

GOVERNMENT OF THE FEDERAL DEMOCRATIC REPUBLIC OF ETHIOPIA

&

UNITED NATIONS DEVELOPMENT PROGRAMME

PROGRAMME SUPPORT DOCUMENT

PROJECT TITLE: Mine Action in Tigray and Afar Regions of Ethiopia

PROJECT ID:

MANAGEMENT ARRANGEMENT: NEX

IMPLEMENTING PARTNER: Ethiopian Mine Action Office (EMAO)


Expected Sources of Funding

Total Contribution	Amount EUR	Percentage of total
EC Contribution	7,749,999.70	93.1267%
UNDP Contribution	572,000.00	6.8733%
TOTAL CONTRIBUTION	8,321,999.70	100 %

PROGRAMME BRIEF DESCRIPTION:

The aim of the Programme is to allow families in Tigray, Afar and Somali Region to enjoy the benefits of sustained peace and stability; to live free of the threat of landmines and unexploded ordnance (UXO), and to make full and productive use of land for agricultural development leading to significantly increased food security. The activities include providing EMAO with additional demining personnel, rapid response teams as well as enhanced managerial and technical capacity for improved quality of mine clearance for a two years period (2007-2008).

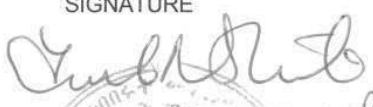
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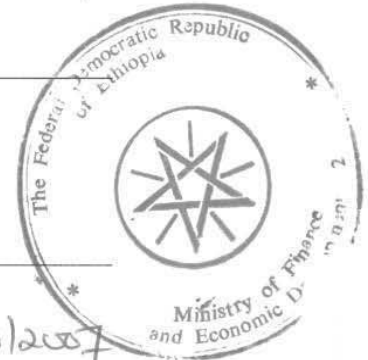
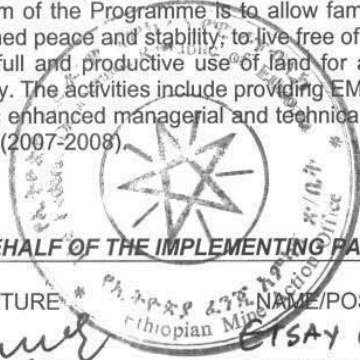
SIGNATURE  NAME/POSITION DATE
ETSAY GEBREELASSIE **18 January 2007**
DIRECTOR GENERAL

ON BEHALF OF THE GOVERNMENT

SIGNATURE  NAME/POSITION DATE
Mekonnen Manyazewal **22 JAN 2007**
State Minister

ON BEHALF OF UNDP

SIGNATURE  NAME/POSITION DATE
TOMOKO NISHIMURA **23/01/2007**
UNDP Deputy Resident Representative



1. SITUATION ANALYSIS

UNDP in partnership with various donors has supported the Government of Ethiopia in the area of Mine Action. Partnership with Government in this area has included both operational demining activities and capacity building of the Ethiopian Mine Action Office (EMAO). Since 2001, UNDP has implemented a Mine Action Capacity Building Technical Support Programme with UNOPS as executing agency.

It is now more than five years since the mine action programme in Ethiopia came into effect, but still this threat continues to deny communities access to their means of livelihood. In response to the prevailing situation in Ethiopia the European Commission (EC) has decided to fund an extensive demining program in northern Ethiopia. The aim of this Programme is to continue mine action programme after 2006, when the current funding from the World Bank comes to an end. The programme is believed to significantly increase Ethiopian mine action productivity.

The result of the project will allow families in Tigray, Afar and Somali Region¹ to enjoy the benefits of sustained peace and stability, to live free of the threat of landmines and unexploded ordnance (UXO), and to make full and productive use of land for agricultural development leading to significantly increased food security. All land that is declared free from landmines and UXO will be immediately handed over to the local authorities and subsequently put to productive use by the civilian population.

1.1 Lessons from Past Experience

The nation-wide Landmine Impact Survey which was co-financed by the EC and implemented by the UN clearly indicates that Ethiopia is severely affected by landmines / UXO with approximately fifty people being killed or injured each month. With completion of the Survey, the location of actual and suspected mine fields is known, and development of a Strategic Mine Action Plan is underway.

Experience indicates that the Government of Ethiopia is committed to humanitarian mine clearance, and to elimination of the threat of landmines and UXO to the population of the nation. World Bank finances have been effectively managed to make significant progress in mine-affected areas of Tigray and Afar, and Mine Risk Education has been conducted to high standard (as evaluated by UNICEF).

An important lesson from past experience is that national execution is important for a sustainable implementation of the programme. Accordingly, the Ethiopian Mine Action Office will play a crucial role in the implementation of the project. The EMAO is able to plan and manage safe and effective mine action operations at national level in a reasonable period.

1.2 Linkage with Other Operations

This proposal contributes to Ethiopia's national objectives for achieving peace, stability and economic recovery in the Tigray and Afar Regions. Mine Action planning and activities are fully integrated with regional development plans for "Social Services Rehabilitation for Peace Building in Tigray and Afar" of the Ethiopian Social Rehabilitation and Development Fund. Mine Action in Tigray and Afar is fully coordinated with the World Food Programme strategy for interventions for assistance to the internally displaced in Tigray and Afar that are supported by funding from the World Bank.

¹ Although the project has started in Afar and Tigray it will be expanded to Somali

1.3 Special Conditions and accompanying Measures taken by the Government

A condition of high relevance is the continued commitment by the Government of Ethiopia to its obligations under the "Mine Ban treaty" (The Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on their Destruction). Ethiopia signed the treaty on the 3rd December of 1997 and ratified it on November 11th 2004.

