981	MPTF Fund: 30000 Donor: 12269	Training, Workshops and Confer - 75700	10,000		10,000
	<b>Activity result 2.2: Action research</b>  <b>Activity Result 2.2.1</b> -Identification and endorsement of research study by PSC:  <u>Activity:</u> One consultant on religious studies to present concept at PSC  <b>Activity Result 2.2.2:</b> Capacity Building on development of awareness raising strategies on PCVE and terrorism and develop communications/ media strategy <u>Activity:</u> One consultant to undertake social media monitoring	X	OPM 008089  UNDP 001981	MPTF Fund: 30000 Donor: 12269	Contractual Services- Imp Partn – 71800          Contractual Services- Imp Partn - 71800	2,500          2,500		2,500          2,500
<b>Sub-Total Activity 2</b>						<b>276900</b>	<b>36,000</b>	<b>240,900</b>
<b>Total in USD</b>						<b>USD 406,440</b>	<b>57,935</b>	<b>348,505</b>

Note:

- Payments in this LOA will be subject to the availability of funds from the donors under the Project Operationalizing Somali National Strategy and Action Plan on Preventing and Countering of Violent Extremism Project.
- Adjustments within each of the outputs may be made in consultation between UNDP and the OPM. Such adjustments may be made if they are in keeping with the provisions of the Project Document and if they are found to be in the best interest of the project.
- UNDP will release funds for the implementation of activities specified under this LOA following the schedule laid out in attachment.
- Under the direct payment, the IP is responsible/accountable for procurement actions. Procurement and the award of contracts must follow transparent procedures in line with internationally recognized procurement standards.
- The procurement process for rental vehicle, stationery and internet will be undertaken by the OPM. UNDP will closely monitor the process and will review the process and supporting documents. UNDP can refuse to accept the expenditure when based on UNDP review, the procurement process is assessed as improper and the supporting documents are insufficient.
- For all recruitments and soliciting of services by the OPM, UNDP will be involved in the development of specifications, TORs, and in the evaluation of the bids and recruitment of the positions outlined in this LOA. TORs should clearly state deliverables, duration of assignment and rate of payment, and should be shared with UNDP before advertisement.
- In the execution of this LOA, the OPM should consider gender balance in recruitment and selection of consultants who should be recruited through a transparent process, with UNDP providing oversight and quality control to the long-listing, shortlisting and interviewing of candidates with gender balance in mind. The job adverts should encourage qualified women to apply. The OPM should make every effort to ensure that at least one third of those selected for the positions are female.
- For training, workshops, consultation meetings and study tour, the OPM must submit a detailed plan prior to the commencement of the activity to the UNDP, in which UNDP will approve the activity.

**For financial management**, the following book keeping processes will be requested to the IP to be implemented for the duration of the LoA:

- To maintain fixed assets, register and schedule a physical inventory of assets
- To establish a proper filing system for payment vouchers and project files
- If required, the templates to be used and list of required supporting documents for each type of transactions can be provided by UNDP.



**Attachment 2: Fund Transfer Modalities**

In this LOA, UNDP will make payment to the Office of Prime Minister, Federal Government of Somalia using two payment modalities: 52.78% Direct Implementation and 48% Direct Payment as indicated in the below table. There is no cash advance.

<b>Budget Description</b>	<b>Budget USD</b>	<b>Direct Payment</b>	<b>Direct Implementation</b>
Salaries for consultants and experts 71800 Contractual Svcs ImpPtr	98,740	98,740	0
75700 Training, Workshops and Confer	270,900	68,400	202,500
72500-Supplies	2,000	2,000	
73400-Rental & Maint of Other Equip	6,300	6,300	
72400-Communic & Audio Visual Equip	1,500	1,500	
72200-Equipment and Furniture	15,000	0	15,000
71600-Travel	12,000		12,000
<b>Total</b>	<b>406,440</b>	<b>176,940</b>	<b>229,500</b>

Attachment 4

**MODEL UNDP EXPENDITURE REPORT**

Period \_\_\_\_\_

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Planned Budget		Payments and Expenditures		
		Budget Description	Amount	Payments received	Expenditures	Balance
		<b>Total</b>				



**Annex 1 : Detailed Excel Budget**

	Activities	Months	No. Unit	USD	Total	Payment Modality			
#	Staff					Direct Implementation	Direct Payment	Q3	Q4
1.1	National Coordinator PCVE 50% cost sharing with UNDP State Formation project	4	1	3,225	12,900		12,900	3,225	9,675
1.1	Deputy Coordinator PCVE	4	1	5,010	20,040		20,040	5,010	15,030
1.1	Monitoring and Evaluation Officer	4	1	2,650	10,600		10,600	2,650	7,950
1.1	Research Analyst	4	1	2,650	10,600		10,600	2,650	7,950
1.1	Administration and Finance Officer	4	1	1,200	4,800		4,800	1,200	3,600
1.1	FMS Focal Point in State Office of the Prime Minister - (6 positions)	4	6	1,200	28,800		28,800	7,200	21,600
2.1	Consultant for Women's Forum from Somali National Women's Organization	2	1	3000	6,000		6,000		6,000
2.2.1	One consultant on religious studies to present concept at PSC	2	1	1,250	2,500		2,500		2,500
2.2.2	One consultant to undertake social media monitoring	2	1	1,250	2,500		2,500		2,500
	<b>Sub-Total</b>				<b>98,740</b>	<b>-</b>	<b>98,740</b>	<b>21,935</b>	<b>76,805</b>
	Workshops and events								
1.3	2 CAS strand 4 meetings	2	1	2,500	5,000	5,000			5,000
1.3	Travel cost of UNDP for presentation	1	1	2,000	2,000	2,000			2,000
1.4	International exposure on The Reintegration of Fighters in Epicenters of Extremist Violence in Africa; travel for 8 persons and DSA	8	1	1,250	10,000	10,000			10,000
2.1.1	Women Peace Forum to be undertaken with Somali National Women's Organisation- Preparatory meetings undertaken for planning purposes travel & DSA for 5 persons prior to the Women Peace Forum	1	1	5,000	5,000	5,000			5,000
2.1.1	8 planning meetings	1	8	300	2,400		2,400		2,400
2.1.1	3 days for 200 participants Women's Forum in Mogadishu cost for venue, catering to be through UNDP LTA	1	1	27,000	27,000	27,000			27,000
2.1.1	Travel costs & DSA for 25 FMS participants	1	1	19,500	19,500	19,500			19,500
2.1.1	Media coverage of event on radio, TV and social media	1	1	10,000	10,000		10,000		10,000

