



SEDR
Supporting Effective Dispute Resolution
உலகமேலும் கார்ப்புத் துறைகளில் சமூகவியல்
பயனுறுதியிக்கவகையில் பிணக்களை
தீர்ப்பதற்கு ஆதரவளித்தல்

Supporting Effective Dispute Resolution

TERMS OF REFERENCE: SEDR AC Phase II Reporting Consultant

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Part of the programme



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1. INTRODUCTION AND BACKGROUND

The European Union has contracted the British Council to deliver the Supporting Effective Dispute Resolution (SEDR) project, in partnership with The Asia Foundation (TAF), in Sri Lanka over four years (2020-2024). The SEDR project comprises four overarching results areas that seek to enhance the effectiveness and availability of dispute resolution mechanisms and mediation services in Sri Lanka and contribute to foster social cohesion and more inclusive community-state engagement. The SEDR project's main activities will focus on six districts across its target provinces of North, Eastern and Uva. SEDR is funded by the European Union and the project is one element of the EU's wider Strengthening Transformation, Reconciliation, and Inclusive Democratic Engagement (STRIDE) programme.

The SEDR project specifically aims to improve dispute resolution services for both individual and community-level grievances. SEDR aims to strengthen the effectiveness and availability of mediation services and Alternative Dispute Resolution (ADR). In turn, this will improve social cohesion and facilitate more inclusive dialogue between communities and local authorities, thereby contributing to the resolution of critical underlying causes of conflict and the prevention of escalation of local disputes.

The specific focus of SEDR Active Citizens (AC) is to address community issues and improve the resolution of community disputes. This means local people feel confident and able to facilitate peaceful, sustainable solutions to local issues. SEDR Active Citizens will build the skills, knowledge and confidence of local marginalised communities and beneficiary groups (right holders and duty bearers), whilst delivering Social Action Projects (SAPs) in the community to address underlying causes of problems through ADR methods.

SEDR AC has been running for over 1.5 years now and we are currently delivering SEDR-AC phase II. The project's target areas are Eastern Province (Ampara and Trincomalee districts), Northern Province (Mannar and Vavuniya districts), and Uva Province (Moneragala and Badulla districts). The SEDR-AC's Civil Society Organisation (CSO) Implementing Partners who are supporting the delivery of this project are Muslim Aid Sri Lanka (Eastern Province), Jaffna Social Action Centre (Northern Province), and Uva Shakthi Foundation (Uva Province).

A cohort of 75 Active Citizens (25 per province), Sinhala and/or Tamil-speaking youth was trained in Leadership, Civic Engagement and ADR is currently implementing 15 SAPs (5 per province) which will influence their communities and local stakeholders and will promote alternative dispute resolution methods, peacebuilding and social cohesion using existing structures and forums.

The SEDR project has several strands and works to deliver 4 interconnected results areas of which Result Area 3 is addressed by SEDR Active Citizens;

1. To improve the functioning of Community Mediation Boards island-wide;
2. To improve and expand the functioning of Land Special Mediation Boards;
3. To address community problems and improve the resolution of community-level grievances in our target areas, and;
4. To show the benefits of mediation and increase awareness of how and why mediation – as an ADR mechanism – is used.

In order to support the SEDR-AC phase II Implementing Partners with their reporting requirements, SEDR is seeking the services of an Independent Consultant which will be the focus of this Terms of Reference.

2. DESCRIPTION OF THE ASSIGNMENT

2.1 Overall Objective

This Assignment will contribute towards the delivery of Result Area 3 of the SEDR project, namely, *Inclusive local action forums work to address shared problems and improve the resolution of community-level grievances.*

2.2 Specific Objective

- a) To discuss, and review the existing data and documentation collected by the 3 SEDR-AC Implementing Partners organisations and conduct Focus Group Discussions (FGD) and Key Informant Interviews (KII) with the partner coordinators, mentors, Active Citizens (trained youth implementing SAPs) and stakeholders actively engaged with the SAP design/plan and/or implementation.
- b) To lead the drafting and finalising of the SEDR AC Phase II (2022/2023) Partner Narrative Reports in close liaison with the Implementing Partners.

2.3 Requested Services

The requested services to be provided are as follows:

1. To attend a kick-off session/call with relevant SEDR project staff and the 3 CSO implementing partners at the start of the assignment to discuss the scope of the tasks to be performed.
2. To prepare a draft Inception Report and presentation thereof to a meeting of SEDR project staff and Implementing Partners.
2. To identify, gather and review key background documentation relevant to the specific objectives of this Assignment, including but not limited to 3 Implementing Partners' training completion reports, a summary of training facilitators' reports, 15 SAP proposals and 15 interim SAP progress reports.
3. To develop data collection tools and a fieldwork plan in consultation with SEDR key staff and the relevant 3 CSO staff.
4. To conduct FGDs with the SEDR Provincial Coordinators, 5 SAP groups (selected Active Citizens), CSO coordinators and mentors in each of the three provinces and 3 lead facilitators (online).
5. To conduct KIIs with SEDR Provincial Coordinators, SAP stakeholders from each of the three provinces and 3 lead facilitators.
6. To consolidate and analyse the 3 CSO performance data, FGD and KII findings and draft 3 SEDR AC Phase II (2022/2023) Partner Narrative Reports in English.
7. To prepare and facilitate an online session where the three draft reports are presented and discussed with partners and the SEDR project team.