1.4 Results of Economic and Cross-sectors Appraisals

A joint Ministry of Economic Development and Cooperation and World Bank Emergency Recovery Project (ERP) was planned in early 2001. Humanitarian De-mining was one component of the ERP. The ERP includes "a mine action component is a pre-requisite for other rehabilitation activities to take place, and is developed in the context of post-conflict rehabilitation. The main objectives of the ERP De-mining Component is stated as:

- a. "To create a national mine action capacity to respond to the landmine/UXO threat on a country-wide basis (long-term objective)."
- b. "To create conditions throughout Tigray and Afar regions that permit IDPs and civilians residents to return to their homes free from the threat of explosive devices so that reconstruction and development activities can take place in a safe environment (immediate objective)."

The ERP Financial Strategy section includes:

"In an effort to demonstrate Ethiopian commitment to national mine action and to expedite the process of clearance under an emergency mandate in the north, the GOE has collaborated with the World bank to ensure adequate funds are available to carry out the necessary pre-rehabilitation mine action activities. This is not a dismissal of the need for additional international partnership for either technical or financial assistance. It requires substantial additional partnership of the international community to ensure that appropriate international standards are applied, national mine action capacity is built, and operational costs are minimized for maximum impact."

2. NEW EC/UNDP FUNDED PROJECT

2.1 Overall objective

The general objectives of this project are:

1. The return and long-term socio-economic reintegration of IDPs in their place of origin
2. The stabilization of peace
3. The improvement of food security at local and regional level

2.2 Project Purpose

The specific project objective is to ensure the continuation of demining activities in the most mine-affected communities while improving and accelerating the demining capacity of EMAO.

A nationwide Landmine Impact Survey, conducted by Norwegian People's Aid in collaboration with EMAO, Quality Assured by the United Nations Mine Action Service and partially financed by the EC, was completed in 2004. The survey identified suspected mine-affected areas, and prioritized areas where the majority of recent landmine incidents have occurred and / or where critical livelihood resources are blocked by the presence of landmines. The highest priority areas

for most immediate landmine clearance are further refined through a collaborative process between the regional government, local community leaders and Ethiopian Mine Action Survey Teams assisted by United Nations advisors. Priorities in both Tigray and Afar are mainly determined by the value of land for agricultural purposes. It is noteworthy that all cleared land is available for common use by community farmers and herders, and in most cases, plowing and grazing is beginning immediately following handover of cleared land to the community.

2.3 Results

The result of the project will allow families to enjoy the benefit of sustained peace and stability, to live free of the threat of landmines and UXO, and to make full and productive use of land for agricultural development leading to significantly increased food security.

More specifically it is expected that the project will bring about the following results:

1. Increased land is made available for rehabilitation, development and return of Internal Displaced People (IDPs)
2. Accelerated productivity (quantity and quality) of mine clearance done by EMAO (conducted in accordance with International Humanitarian Standards).
3. EMAOs operational safety is increased
4. EMAOs Rapid Response Teams are operational and capable of delivering rapid technical survey and clearance mine.
5. The local population is informed about the dangers associated with landmines and UXO

2.4 Activities

The above-mentioned results will be obtained through the carrying out of the following project activities:

- o Manual mine clearance units operating in the most landmine affected communities
- o Mine detection dog teams are integrated with the Manual Clearance Units
- o Mechanical ground preparation teams are integrated with the manual clearance units and the dog teams
- o Additional mine detection dog teams are trained equipped and fielded
- o Logistical support is provided
- o Quality assurance monitors increase overall quality and safety of EMAO operations
- o Technical Assistance is provided to EMAO (managerial capacity and technical capabilities)
- o Rapid response teams are equipped and fielded
- o Mine risk education liaisons are held each month in Tigray and Afar

2.5 Indicators

Indicators of project success will include:

- a. Increased land returned to productive use
- b. Continual decrease in the numbers of people and animals killed and injured by landmine /UXO in Tigray and Afar.
- c. Effective Mine Risk Education conducted on a continuing basis.
- d. Five rapid response teams equipped and fielded.
- e. IDP return, resettlement and rehabilitation.

The above stated targets refer to the activities of EMAO as financed by the contribution from the EC & UNDP. Funding provided by the EC contribution will cover all operating costs of mine survey and clearance work conducted by the Ethiopian Mine Action Organization for the period of the agreement including maintaining the national headquarters in Addis, a Branch Office in Mekele, possible additional branch offices if required, mine clearance units, technical survey teams, rapid response teams, all associated logistical and personnel costs, as well as new and replacement equipment as required.

3. MANAGEMENT ARRANGEMENTS

3.1 Organizational and Implementation Procedures

A Contribution Agreement between UNDP & European Commission (EC) will be used to finance the de-mining activities for a two-year period.

In accordance with National Execution Guidelines (as agreed between the Ethiopian Ministry of Finance and Economic Development and UNDP), specific project implementation will be based on the following management arrangements:

- a. UNDP is accountable to the European Commission for financial management, project quality and reporting in accordance with the financing agreement.
- b. MoFED is ultimately responsible on behalf of the Government of Ethiopia for overall management of UNDP programming and is ultimately accountable to UNDP for all UNDP programming resources under Government management.
- c. The EMAO is designated as Implementing Partner for this agreement and as such is responsible to MOFED and UNDP for planning and overall management of project activities including reporting, accounting, monitoring and evaluation of the project.
- d. A Project Management Secretariat (PMS) will be established at EMAO to ensure smooth project delivery.
- e. The Project budget shall be reviewed and revised as necessary each year. Budget transfer from one Project budget line to another, as needed, shall normally be undertaken in conjunction with normal budget revisions and in accordance with UNDP and EC procedures.
- f. Ethiopian Mine Action activities are conducted in accordance with International Mine Action Standards, and with equipment that is in conformance with international safety standards.