	for National Forum and peace rallies								
2.1.1	Peace Rally in Mogadishu and Peace Rally at five FMS capitals and Mogadishu at USD 3600X6	1	1	22,000	22,000	-	22,000		22,000
2.1.1	To hire buses and facilitate transportation from districts.						-		-
2.1.1	Printings of banners, posters and flyers/promotion materials etc. USD 4166 per FMS and Mogadishu	1	1	25,000	25,000		25,000		25,000
2.1.1	Report and documentation on women's contributions are clearly detailed with the specific issues.					-	-		-
2.1.1	Cost for 30 facilitators/report writers/note takers to be paid USD 100 per day for 3 days each	3	30	100	9,000		9,000		9,000
2.1.1	Final report with Action plan to be printed 1000 copies in Somali	1	1000	10	10,000	10,000			10,000
2.1.1	Religious leaders conference for 5 days	1	1	90,000	90,000	90,000			90,000
2.1.2	Six capacity building workshop on PCVE undertaken with FMS focal persons and PCVE Unit personnel and practitioners	1	1	36,000	36,000	36,000		36,000	0
2.1.2	One capacity building workshop on PCVE undertaken with FMS focal persons and PCVE Unit personnel and practitioners	1	1	\$10,000	\$10,000	\$10,000			\$10,000
	<b>Sub-Total</b>				<b>282,900</b>	<b>214,500</b>	<b>68,400</b>	<b>36,000</b>	<b>246,900</b>
<b>3</b>	<b>Operational Support</b>								
1.1	Stationery and Office Supplies	4	1	500	2,000		2,000		2,000
1.1	Rental vehicle	3	1	2100	6,300		6300		6300
1.1	Internet	3	1	500	1,500		1,500		1,500
1.1	Office furniture	1	1	15,000	15,000	15,000	0		15,000
	<b>Sub-Total</b>				<b>24,800</b>	<b>15,000</b>	<b>9,800</b>	<b>-</b>	<b>24,800</b>
	<b>Grand Total</b>				<b>406,440</b>	<b>229,500</b>	<b>176,940</b>	<b>57,935</b>	<b>348,505</b>

## Annex I -

### **Draft Terms of Reference - National PCVE Coordination Office at the OPM**

#### **Background**

The aim of the Coordination Office of the OPM is to outline a clear vision for countering and preventing violent extremism. This will be based on a better understanding of the process of recruitment and the drivers of violent extremism as well as the development of sufficient capacity to support resilience within communities so they can live and prosper in a more peaceful Somalia. This office will provide guidance, coordination and monitoring of the overall results and impact through consultative process between the FMS and the international community.

The **core objectives** are to:

- coordinate across the government and international and national partners;
- Engage closely with the FMS and concerned offices/personnel on PCVE of the FMS.
- Strengthen research;
- Build capacity across regions, civil society and FGS;
- Communicate effectively;
- Monitor the activities through results matrix and measure progress;
- Regularly recalibrate the National Strategy for PCVE document to ensure that the implementation is strategic, cohesive, sustainable, and consistently fit for purpose
- Engage in continued dialogue on possible causes of terrorism and the development of remedial strategies
- Organize the regular Strand 4 meetings under CAS.

This office is based on important **principles and values** that separate them from those who use violence against us and others. Islam promotes peaceful co-existence and harmony and our faith guides all of our efforts.

The Coordination office is an integral part of the National Security Architecture. Therefore it would be the role of the Coordination office to regularly provide status update on the implementation of the PCVE National Action Plan and link it to the various security, development and rule of law institutions to ensure progress of the PCVE work in Somalia. The National Coordinator shall provide the quarterly progress updates to the National Security Council.

The coordination office provides guidance in supporting communities that are being targeted for recruitment: by providing tools for family, friends, and trusted community leaders to undertake interventions at the individual level; partnering with local CSOs in efforts that promote community empowerment through civic participation, skills development, community mediation, and dialogue; and working with local civil society organisations to facilitate state-community dialogue to address community grievances.

#### **Roles and Responsibilities**

##### **The Roles of Line Ministries.**

P/CVE is a cross-cutting issue that requires careful coordination across many institutions. The process of developing this Strategy has benefitted from the active participation of line ministries and they too will have an important role to play in implementing initiatives to prevent and counter violent extremism.