8. To review, update and finalise draft reports based on outcomes and discussions at the previous briefing as well as feedback and comments.

To effectively complete the Assignment, and ensure the best possible use of limited resources, an initial briefing with the SEDR Project team and the consultant will be organised and this will be followed up by regular progress meetings for the duration of the Assignment.

2.4 Required Outputs/Deliverables

The main Outputs of this assignment are the following due as per agreed dates/timelines:

- a) An Inception Report containing proposed Data collection tools (FGDs and KIIs guides) and a workplan (field itinerary) for the consultancy assignment - to be submitted to the SEDR-AC Phase II Focal Point within 05 days after the kick-off meeting.
- b) The Inception Report should contain a proposed outline/table of contents of the SEDR-AC Phase II Narrative Reports.
- c) The first drafts of the 3 SEDR AC Phase II (2022/2023) Partner Narrative Reports to be submitted to the SEDR-AC Phase II Focal Point within 20 working days after approving the data collection tools and the workplan.
- d) To incorporate the feedback and submit the final 03 reports within 5 working days of receiving the feedback from SEDR.

The indicative breakdown of the level of effort of the consultant is as follows:

Proposed Activity	No. of Days
Kick-off briefing with the SEDR Project team and introduction to the 3 Implementing Partners	0.5
Inception Report, Desk review, assessment, and clarifications of relevant documents – 3 CSO implementing partners’ training completion reports, a summary of training facilitators’ reports, 15 SAP proposals and 15 interim SAP progress reports	3
Develop data collection tools and a fieldwork plan in consultation with SEDR and the 3 CSO staff	1
Focus group discussions with 5 SAP groups with selected Active Citizens, CSO coordinators and mentors in each of the three provinces and 3 lead facilitators (online)	9.5
3 Key Informant Interviews with SAP stakeholders from each of the three provinces and 3 lead facilitators	
Consolidation and analysis of the CSO performance data, FGD and KII findings and drafting 3 SEDR AC Phase II (2022/2023) Partner Narrative Reports	3

Proposed Activity	No. of Days
Preparation and Facilitation of partner and SEDR project team online session to present and discuss a draft	1
Revise, update and finalise draft reports based on outcomes and discussions at the previous briefing as well as feedback and comments	2
TOTAL DAYS	20

3. Contractor Profile

3.1 Profile required (language, education, general and specific experience)

Language skills and competencies:

- Fluency in communicating in English, Sinhala and Tamil will be an advantage. Speaking and reading in two or more languages will be necessary.
- Strong written English competence.
- Excellent analytical competence and interview skills.
- Active listening skills and strong English language writing skills.

Educational Qualifications and skills:

- Master's degree preferably in communication and reporting/monitoring and evaluation, development studies, youth skills and empowerment/ project management, communication report writing or a related field.
- Proven ability to review and analyse the content of community development programmes as they relate to governance, justice, or the rule of law.

General professional experience:

- Minimum of 5 years of relevant professional experience in development studies, report writing, human rights, governance, justice, or the rule of law.
- Proven experience in providing expert advice to Civil Society Organisations in the areas of community development, youth, and women empowerment etc.

Specific professional experience:

- Proven knowledge and experience in the analysis and assessment of social development projects at the grassroots level.
- Experience working in the Alternative Dispute Resolution field in Sri Lanka will be an added advantage.
- Proven ability in the composition and drafting of English language assessment and progress reports in the development sector.

3.2 Location and duration

The assignment will primarily be based in Colombo but with possible travelling to North, East and Uva provinces from February to May 2023.

4. REPORTING AND LANGUAGE

The written reports should be prepared in the English language in Ms Word and PDF formats and finalised as per the guidelines provided by the SEDR in section 2.4 above. However, please note substantial local language skills will be an advantage when conducting interviews and the data and information required to write the report.

5. ADMINISTRATION

The Independent Contractor will be working closely with and report directly to SEDR-AC Phase II Focal Point of the British Council in Colombo, Sri Lanka. The Team Leader of the SEDR project will be overall responsible for the management of the assignment.

6. APPLICATION & EVALUATION

Interested suitably qualified consultants are requested to submit a cover letter containing a rationale and justification for their application as well as a proposed daily fee rate (inclusive of possible travel and accommodation to the target provinces) in LKR by 12:00 noon on Tuesday 14 February 2023 via e-mail at the following address: sedr@britishcouncil.org. The cover letter should be accompanied by i) A recent CV containing a summary of their qualification and skills and relevant experience as well as a list of contactable references, and ii) An example of a recent piece of original written work by the consultant in the English language. As part of the evaluation process, shortlisted candidates may be contacted for an interview.

The British Council is committed to equality, diversity, and inclusion. We welcome interest from all sections of the community.