3.2 Monitoring Arrangements and Follow-up

The Government shall design and implement a monitoring and evaluation system. A narrative and qualitative results-based report shall be prepared by EMAO and submit to MoFED, UNDP and other relevant bodies. The Implementing Partner shall ensure that the M&E procedures are fully consistent with requirements of UNDP and its partners, in general, and The National Execution (NEX) Guidelines for UNDP Assisted Programs in Ethiopia, in particular. Specifically, the following arrangements will apply:

Monitoring visits would be undertaken at different levels. Joint monitoring visits (MoFED, UNDP and EMAO) shall be conducted to the project sites at least once a year with the EC invited to participate as an observer. Monitoring visit reports must be prepared in the format prescribed in the NEX Guidelines.

Financial and progress reports should be prepared by EMAO on a quarterly basis and submitted to MoFED, UNDP and other relevant bodies.

Funds would be released upon formal request by EMAO to UNDP, with appropriate quarterly work plans and reports (financial and progress) for the previous quarter. Funds would be advanced to the implementing partner.

UNDP will be responsible for producing Quarterly Combined Delivery Reports (CDR) that show consolidated expenditures. CDR's will be provided to EMAO on a quarterly basis for certification and return to UNDP.

National capacity for implementation of the National Mine Action Strategy will be monitored and evaluated mainly by measuring actual quarterly and annual mine action accomplishments against quarterly and annual work plan goals and objectives. Yearly meetings will be held between MoFED, UNDP and EMAO to review accomplishments and shortfalls

Audits and Evaluations will be organized in accordance with the Financial and Administrative Framework Agreement (FAFA)², and the General Conditions Applicable to International Organizations.

² FAFA, Financial and Administrative Framework Agreement, concluded by UNDP and the EC.

A. BUDGET (2007/2008)

B. WORK PLAN FOR THE FIRST YEAR OF IMPLEMENTATION (2007)

C. ToR UNDP TECHNICAL ASSISTANCE TO EMAO

A. BUDGET (2007/2008)

Expected Sources of Funding

Total Contributions	Amount EUR	Percentage of total
EC Contribution	7,749,999.70	93.1267%
UNDP Contribution	572,000.00	6.8733%
TOTAL CONTRIBUTION	8,321,999.70	100.0000%

	Unit	No of Units 07	No of Units 08	Unit Rate 07	Unit Rate 08	Annual cost 2007 Forecast	Annual cost 2008 Forecast	Total
1. Human Resources								
1.1 Salaries (Local Staff)								
1.1.1 NP Administrative (103)	Per Month	1,236	1,236	105.824	105.824	130,798.00	130,798.00	261,596.00
1.1.2 NP Programme (799)	Per Month	9,588	9,588	114.044	114.044	1,093,456.00	1,093,456.00	2,186,912.00
1.1.3 GS Staff (NP Coordinator) (1)	Per Month	12	12	426.917	426.917	5,123.00	5,122.00	10,245.00
1.1.4 Hazard Pay (799)	Per Month	9,588	9,588	36.226	36.226	347,335.00	347,334.00	694,669.00
1.1.5 Pension Fund (622)	Per Month	7,464	7,464	12.652	12.652	94,435.00	94,435.00	188,870.00
1.1.6 Food Allowance (697)	Per Month	8,364	8,364	33.288	33.288	278,424.00	278,425.00	556,849.00
1.2 Insurance Costs (Staff) (902)	Per Month	10,824	10,824	7.763	7.763	84,025.00	84,025.00	168,050.00
1.3 UNDP Capacity Building	Per Month	12	5	33,647.059	33,647.059	403,764.71	168,235.29	572,000.00
Subtotal Human Resources						2,437,360.71	2,201,830.29	4,639,191.00
2. Travel								
2.1 Per Diem	Per Diem	6,857	6,857	8.000	8.000	54,853.00	54,854.00	109,707.00
2.2 Local Flight	Per flight	100	100	135.530	135.530	13,553.00	13,552.00	27,105.00
2.3 Training Courses Staff	Per training	4	3	903.500	903.500	3,614.00	3,072.00	6,686.00
2.4 Training Courses Field training	Per training	4	4	3,004.125	3,004.125	12,016.50	12,016.50	24,033.00
Subtotal Travel						84,036.50	83,494.50	167,531.00
3. Equipment and Supplies								
3.1 Local Procurement								
3.1.1 Equipment and Furniture								
3.1.1.1 Garage tools and equipments	Per Month	2	1	6,987.000	6,987.000	13,974.00	6,987.00	20,961.00
3.1.1.2 Computer	Per Month	12	8	628.850	628.850	7,546.20	5,030.80	12,577.00
3.1.2 Material and Goods and Services								