Current Stakeholders are Ministry of Youth & Sport, Ministry of Justice, Ministry of International Security, Ministry of Endowment and Religious Affairs, The Director of the National Defectors program, Ministry of Women and Human Rights, Office of the PM and the Office of the President. The Federal Member States and Benadir Regional Administration will assign Focal Points. These PCVE FPs are expected to be authorized to decide on behalf of its State or Administration.

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The state / administration level PCVE FP is expected to share information in the coordination forum (and vice versa) and gather good practices of existing targeted PCVE activities of FMS line ministries, civil society, private sector and diaspora.

The Ministry of Women and Human Rights, for example, will bring its enterprise and network of contacts to reach out to women at the community level and also ensure that the human rights principles that are articulated at the beginning of this Strategy are an integral part of its implementation. The Ministries of Education, Information, Youth and Sports, Religious Affairs, Health, Labour, and others all have their own specific parts to play by working with their constituencies to implement the Strategy. Furthermore, the Ministries of Justice and Internal Security have an important role to play in helping to ensure that they are coordinating on the P/CVE-relevant elements of their work, such as community policing or reintegration, and that their efforts are in line with the strategic approach articulated in this document. Each ministry also has mandated tasks related to the National Strategy and its related activities.

Another example is the Federal education ministry with the support of regional ministries will seek to engage with education institutions and religious leaders, with the assistance of the Ministry religion and endowment, in order to provide in order to provide a counter radicalisation narrative to student attending both religious and non-religious institution.

### **The Roles of Federal Member States**

The designated P/CVE coordinators, of respective regions, will serve as lead focal points for their regions and work closely with the National P/CVE Coordinator and PCVE Coordination Office at OPM, with whom they will regularly share information and ensure that the Strategy is implemented on the ground across the country.

As part the measure to ensure an effective and efficient communication the National P/CVE, under the auspices of the OPM, will convene appraisal meeting with all regions on a regular basis.

Annex II – Draft Terms of Reference for PCVE Coordination Office positions	
Post title	National Coordinator (PCVE)
Contract	Individual Contract
Organization unit	PCVE coordination office, Office Prime Minister
Name of Supervisor	Deputy Prime Minister
Duration	12 months
<b>I. Organizational Context/Background</b>	
<p>The National Coordinator on PCVE will lead the coordination office of the OPM (the Office) in all its tasks. The coordination office of the OPM is to ensure that a functional Somalia National P/CVE framework is in place. The National Coordination office will provide guidance, coordination and monitoring of the overall results and impact in this work through a consultative process between the FMS and the international community. The aim is to operationalize the National Strategy and Action Plan on PCVE, strengthen the capacity of relevant Somali stakeholders at national and state level, including civil society, women’s groups, private sector and diaspora. The coordination office will also ensure/ facilitate and provide technical input to the work with implementing the UNSC resolutions 1373 (2001), 1624 (2005), 2178 (2014), the Global Counter Terrorism Strategy and the 19 Counter Terrorism International Instruments.</p> <p>The National Coordinator will ensure sharing of information and strategic communication of the Somali PCVE work, nationally and internationally. Further, ensure that the Office contribute to the transition planning as appropriate and, as co-chair to Strand 4, ensure that the Strand meetings are held monthly are well prepared and documented. The Office will implement an M&amp;E function for the P/CVE work of Somalia, ensuring that all activities are properly monitored and evaluated for impact and that these results are shared with Somali coordination and international partners thru the Strand 4 forum. The National Coordinator will also implement a function for research and analysis related to PCVE strategic objectives, ensuring that actions and initiatives taken by the Office or FP in the FMS are based on evidence and promising practice.</p> <p>The main deliverables, presented for each quarter year, are to: 1. Ensure that guidance, coordination and monitoring of the overall results and impact in this work through a consultative process between the FMS and the international community. 2. Operationalize the National Strategy and Action Plan on PCVE, thru strengthen the capacity of relevant Somali stakeholders at national and state level, including civil society, women’s groups, private sector and diaspora. 3. Ensure the implementation of the UNSC resolutions 1373 (2001), 1624 (2005), 2178 (2014), the Global Counter Terrorism Strategy and the 19 Counter Terrorism International Instruments.</p>	
<b>II. Job description</b>	
<p>The National Coordinator responsibilities may include, but are not limited to the following:</p> <p><b>1. Shall ensure that guidance, coordination and monitoring</b></p> <ul style="list-style-type: none"> <li>• Facilitate the development of mechanisms and procedures to ensure that the FMS’s and FGS concerned departments and line Ministries are well coordinated. The coordination and the strategic direction of the work shall be based on the already produced material/ documents on implementation of the National Strategy and Action Plan on P/CVE.</li> <li>• Ensure that annual work plan for PCVE is developed and shared with national and international partners. This workplan will be based on all the workplans of the relevant international and national partners on PCVE.</li> <li>• Initiate the development of M&amp;E plans on PCVE for Somalia to ensure there is evidence based progress that is documented.</li> <li>• Advise DPM and senior OPM on forthcoming activities that will require planning and coordination in order for OPM to be well prepared.</li> </ul>	