3.1.2.1 Medical Stocks	Per Month	12	6	686.667	686.667	8,240.00	4,120.00	12,360.00
3.1.2.2 Pickets & Mine Marking Ropes	Per Month	12	8	8,932.050	8,932.050	107,184.60	71,456.40	178,641.00
3.1.2.3 Construction Materials (cement, paints, paint brush etc)	Per Month	12	12	1,723.333	1,723.333	20,680.00	20,680.00	41,360.00
3.1.2.4 Mine detectors and Hardware batteries	Per Month	12	12	13,209.417	13,209.417	158,513.00	158,513.00	317,026.00
3.1.2.5 Replaceable Field Materials and equipment (tents, excavating tools, proder, saw, scisor, kneeprotector, shovel, pick, axe, chisel, hammer, shera plaster bush knife, camping materials, etc)	Per Month	12	7	23,423.684	23,423.684	281,084.21	163,965.79	445,050.00
3.1.2.6 Spare parts/ Equipment for machines & vehicles	Per Month	12	12	5,345.750	5,345.750	64,149.00	64,149.00	128,298.00
3.1.2.7 Uniforms & Hand Bags	Per Month	2	2	21,139.250	21,139.250	42,278.50	42,278.50	84,557.00
3.1.3 Communication & Audio Visual Equipment								
3.1.3.1 Radio communications, GPS, Maintenance & service	Per Month	12	11	980.478	980.478	11,765.74	10,785.26	22,551.00
3.1.4 Stationery & Other Office Sup	Per quarter	4	4	6,808.125	6,808.125	27,232.50	27,232.50	54,465.00
3.2 International Procurement								
3.2.1 Equipment and Furniture	Per truck	1	0	100,000.000	100,000.000	100,000.00	0.00	100,000.00
3.3 Insurance Vehicles	Per vehicle	150	150	408.000	408.000	61,200.00	61,200.00	122,400.00
Subtotal Equipment and Supplies						903,847.75	636,398.25	1,540,246.00
4. Local Office/Action Costs								
4.1 Rent (HQ.HQNBO & COY)	Per Month	12	12	8,960.833	8,960.833	107,530.00	107,530.00	215,060.00
4.2 Consumables (Office & Field) Supplies (Fuel, lubricant, inner tube, batteries for vehicle, Maintenance of vehicle and office equipment)	Per Month	12	12	38,159.083	38,159.083	457,909.00	457,909.00	915,818.00
4.3 Other services (tel/fax, internet, electricity, water, bank charges, loading & unloading service)	Per Month	12	11	1,865.957	1,865.957	22,391.48	20,525.52	42,917.00

Subtotal Local Office /Action costs								587,830.48	585,964.52	1,173,795.00
Subtotal (1-4)								4,013,075.43	3,507,687.57	7,520,763.00
5. Other costs, services										
5.1 Publications (public relation mix, film production, advertisement, etc)										
	Per Unit	12	12	828.250	828.250		9,939.00	9,939.00	9,939.00	19,878.00
5.2 Cost of Conference/ Seminars	Per Unit	6	6	752.917	752.917		4,517.50	4,517.50	4,517.50	9,035.00
5.3 Monitoring and Evaluation	Per Month	12	11	16,349.478	16,349.478		196,193.74	179,844.26	179,844.26	376,038.00
Subtotal Other Costs, Services							210,650.24	194,300.76	194,300.76	404,951.00
6. Subtotal direct costs of the Action (1-5)							4,223,725.67	3,701,988.33	3,701,988.33	7,925,714.00
7. Administrative costs (UNDP F&A, 5% of 6)							211,186.28	185,099.42	185,099.42	396,285.70
8. Total eligible costs of the Action (6+7)							4,434,911.96	3,887,087.74	3,887,087.74	8,321,999.70

B. WORK PLAN FOR THE FIRST YEAR OF IMPLEMENTATION (2007)

D *Description of the Mine Action Activity plan for the year 2007*

Under the European Commission peace building initiative support project agreement, The Ethiopian Mine Action Office (EMAO) is expected to conduct demining Operation linked with the Mine risk education Activity. Six Manual Demining Companies, Three Mechanical demining teams, Nine Mine Detection Dog Teams (MDD) and those community liaison officers (MRE disseminators) are deployed around the prioritized mined areas, to carry out the required works. Companies 1, 2, 3 and 4 have three platoons each, and companies 5 and 6 will have four platoons each. Five Survey teams will be in charge for survey activity, with Technical survey and assistance of Mine Clearance as a major duties plus General Survey to be done on ad hoc bases. Whereas each teams in every platoons of the demining companies is able to conduct clearance activities independently. Each Demining Company is managed by company commander, platoon & team leaders. And the companies include medics, sketch man, deminers & other required support manpower too. The MDD & Mechanical demining teams will conduct area verification & ground preparation respectively. The EMAO HQ situated in Addis Ababa shall manage the work. A Northern Branch Office is based in Mekele to facilitate demining operations and related activities from the nearest location. Average expected quarterly clearance productivity per platoon for the demining coys & per team for MDD teams are depicted next.

Annually Expected Mine Clearance Out put

Demining platoon or team	No. of Platoons or teams	Average Productivity per month (In Sq. metres)	Average Total Productivity per year. (In Sq. metres)
Platoon 1-3 in Coy 1-4	12	283,500	3,118,500
Platoon 1-4 in Coy 5 & 6	8	302,400	3,326,400
MDD team 1- 9	9	198,450	1,984,500
Machine teams 1-3 (Ground Preparation)	3	135,000	1,215,000

All Other tasks such as the Quality control, Training, Mine action data processing, Administrative, Financial & Logistic activities will be handled by the respective departments. These tasks will be accomplished in an integrated & timely manner, from the HQ and Branch coordination office to the field level. To fulfill the general & specific objectives indicated in the project agreement ANNEX I EMAO will work robustly to realize the next work plan of the year 2007.

Ethiopian Mine Action Office work plan / schedule/ for the year 2007

Activities & the deployment site	Annual out put	Quarterly Schedule of the Year			
		1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Coy 1 Tigray Region Thatay Adiabo (Adimity & Biara) The Mined Areas are:- T/W/7/MF3,2,1 T/W/17/MF 1,2,3	779,625 Sq.meter Cleared land	27.27% (212,625sq.m.)	27.27% (212,625sq.m.)	18.18% (141,750 Sq.m.)	27.27% (212,625sq.m.)
Coy 2 Tigray Region Thatay Adiabo (Adistetser) The Mined Areas are:- T/W/7/MF7,8,9 T/W/5/MF 2,3,4	779,625 Sq.meter Cleared land	27.27% (212,625sq.m.)	27.27% (212,625sq.m.)	18.18% (141,750 Sq.m.)	27.27% (212,625sq.m.)
Coy 3 Afar & Tigray Region Bure & kefeta Humera:- The Mined Areas are:- A/1/001/MF1 T/W/H/MF 3 &4	779,625 Sq.meter Cleared land	27.27% (212,625sq.m.)	27.27% (212,625sq.m.)	18.18% (141,750 Sq.m.)	27.27% (212,625sq.m.)
Coy 4 Tigray Region Thatay Adiabo:- Gemhalo The Mined Areas are:- T/W/10/MF 10,3,5,2,6&12	779,625 Sq.meter Cleared land	27.27% (212,625sq.m.)	27.27% (212,625sq.m.)	18.18% (141,750 Sq.m.)	27.27% (212,625sq.m.)
Coy 5 Tigray Region Kefela Humera (Humera) The Mined Areas are:- T/W/H/MF 2 &3	1,663,200 Sq.meter Cleared land	27.27% (453,600 Sq.m.)	27.27% 453,600 Sq.m.)	18.18% (302,400 Sq.m.)	27.27% 453,600 Sq.m.)
Coy 6 Somalia Region:- Jigiga SPI/NE/MF 4, 3,2,1	1,663,200 Sq.meter Cleared land	27.27% (453,600 Sq.m.)	27.27% 453,600 Sq.m.)	18.18% (302,400 Sq.m.)	27.27% 453,600 Sq.m.)
MDD Tigray Region Thatay Adiabo (Adimity Adistetser & Biara) The Mined Areas are:-	1,984,500 Sq.meter Cleared land	30% (595,350 Sq.m.)	30% (595,350 Sq.m.)	30% (198,450 Sq.m.)	30% (595,350 Sq.m.)

Activities & the deployment site	Annual out put	Quarterly Schedule of the Year			
		1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
T/W/17/MF 9, 8 & 7 T/W/5/MF 1 T/W/10/MF 5, 4 & 3 Machine Demining team Tigray Region Thatay Adiabo (Adimity Aditsetser & Biara) (Ground Preparation) The Mined Areas are:- T/W/5/MF 1 T/W/7/MF 9,5,8&7 T/W/10/MF 10,5,4&3	1,215,000sq.m ground prepared for clearance	33.3% (405,000 Sq.m.)	33.3% (405,000 Sq.m.)	-	33.3% (405,000 Sq.m.)
Standard mine risk education will be delivered to the populations living on those vicinities around the mined area. Five RRT to be trained, equipped & deployed	50,000 people will receive MRE Accomplish the technical survey & emergency clearance	37%	20%	18%	25%
Local Procurement of Equipments & Services Procure field & demining Equipment					
Maintenance of communication equipments, office equipment, vehicles & other items	Timely Procured Goods & Services				
Procurement of spare parts					
Procurement, Insurance Service and other utilities such as (house rent, communication facility, water, electricity etc)					

C. TECHNICAL ASSISTANCE

As requested by UNDP Country Office in Ethiopia and EMAO, an evaluation mission from the UNDP Regional Mine Action Advisor for Africa was held in October 2006 to assess the internal UNDP technical assistance for strengthening National Capacity for Mine Action in Ethiopia.

In the mission report it was recommended that UNDP establish a small mine action team that should be based in the EMAO and the UNDP Country Office. This team should include a Programme Coordinator who will be responsible for the overall management of the programme and the planning and delivery of short term technical assistance inputs, a Programme Officer who will primarily be responsible for ensuring that all donor reporting requirements are met, and a Programme Assistant who will primarily be responsible for supporting the team and ATLAS transactions. The Programme Coordinator should be based in the EMAO and the Programme Officer and Programme Assistant should be based in the UNDP Country Office.

Furthermore the analysis of the current capacity in EMAO suggests that the technical advisory services approach should include the following services: (i) Management Capacity and Programme Development, (ii) Operations Services and (iii) Information Management Advisor's role

The ToR's for the roles in the mine action team are shown below:

TERMS OF REFERENCE

Programme Coordinator

The Programme Coordinator performs under the direct supervision of the National Director of the Ethiopian Mine Action Office (EMAO). He/she is accountable to the National Director and is responsible for ensuring the programme is managed as per UNDP rules and regulations for Nationally Executed Projects. The Programme Coordinator will be the link between the programme and the Project Management Secretariat that will be established for this programme. The post holder will not be otherwise employed as a civil servant and will be fully available for assuming the functions required by the position and supported by the programmes budget.