- Ensure monthly briefings to senior officials of FGS line ministries, FMS Office of the Presidents on the prevention of violent extremism and the implementation of the National Strategy;
- Ensure that the regular Strand 4 meeting under CAS are designed with substantive inputs, are relevant to the existing requirements and are delivered.
- Provide quarterly update at National Security Council and ensure inclusion of PCVE components into the Transition planning.
- Monthly planning meetings with UN to plan strand meetings and implementation activities are undertaken.
- Ensure there is participation across relevant Strand meetings of Comprehensive Approach to Security (CAS) and the National Development Plan Pillar working groups. The key meetings where the PCVE National Coordinator shall provide regular updates are: Stabilization meetings, Transition meetings, CAS Strand 2 B, Rule of Law Working Group, Gender and Human Rights Pillar working group

## **2. Shall operationalize the National Strategy and Action Plan on PCVE**

- Communicate the revised National Strategy for PCVE with FGS, FMS and international partners, to ensure that the implementation is strategic, coordinated, cohesive, sustainable, and consistently fit for purpose.
- Ensure that ongoing and planned for activities on PCVE in the Benadir region and line ministries are documented and incorporated in the national Action Plan.
- Identify needs for information on Dulqaad iyo Wadahadal (PCVE) at the OPM and its leadership.
- Ensure that a communications strategy on PCVE is developed.
- Contribute with at least two initiatives or activities on PCVE by the Office and the FMS to be shared with media.

## **3. Shall ensure implementation of relevant UNSC resolutions**

- With the support of the UNSOM PCVE Unit start the work with identifying the needs for adopting the UNSC resolution.

### **Key deliverables:**

- Produce annual workplan.
- Produce monthly reports on progress on PCVE in FMS and FGS.
- Ensure that annual work plan for PCVE is developed and shared with national and international partners. This workplan will be based on all the workplans of the relevant international and national partners on PCVE.
- Prepare Annual report on PCVE for Somalia identifying the key progress, lessons and learnings and challenges.
- Ensure that the revised National PCVE Strategy is published and widely disseminated in FGS, FMS and Parliament.
- Institution Development and Capacity Development Plan shall be developed within the first year of implementation for the OPM and offices of PCVE at the FMS.
- Initiate the development of M&E plans on PCVE for Somalia to ensure there is evidence based progress that is documented.
- Ensure that the at least 6 to 8 Strand 4 meetings under CAS are designed with substantive inputs, are relevant to the existing requirements and are delivered.
- Ensure that a communications strategy on PCVE is developed.

- Ensure identification of needs to implementation of UNSC resolutions 1373, 1624 and 2178 and the Global Counter Terrorism Strategy

#### IV. Reporting

National Coordinator directly reports to the Deputy Prime Minister.

#### VI. Recruitment Qualifications and Competencies

##### **Education & experience:**

- Bachelor's Degree in Business Administration, Law or equivalent.
- At least five years documented experience of strategic planning and management position with good recommendations;
- Experience in the implementation of security related activities and conflict resolution and prevention;
- Experience in consultation and outreach with civil society, diaspora and private sector actors;
- Ability to effectively communicate intensions and requirements to internal and external stakeholders
- Ability to analyze the organization's value proposition and shape visionary/long term plans. Use insight to identify target audiences and partners and to inform communication objectives, messages and solutions;
- Experience of working with prevention and countering of violent extremism is an advantage, as are experience of work in adjoining fields;
- Familiarity with the Somalia political, cultural and socio-economic context and substantive knowledge in the work of the FGS, the OPM is a requirement.
- Demonstrable knowledge of Somalia security context, including clan dynamics and policy environment including human rights and the rule of law.

##### **Competencies:**

- Shares principles and values as put forward in this document.
- Ability to lead strategic planning, results-based management and reporting;
- Building support and political insight;
- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Creating an emotionally intelligent organization;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Fair and transparent decision making; calculated risk-taking.
- Substantial knowledge of coordinating projects;
- Knowledge and understanding of donor reporting requirements;
- Effectively networks with partners seizing opportunities to build alliances;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- IT competencies in Word, Excel, Power Point, and internet.

##### **Language requirements:**

- Fluent in written and spoken Somali and English

Post title	Deputy National Coordinator (PCVE)
Contract	Individual Contract
Organization unit	PCVE coordination office, Office Prime Minister
Name of Supervisor	National PCVE Coordinator
Duration	12 months
<b>I. Organizational Context/Background</b>	
<p>The Deputy Coordinator (the Deputy) will support the National Coordinator of the OPM to ensure the smooth running of the work of the National Coordination Office of the OPM (the Office). The Deputy Coordinator will assist in the management of the Office and will guide and lead the day to day activities of the Office. In the absence of the National Coordinator the Deputy Coordinator will coordinate key Dulqaad iyo Wadahadal (PCVE) activities with external stakeholders hosted by the OPM, including the strand meetings, and other senior level meetings and forums. The Deputy will be responsible for coordinating and work closely with the FMS and the Focal Points of the FMS and foster good working relationships based on regular contact. Further, the Deputy will prepare annual and quarterly work plans for the PCVE Coordination Office and provide written monthly reports on the development the FMS work. Help to motivate staff, handle administrative duties, and perform human resource tasks, such as recruiting and assessing staff performance.</p> <p>The main deliverables for the Coordination Office, presented for each quarter year, are to: 1. Ensure that guidance, coordination and monitoring of the overall results and impact in this work through a consultative process between the FMS and the international community. 2. Operationalize the National Strategy and Action Plan on PCVE, thru strengthen the capacity of relevant Somali stakeholders at national and state level, including civil society, women’s groups, private sector and diaspora. 3. Ensure the implementation of the UNSC resolutions 1373 (2001), 1624 (2005), 2178 (2014), the Global Counter Terrorism Strategy and the 19 Counter Terrorism International Instruments.</p>	
<b>II. Job description</b>	
<p>The Deputy National Coordinator responsibilities may include, but are not limited to the following:</p> <p><b>1. Shall ensure that guidance, coordination and monitoring</b></p> <ul style="list-style-type: none"> <li>• Having met with relevant ministries from all FGS and FMS focal points, to identify mechanisms and procedures to ensure that the FMS’s and FGS are well coordinated.</li> <li>• Support and ensure that the focal points of each FMS and Benadir have quarterly and annually work plans.</li> <li>• Facilitate training and capacity building of the Office and the focal points (gender).</li> <li>• Initiated the work with developing indicators and targets for measuring the results of the national PCVE work.</li> <li>• Weekly meetings with UN to plan strand meetings and implementation of activities.</li> <li>• Assist the National Coordinator to organization strand meetings, ensure preparation and participation of FGS and FMS PCVE FP.</li> </ul> <p><b>2. Shall operationalize the National Strategy and Action Plan on PCVE</b></p> <ul style="list-style-type: none"> <li>• Ensure that ongoing and planned for activities on PCVE in the FMS are documented and incorporated in the national Action Plan.</li> <li>• Identified and documented needs for information and training on Dulqaad iyo Wadahadal (PCVE) of the FP at the FMS and the line ministries.</li> <li>• Contribute with at least two PCVE initiatives or activities by FMS to be shared with media.</li> </ul> <p><b>3. Shall ensure implementation of relevant the UNSC resolutions</b></p>	