Duties and responsibilities:

The Programme Coordinator assumes the overall operational management of the programme at both central and provincial levels, consistency with UNDP policies and procedures for nationally executed projects as follows:

Project implementation

1. Ensures the general coherence of project activities, as defined by work plans;
2. Prepares and updates work plans and ensures their timely submission as provided for in the project document and UNDP policies and procedures for nationally executed projects;

Financial management and control

3. Monitors project expenditure and ensures that funds are made available when needed by taking proactive steps and prerequisites for the release of funds;
4. Controls the funds allocated to the project and ensures that UNDP financial procedures for nationally executed projects are followed;

5. Ensures that appropriate accounting records are kept, and that financial reports are complete, consistent and timely submitted;
6. Facilitates and cooperates with audit processes at all times as required;

Project administration

7. Initiates and administers the acquisition of project inputs (personnel, equipment, and services) by EMAO and with the assistance of UNDP.
8. Manages the project resources, e.g. vehicles, office equipments, furniture, and stationeries purchased under the project, and ensures that updated and comprehensive inventories are available;
9. Coordinates and supervises project administrative staff and other project staff both as central and provincial levels as defined by the Director of EMAO;
10. Ensures the administration of all project staff, including the timely completion of staff evaluations;

Reporting & Monitoring

11. Prepares the required reports as scheduled in the project document and ensures the organisation of periodical reviews, evaluation missions and project visits;
12. Ensures the documentation of all meetings and all information relative to the management of the project; and ensures the timely circulation of information to all project partners.
13. Facilitates and supports the monitoring of the project by UNDP and other partners, and provides all information required for the monitoring and evaluation of the project;
14. Undertakes other duties as defined by the Director of EMAO.

Qualifications:

1. Substantive understanding of mine action measures and/or UXO clearance operations and related practices;
2. Strong knowledge and experience in project management and administration;
3. Good interpersonal, networking and team building skills;
4. Strong reporting skills;
5. Working knowledge of English;
6. Computer literacy, in particular with Microsoft Office products;
7. Familiarity with technical assistance projects and UNDP projects in Ethiopia.

TERMS OF REFERENCE

Programme Officer

The Programme Officer performs under the direct supervision of the Assistant Resident Representative of UNDP and is accountable to the Assistant Resident Representative.

Duties and Responsibilities:

The Programme Officer is the focal point for mine action in the UNDP Country Office and is responsible for supporting the UNDP mine action project and ensuring that the project is implemented in accordance with UNDP policies and procedures as follows:

Project Implementation

1. Coordinate planning, budgeting and management of all project activities, including funding support for EMAO activities and technical assistance inputs to the EMAO;
2. Oversee the work of project staff/sub-contractors and ensure that strong partnerships are established between project staff/sub-contractors and their Government counterparts, contributing to national capacity development;
3. Support the planning and logistical requirements for technical assistance inputs and monitoring missions.
4. Support the EMAO to organize workshops and briefings for partners, including GoE Ministries, NGOs and the international donor community as required.
5. Advocate for, and contribute to, the integration of a gender perspective into the national mine action programme by promoting adherence to the UN gender guidelines for mine action programmes,
6. Work closely with the UNDP/BCPR Mine Action/Small Arms Team and the Conflict Prevention and Recovery Specialist based in the Regional Service Centre in Johannesburg.
7. Regularly review the impact of capacity development initiatives and organize project evaluations when required.
8. Monitor risks, lesson learned and issues affecting project implementation

Financial Management and Control

9. Advise EMAO management on internal control systems and performance management tools to be put in place to ensure transparent management of EMAO resources and effective delivery of services as per EMAO's mandate
10. Ensure the project is consistent with the overall results-based management of the project, in line with UNDP's Results Management Guide
11. Advise EMAO management on internal control systems and performance management tools to be put in place to ensure transparent management of EMAO resources and effective delivery of services as per EMAO's mandate;

Project Administration

12. Review the United Nations Development Assistance Framework (UNDAF) and Country Programme Action Plan (CPAP) and other relevant documents to enhance the integration of mine action in UNDP plans and activities.
13. Coordinate the provision of UNDP-sponsored senior and middle level management training, mine action exchange (MAX) programmes and mine action training for EMAO and UNDP Country Office staff.;
14. Facilitate support services from the UNDP Country Office;
15. Manage relationships and agreements with partners and develop partnerships with UN agencies, NGOs, training institutions and universities;
16. Develop awareness raising and public relations initiatives to promote mine action's progress.

Reporting and Monitoring

17. Develop funding proposals and substantive and financial reports for the projects donors.
18. Monitor the projects implementation and in particular the Project's expenditure.
19. Report in a timely manner to UNDP, Government and cost-sharing donors on progress and achievements, against agreed outcome and output targets;

Qualifications:

- Master's degree in development studies, management or other relevant field.
- A minimum of 5 years working experience in development projects of a similar size and scope;
- Prior experience with capacity-development projects in Ethiopia, particularly in the Mine Action sector, would be desirable.
- Familiarity with UN/UNDP and the European Communities (EC) rules and regulations would be desirable.
- Proficiency in written and spoken English.

TERMS OF REFERENCE

Programme Assistant

The Programme Assistant performs under the direct supervision of the Programme Officer and is accountable to the Programme Officer.

Duties and Responsibilities:

The Programme Assistant is responsible for the administration of the mine action programme and the responsibilities of the role are as follows:

Administrative Support

1. Provide secretarial/assistant support services. Arrange appointments and maintain team members' calendar.
2. Draft substantive correspondence in English following oral instructions and/or on own initiative.
3. Translate correspondence/documents as required.
4. Initiate travel arrangements of mine action team members and consultants, including preparation of requests for travel authorisation, visa requests, hotel/flight reservations, travel claims, etc.
5. Receive, assess and refer telephone inquiries with discretion to the appropriate staff. Keep records and inform the team of incoming calls requiring attention and of outcome of contacts inside and outside the organisation as requested.
6. Develop and maintain budget and expenditure tracking records in conformity with UNDP operations principles and standards
7. Perform financial management actions related to Atlas accounts for the mine action project.
8. Ensure proper day to day functioning of the team by maintaining office supply inventory, office maintenance services, proper running and upkeep of Unit hardware, communications equipment etc.
9. Provide coverage to other areas of the mine action portfolio when required.