- Assisting in the work of the National Coordinator to identify the needs for adopting the relevant UNSC resolutions, and in discussions with relevant ministries to initiate and coordinate the work.
- Ensure the FMS and the FP are part of the process with implementing the relevant UNSC resolutions.
- Assist the relevant line Ministries and institutions to initiate legislative process for implementing relevant UNSC resolutions are initiated.

**Key deliverables:**

- Produce annual workplan.
- Produce monthly reports for OPM on progress on PCVE in FMS and FGS.
- Assist the National Coordinator on PCVE to prepare Annual report on PCVE for Somalia identifying the key progress, lessons and learnings and challenges.
- Ensure that the M&E plans on PCVE for Somalia are presented at relevant forums and identify the targets and indicators which could result in success. This shall be presented at the Strand 4 meeting.
- Assist the National PCVE Coordinator to organize at least 6 to 8 Strand 4 meetings under CAS are designed with substantive inputs, are relevant to the existing requirements and are delivered.
- Assist the National PCVE Coordinator to prepare a communications strategy on PCVE. Present it at Strand 4 meeting and any other relevant forum at FGS and FMS.
- 

**IV. Reporting**

The deputy Coordinator directly reports to the National Coordinator.

**VI. Recruitment Qualifications and Competencies**

**Education & Experience:**

- Bachelor’s Degree in Science, Arts, Law or equivalent;
- Minimum of 5 years’ experience in Administration and/ planning; prevention of conflict and implementation of security related activities
- Knowledge and understanding report writing and office administration in evaluation work with proven track record;
- Familiarity with the Somalia political, cultural and socio-economic context a requirement;
- Demonstrable knowledge of Somalia security context, including clan dynamics and policy environment including human rights and the rule of law;
- Experience of working with prevention and countering of violent extremism is an advantage, as are experience of work in adjoining fields;
- Experience of effective interaction with local and national organizations and government institutions;
- Proven experience of using participatory methods.

**Competencies:**

- Shares principles and values as put forward in this document;
- Skills and experience in peace building projects;
- Strong interpersonal and analytical skill;
- Ability to lead strategic planning, results-based management and reporting;
- Building support and political insight;

- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Creating an emotionally intelligent organization;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Fair and transparent decision making; calculated risk-taking.
- Substantial knowledge of coordinating projects;
- Knowledge and understanding of donor reporting requirements;
- Effectively networks with partners seizing opportunities to build alliances;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- IT competencies in Word, Excel, Power Point, and internet.

**Language requirements:**

- Fluent in written and spoken Somali and English

Post title	FMS Focal Point at State Office of the President (PCVE)
Contract	Individual Contract for 6 positions
Organization unit	PCVE coordination office, Office Prime Minister
Name of Supervisor	Chief of Staff Office of the President
Duration	12 months
<b>I. Organizational Context/Background</b>	
<p>In order to operationalize the Somali National Strategy to Prevent and Counter Violent Extremism at national and at local levels, FGS has established a Coordination Office under the Office of the Prime Minister. Similarly, the different FMS will appoint a state level Focal Point who will represent the State at the strand meeting, internal FGS – FMS coordination meeting and coordinate with relevant stakeholders at state level and where relevant with international partners. The FMS PCVE Focal Point will be responsible to disseminate information on the progress in the strand to the state level stakeholders and vice versa to share information of the progress, lessons learned and challenges of implementation of the National Strategy at state level to the Federal level.</p> <p>The aim for the focal points is to clarify how their role can be incorporated in the FMS structure, contributing with a coordination structure for PCVE activities that are sustainable over time and builds on already existing structures. The work will result in the respective action plans for each region being further developed towards more concrete deliverables, parallel with actions being implemented. The focal points will also ensure that the action plans build on an updated situation report of the specific root causes, problems and remedies needed for each region. Further shall civil society organizations; elders, women and youth groups be included in that work and contribute to action plans with a whole off society approach.</p>	
<b>II. Job description</b>	
<p>The FMS Focal Point at State Office of the President responsibilities may include, but are not limited to the following:</p> <ol style="list-style-type: none"> <li><b>1. Shall ensure that the role of the Focal points is incorporated in the FMS structure</b> <ul style="list-style-type: none"> <li>• Documented the ongoing and planned for activities on PCVE in the FMS action plan and the funding for those.</li> <li>• Participate in the monthly PCVE political and technical strand meetings, and preparatory activities</li> <li>• Provide written monthly reports on the development of their work to the FMS office of the President and ministerial committees, to the PCVE National coordinator and the PCVE coordination office</li> </ul> </li> <li><b>2. Shall ensure that regional evidence-based actions plans are in place and regularly updated</b> <ul style="list-style-type: none"> <li>• Created/documented a situation report of the problems related to PCVE in respective FMS, i.e. the threat situation that needs to be addressed: Number of terror attacks, radicalization platforms, trends in recruitment (focus on women, girls, men, boys), attack modus etc.</li> <li>• Identified and had meetings with the five major CSO active on PCVE in the FMS to get input to the situation report and the action plan.</li> <li>• Having conducted at least one community engagement workshop to further inform and keep the action plans updated.</li> </ul> </li> <li><b>3. Shall ensure proper documentation and administration of their work</b> <ul style="list-style-type: none"> <li>• Provide written monthly reports on the development of their work.</li> <li>• Develop annual workplan with clear targets.</li> </ul> </li> </ol>	

- Report on the developed indicators and targets for measuring results.
- Facilitate the development of mechanisms and procedures to ensure that the FMS's and FGS are well coordinated.

**4. Shall ensure capacity building**

- Partake in trainings and build networks for sharing of information and research.
- Organize trainings for the key PCVE focal persons and partners in the FMS (including civil society).
- Contribute to the development of specific modules for training on PCVE for various actors.

**Key deliverables over 12 months:**

- Provide monthly reports on progress on PCVE in FMS. This report shall include the problems related to PCVE in respective FMS, i.e. the threat situation that needs to be addressed: Number of terror attacks, radicalization platforms, trends in recruitment (focus on women, girls, men, boys), attack modus etc.
- Prepare annual workplan with clear targets
- Organize at least one training for the key PCVE focal persons and partners in the FMS (including civil society).
- Prepare a document on list of community based engagements of civil society groups at FMS.

**IV. Reporting**

FMS Focal Point at State Office of the President (PCVE) reports to Chief of Staff Office of the President

**VI. Recruitment Qualifications and Competencies**

**Education & Experience:**

- A Diploma in Business Administration, Law or Arts or equivalent in experience. A Bachelor's Degree will be a distinct advantage;
- Minimum of 3 years' experience in Administration and/ planning;
- Experience in implementation of security related activities, conflict prevention and resolution;
- Experience and a proven track record in consultation and cooperation with governmental actors, international actors and civil society and community groups.
- Knowledge and understanding report writing and office administration in evaluation work with proven track record;
- Familiarity with the Somalia political, cultural and socio-economic context is a requirement;
- Experience of working with prevention and countering of violent extremism is an advantage, as are experience of work in adjoining fields;
- Experience of effective interaction with local and national organizations and government institutions;

**Competencies:**

- Shares principles and values as put forward in this document;
- Substantial knowledge of coordination of meetings and activities;
- Building support and political insight;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Fair and transparent decision making;
- Effectively networks with partners seizing opportunities to build alliances;

- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- IT competencies in Word, Excel, Power Point, and internet.

**Language requirements:**

- Fluent in written and spoken Somali, proficiency in English



<b>Post title</b>	<b>Monitoring and Evaluation Specialist</b>
<b>Contract</b>	<b>Individual Contract</b>
<b>Organization unit</b>	<b>PCVE coordination office, Office Prime Minister</b>
<b>Name of Supervisor</b>	<b>PCVE Coordinator or his/her designated representative</b>
<b>Duration</b>	<b>12 months</b>

### **I. Organizational Context/Background**

The PCVE Coordination Office will enable effective implementation of a variety of activities and projects to prevent violent extremism in different thematic areas, such as Rule of Law, strategic communication, education, and religious ideology. To ensure effective and results-based implementation, a technical specialist on Monitoring and Evaluation will be part of the PCVE Coordination Office.

#### **Impact of results**

The key results of the Somali work on P/CVE will have an impact on the overall effectiveness and success of the Somali National Security Architecture interventions and activities. Effective implementation as well as efficient management of the monitoring and evaluation process, enhances the government's capacity and credibility in implementation of highly effective programme with reaching impact.

### **II. Job description**

**The Monitoring and Evaluation Specialist responsibilities may include, but are not limited to the following:**

#### **Summary of key functions:**

- Implementation of M&E activities, monitor and report on the P/CVE activities in Somalia following the Project plan;
- Participation in local planning and monitoring activities in all FMS and FGS PCVE Action Plan
- Facilitation knowledge building and sharing on monitoring and evaluation in the Office of the National Coordinator on PCVE and the focal points of the FMS.