Correspondence and documentation

10. Prepare background material for mine action team's action on incoming mail/correspondence and maintains follow-up system to ensure timely action/response.
11. Ensures that all incoming and outgoing correspondence, some of which might be of a confidential nature, is properly registered, classified and routed to the appropriate person(s) for action/follow-up or for information.
12. Clear correspondence, reports, documents prepared for supervisors' signature, proof reading and checking for accuracy and for conformity to UNDP standards, format, spelling and grammar.
13. Maintain supervisors' policy, confidential and general files, documents and reference material according to Global Filing System.
14. Prepare, collect, organise briefing material for supervisors' use.
15. Prepare and disseminate monthly reports and actions from team meetings
16. In the absence of the Programme Officer forward important correspondence for action to the Officer in Charge (OIC) and provide the necessary follow up action.

Reports

17. Collect and collate information on general mine action reports.
18. Prepare summaries and tables as required.

Qualifications:

- Proven administrative qualifications, skills and experience.
- Competence in computer applications (Windows, MS Word, Excel), Internet, Email, etc & Proven organisational skills, sound judgement and initiative

TERMS OF REFERENCE**Senior Technical Advisor**

The Senior Technical Advisor (STA) will be responsible for advising the Director of the Ethiopian Mine Action Office (EMAO) on the most appropriate assistance and support to the Government in developing an integrated mine action Programme for Ethiopia. He will assist the Director in developing a sustainable national capacity that is capable of effectively addressing the socio-economic impact of landmines / UXO throughout the country.

Responsibilities:

The STA shall have the following responsibilities and tasks:

A) Provide technical assistance to the Director on all aspects of an overall Programme design, institutional arrangements and management of an integrated mine action Programme and the building of the appropriate capacity to achieve this goal.

- Assist the Director in resource mobilization and donor coordination.
- Provide overall coordination of the international technical advisors provided under this and other projects in support of the National Mine Action Programme.

B) Consider the feasibility and most appropriate way of assisting the Government in:

- Establishing a comprehensive international donor support arrangement for EMAO and the Programme, and conducting active and innovative resource mobilization.
- The development and overall implementation of a sustainable, integrated mine action Programme as defined in the National Mine Action Strategy.
- Integrating and coordinating bilateral projects and support in the overall framework of the National Mine Action Strategy, and assisting in the development of bilateral activities that support the achievement of NMAS' overall objectives.
- Strengthening management capacity at the national mine action office, including vis-à-vis the establishment of appropriate relations with the stakeholders.

C) On a more detailed level, the STA shall provide advice to the Government and the Director on ways to:

- Develop Programmes, work plans, priorities, budgets; reports on the financial situation, and reports for the benefit of the Government, donors and UN agencies;
- Develop and implement a mine action strategy reflecting national priorities; Establish, maintain and operate a central mine information system in support management, operations and planning;
- Provide advice on the development of national technical, safety and quality assurance standards for demining and EOD operations and on the training of de-miners in accordance with the international mine action standards, and on the training of de-miners accordingly
- Facilitate assistance to victims, and their rehabilitation, working closely with other UN agencies

- Assist the Government in addressing issues and obligations related to the Ottawa Treaty in the context of the political realities of Ethiopia;
- Provide advice on appropriate technologies, and best practices to benefit mine action in Ethiopia.

Reporting:

The STA will report to:

- The EMAO Director on the day-to-day activities of capacity building in planning and management and on daily operational and administrative matters;
- The UNDP Resident Representative on UN policy and Programme issues.

Qualifications:

The STA must have the following qualifications, experience/qualities:

- At least 12-15 years of proven work experience in management and capacity building, 5 years of which shall be in UN mine action Programmes.
- Proven ability to develop long-term strategies, mobilize resources and administer Programmes/projects.
- Excellent report writing skills in English and good verbal skills in English. Demonstrable team-building skills, excellent diplomatic and interpersonal skills. Knowledge of the UN system, particularly of UNDP Programme/project procedures.
- Master's degree in development / management related fields. Computer literate. Experience in working in a mixed nationality environment, preferably in the region. Self-reliant and able to take initiative and work independently.
- Physically fit and in good health.

TERMS OF REFERENCE

Operations Advisor

The Operations Advisor (OA) will provide advice to EMAO Chief of Operations and to the Operations Departmental Head for the coordination of all mine action activities related to operations within Ethiopia. The OA will support to the ODH in reporting to the Director.

S/he will provide advice on, and assist with the following functions:

1. Management and leadership within the Operations Department. The primary task will be the development of a national mine action plan, which will address all components of an integrated Programme, and reflect the priorities and also the work planned.
2. Control, deployment, tasking and monitoring of demining resources, whether operations are directly implemented or through third parties such as NGOs, commercial companies and/or other organizations.
3. Develop and establish national standards for mine action for Ethiopia in accordance with the International Mine Action Standards (IMAS).
4. Establishing within the Programme internationally recognized drills, Standard Operating Procedures (SOPs) and safety standards for manual, dog and mechanical demining,

Minefield Marking Teams (MMT), survey and EOD procedures taking into account the requirements of the IMAS. Ensure that training is conducted accordingly.