**Implement M&E activities, monitor and report its activities in Somalia focusing on the achievement of the following results:**

- Participate in development and functioning of the P/CVE work of Somalia monitoring and evaluation system, including development and implementation of M&E annual plans to track progress, results and impacts at local, regional and central levels;
- Regularly review and monitor progress against M&E log frame. Provide updates on progress, concerns, divergence and recommend corrective actions or measures to the Programme Management;
- Participate in the development of procedures and processes to gather, measure, and objectively verify delivery/progress of results against indicators including definition of information/data requirements, sources, data collection and analysis;
- Gather information and data for use by the National Coordination Office on P/VE in the OPM and its counterparts –international and national partners;
- Provide quality data and timely information to the National Coordinators Office on P/CVE and the FMS FP as well as international partners, to improve planning, implementation and M&E of the P/CVE Project;
- Collect programme reports, minutes from meetings and internal committee decisions relevant to the P/CVE work. Facilitate a proper filing system to ensure quick and easy retrieval of all reports and support documents;

- Conduct regular field trips to monitor the progress of the FMS work with respective Action Plan, against SMART indicators and targets, and strengthen the M&E capacity of local and central counterparts.

**Managing risks:**

- Monitor and report risks, conduct regular conflict analysis and update the risk and conflict analysis matrix on a bi-annual basis;

**Participate in local Planning and Monitoring activities in respective FMS and FGS Action plans:**

- Provide data and analysis for the development and/or review of the FMS FP work-plans and help the FP ensure the Action Plans of respective FMS and FGS institutions integrate community inputs (derived from community engagement workshops/ dialogues with elders, women, youth and diaspora), economic data and other relevant information and central priorities;
- Provide technical support to the FMS FP FGS institutions FGS institutions in planning and monitoring activities;
- Plan and assist with the delivery of M&E trainings and assess progress and capacity development gains at institutional and individual levels;
- Develop and operationalize M&E tools to help FMS FP FGS institutions , monitor and report progress and challenges in the implementation of the Action Plans.

**Facilitate knowledge building and sharing in M&E, particularly at the P/CVE Office of the Coordination at the OPM (the Office), focusing on achievement of the following results:**

- Facilitate qualitative monitoring with associated analysis of attribution / contribution;
- Orient and train colleagues at the Office in understanding and applying M&E policies, tools & methods;
- Conduct trainings and orientations for colleagues at the Office in Results-Based Management, particularly M&E reporting for building their capacities.

Key deliverables for the assignment:

- Prepare quarterly reports with evidence based information and results based on the annual work plan of the OPM PCVE office.
- Contribute to the data for the reporting of the UN supported programme on PCVE.

**IV. Reporting**

**The M&E specialist will report directly to the Deputy PCVE coordinator and the National PCVE coordinator.**

**VI. Recruitment Qualifications and Competencies**

**Education & experience:**

- Bachelor’s Degree in Business Administration or equivalent in Social Sciences, International Relations, Political Science, Economics or any related field;
- At least five years documented experience of strategic planning position with good recommendations;
- At least 5 years of documented experience in monitoring and evaluation, particularly in the area of programs related to conflict prevention and resolution and security.

**Competencies:**

- Minimum of 5 years relevant experience;

- Proven work experience in monitoring and evaluation is a requirement;
- Experience in producing M&E guidelines, frameworks and tools;
- Experience of building and maintaining a reliable M&E database on the status of project implementation, delivery and evaluation;
- Experience in the usage of computers and office software packages (MS Office, web-based management information system, etc.) and advanced knowledge of spreadsheet and database packages;
- Knowledge in development issues in general is desirable.

**Language requirements:**

- Fluent in written and spoken Somali and English

Post title	Research and Analysis specialist
Contract	Individual Contract
Organization unit	PCVE coordination office, Office Prime Minister
Name of Supervisor	National PCVE Coordinator
Duration	12 months

### I. Organizational Context/Background

The coordination office of the OPM is to ensure that a functional Somali National P/CVE framework is in place. The National Coordination office will provide guidance, coordination and monitoring of the overall results and impact in this work through a consultative process between the FMS and the international community. In the work with establishing a National P/CVE framework it is vital that all actions and initiatives taken by the Office or the Focal Points in the FMS are informed by an evidence-based approach informed by research and analysis.

The Research and Analysis function of the Coordination Office will strengthen the capacity of the National P/CVE platform by analyzing political, social and economic trends, providing input to the implementation of the National Strategy and informing the development of initiatives and actions of the Action Plans. Also contributing to the strategic communication of the Coordination Office as well as building the capacity of the PCVE platform, through trainings and knowledge development with external research agencies.

The aim with the research and analyst component is to build expertise on topics such as recruitment narratives and tactics, the role of the Internet in the radicalization process, youth radicalization and recruitment, behaviors commonly undertaken during mobilization to violence, improve the knowledge of indications of violence providing early warning. Research and analysis will also improve understanding of community and individual resilience, benchmarks for successful local program models, and disengagement from violent extremist groups.

### II. Job description

The Research and Analysis specialist responsibilities may include, but are not limited to the following:

- Play a key role in guiding the PCVE team and other relevant stakeholders in the participatory design and implementation of the research based activities.
- Actively contribution to capacity development and training of PCVE staff and other government officials involved in the implementation of the Research and publications;
- Conduct research and analysis related to PCVE, strategic objectives, in response to tasking from coordinator and management.
- Support Advisors in conducting unique and synthesized research, project or survey design, where necessary;
- Provide inputs for the development of a Communications strategy for the Coordination Office and the FMS, including counter narratives and relation to media;
- Assist in the development of situation reports, baselines to inform the development of the National strategy and the Action Plans
- Provide weekly updates on open source information and media related to violent extremism in Somalia.
- Develop a database for the PCVE platform with relevant material and knowledge
- Conduct regular assessments and produce quarterly notes, success stories and fact sheets analyzing local governance and capacity development trends;

- Establish a network of Somali researchers of universities and private research institutes that focuses on evidence based, gender sensitive research on prevention of violent extremism and countering terrorism, including the condition conducive to terrorism and root causes for radicalization and recruitment

Key deliverables for the assignment:

- Provide technical inputs for the development of a Communications strategy for the Coordination Office and the FMS, including counter narratives and relation to media;
- Provide weekly updates on open source information and media related to violent extremism in Somalia.
- Establish a network of Somali researchers of universities and private research institutes that focuses on evidence based, gender sensitive research. Provide one training for the researchers from the academic and media community.

#### IV. Reporting

The research and analysis specialist will report directly to the National PCVE coordinator

#### VI. Recruitment Qualifications and Competencies

##### **Education & Experience:**

- Bachelor's degree in social sciences, Public Administration, Statistics or related field.
- 3 + years of experiences in social sciences research and in field research in particularly
- 2+ qualitative and quantitative gender sensitive data collection;
- A proven track record of published research on prevention of violent extremism, conflict prevention and resolution or reconciliation.
- Strong writing skills (both Somali and English) with the ability to synthesize and articulate information;
- Strong work ethics, commitment to accuracy, and ability to handle confidential information;
- Strong IT skills and knowledge of web-based systems;
- Familiarity with the Somalia political, cultural and socio-economic context is an advantage;
- Experience of working with prevention and countering of violent extremism is an advantage, as are experience of work in adjoining fields;
- Experience of effective interaction with local and national organizations and government institutions;
- A proven track record of effective interaction, consultation and cooperation with civil society and grass root organizations at community level
- Experience in strategic communication.

##### **Competencies:**

- Shares principles and values as put forward in this document;
- Generates new ideas and approaches, researches best practices and proposes new, more effective ways of doing things;
- Documents and analyses innovative strategies and new approaches
- Substantial knowledge of coordination of meetings and activities;
- Building support and political insight;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Fair and transparent decision making;

- Effectively networks with partners seizing opportunities to build alliances;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners;
- IT competencies in Word, Excel, Power Point, and internet.

**Language requirements:**

- Fluent in written and spoken Somali and English

Post title	Admin/Finance Officer
Contract	Individual Contract
Organization unit	PCVE coordination office, Office Prime Minister
Name of Supervisor	National PCVE Coordinator
Duration	12 months
<b>I. Organizational Context/Background</b>	
<p>The coordination office of the OPM is to ensure that a functional Somali National P/CVE framework is in place. The National Coordination office will provide guidance, coordination and monitoring of the overall results and impact in this work through a consultative process between the FMS and the international community. In order to ensure a smooth running of the daily operations of the PCVE coordination office, the monthly strand meeting and any other activities undertaken by the office, a finance and administrative officer will be responsible for the administration of the office.</p>	
<b>II. Job description</b>	
<p>The Admin/Finance Officer responsibilities may include, but are not limited to the following:  Manage administrative, human resources and financial activities related to the successful execution of all project budget lines.</p> <ul style="list-style-type: none"> <li>• Ensure that adequate financial controls are in place to maintain proper expenditure.</li> <li>• Generate financial statements based on the expenditure</li> <li>• Coordinate and act as focal point for issues relating to payment of DSA etc, and processing of invoices and receipt of funds) for activities carried out, travel related issues.</li> <li>• Support procurement, recruitment, travel, and related issues for projects that are under implementation;</li> <li>• Prepare request letters for funds from International Partners;</li> <li>• Reconcile the records of payments with activities;</li> <li>• Proper inventory control and proper issuance of inventory items and supplies;</li> <li>• Provide assistance in the preparation of project reports;</li> <li>• Preparation of relevant information and reports for audit exercises.</li> <li>• Ensure effective procurement, Budgeting and Financial and Assets management, focusing on the achievement of the following results;</li> <li>• Assist in the preparation of project activity budgets based on approved work plans;</li> <li>• Raise requisitions and be the project financial focal point;</li> <li>• Liaise with Implementing Partner in the implementation of any letter of agreement (LOA) and ensure that activities are not undertaken beyond contractual period;</li> <li>• Maintain an appropriate filing system documenting the implementation of approved work-plan activities.</li> </ul> <p>Key deliverables of the assignment:</p> <ul style="list-style-type: none"> <li>• Carry out all administrative, personnel and financial tasks required to ensure that appropriate control reporting structure are maintained in accordance with OPM/UNDP Rules and Regulations;</li> <li>• Undertake duties as requested by the supervisor.</li> <li>• Ensure that logistical arrangements for the monthly strand meetings are conducted in a timely and orderly manner.</li> </ul>	
<b>IV. Reporting</b>	
Admin/Finance Officer reports to the National PCVE Coordinator	

## VI. Recruitment Qualifications and Competencies

### **Education & Experience:**

- Advanced university degree in business administration, finance, social sciences or equivalent qualifications, preferably with specialized certification in Accounting and Finance
- Strong writing skills (both Somali and English) with the ability to synthesize and articulate information;
- Strong work ethics, commitment to accuracy, and ability to handle confidential information;
- 3 years of administrative and programme/project experience is required with the Federal Government or international NGOs.

### **Competencies:**

- Shares principles and values as put forward in this document;
- Documents and analyses innovative strategies and new approaches
- Advanced skills in the usage of computer software packages (MS Word, Excel, etc), and web based management systems.

### **Language requirements:**

- Fluent in written and spoken Somali and English