5. Define information requirements to be satisfied by the Information Department and the Management Information System (MIS). Coordinate with the Information Department to ensure effective flows of information for operational planning, prioritization and reporting.

6. Determining quality assurance priorities (QA), allocate QA resources and coordinate QA assets for demining projects. Establish a Quality Management System.

7. Provide technical input such as definition of Statements of Work, to contract development and ensure contractors fulfill operational obligations and contractual targets.

8. Coordinate all investigations of accidents/incidents and advising the Director in the appointing of a Board of Inquiry (BOI) as required. Provide comments and recommendations to the Director on BOI findings for further action.

9. Together with Senior Management of the EMAO, develop systems, which will allow for the exchange of information and experience among staffs, and coordinated planning and management of the Mine Action Programme.

10. Identify training needs, establish and implement a training Programme to develop the skills of national colleagues in establishing a planning process, and for coordinating and managing the Operations Department to plan, coordinate and manage the operational aspects of the Programme. Training will normally be provided on-the-job or through structured in-house workshops or seminars, but could also involve identifying and costing external sources.

11. Provide advice to the Director and STA on operational strategies, aims, goals and objectives for the Programme.

The OA will assist the STA and Director of the EMAO in drafting other plans, reports and related documents as required to support Programme activities. In addition to the tasks outlined above, the Operations Adviser will serve as Deputy to the Senior Technical Adviser (STA) and, in the absence of the STA, will be expected to undertake the duties outlined in the STA's ToR.

Reporting

The OA will report to the EMAO counterpart designated by the Director for day-to-day operations, and directly to the director or designate for all reports on status of capacity building activities or EMAO issues. The OA will report directly to the STA on all UN Programme matters.

Qualifications:

- At least 10 to 15 years work experience in operations management (including planning and implementation), Military rank of major or above
- At least 5 years experience in the management of mine action operations.
- Formal education at Bachelors level.
- Preferred candidate with senior staff college qualifications or MBA, or equivalent.
- Thorough knowledge of planning processes, especially joint planning and the use of decision-making tools.
- Thorough knowledge of demining SOPs, technical and international humanitarian safety standards and procedures

- Demonstrated Experience in the management of manual mine clearance, MDDs, and mechanical equipment.
- Proven leadership qualities, and a team player;
- Proven EOD training and international experience.
- Fluency in spoken and written English, GIS, GPS and Computer literate.

- Experience of working in a mixed nationality environment, preferably in the region.

TERMS OF REFERENCE

Information Management Advisor

1. The Mine Information/IMSMA Advisor (MIA) will work as part of the UN Mine Action Advisory Team on Project No: ETH/02/007 – Support to the Ethiopian Mine Action Programme. This is a UNDP project, Executed by UNOPS.
2. The MIA will be a UN advisor reporting to the Senior Technical Advisor (STA) of the mine Action programme and is responsible to provide strategic and technical advise to the UN and his/her national counterparts, specifically the Deputy Director of the Ethiopian Mine Action Office (EMAO) and the Operations Department Head, on all aspects relating to the integrated mine information management system of the Ethiopian mine action programme. The MIA supports his/her national counterparts in reporting to the Director of EMAO.
3. The MIS will build national capacity on Information Systems Management/ IT/ IMSMA
 - a) IMSMA Administration and IMSMA troubleshooting
 - b) IMSMA Customization in accordance to the specific needs of Ethiopian Mine Action Programme.
 - c) SQL Server administration and SQL Programming
 - d) Statistical Analyses and developing new IMSMA-GIS Themes.
 - e) To train the OPS and MRE management on Information Management and using IMSMA as a tool for planning, decision making, prioritizing controlling. To train OPS/MRE management on spatial analyses and Using IMSMA-GIS functionality.
 - f) To implement the Information management and data QA for the Field OPS.
4. The MIS will provide advise on, and support his/her national counterparts in their implementation of the following functions:
 - a) Review and adjustment, as warranted, to the information management strategy and the Information Management System for Mine Action (IMSMA) database of EMAO.
 - b) Maintenance of computer hardware systems and the software to ensure that the IT requirements of EMAO are kept up to date and fully functioning.
 - c) Training of the staff in the collection, management and overall flow, processing dissemination, and storage of information.
 - d) Establishment of quality controls, monitoring of data collection, and supervision of the work of Information/Database Assistant(s) and other personnel in the Information and Documentation Department to ensure accuracy, relevance and timelines of the information.
 - e) Provision of a constant information flow with colleagues in the demining, victim assistance and mine awareness section to enable them to take correct planning and reporting decisions.
 - f) Recording, updating and presentation of an optimally comprehensive picture of the landmine/UXO situation throughout the area, including the updating of minefield maps and routes-of-minimum-risk maps.
 - g) Preparation of lists, reports and spreadsheets depicting mined area information and ensure that the database is capable of printing large format maps and/or overlays on paper on transparent film. The database must be capable of :
 - Producing calculations showing mined areas and measurements

- Displaying text and symbols
 - Plotting data with coordinates, and
 - Analyzing the information contained.
- h) Maintenance of close cooperation with other UN and national entities on the collection, elaboration and dissemination of mine data within the area.
5. To implement the methodology and best practice on data gathering at EMAO General Survey Team
 6. In cooperation with MIS section to develop the IMSMA add-ons for different OPS and MRE needs.
 7. To identify the MIS section needs on other application to perform their duties
 8. To develop the IMS lesson learned database and to develop, review, update the Information Management System SOP and MOP.
 9. To provide the IT technical assistance to UNMAAT staff.
 10. He/she will undertake other tasks assigned by the STA.