

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
Resilient nations.

Date: May 15, 2017

Reference: Re-Advert RSC/IC/2017/003

Country: Ethiopia

Description of the assignment: Data Specialist for the Project Social Protection for Sustainable Development in Africa (SP4SD)

Project/Program Title: Inclusive Growth and Sustainable Development Cluster

Post Title: Individual International Consultant

Duty Station: Addis Ababa, Ethiopia

Period of assignment/services: 10 Months

Expected start date: Immediate after concluding contract agreement

Proposal should be submitted by our secured e-mail: procurement.et@undp.org before Monday 29th May, 2017 11:59 PM Addis Ababa Local Time.

OR

Contact Person : MY – Procurement Unit
info.procurementet@undp.org

Name of Office: United Nations Development Programme (UNDP)
ECA Compound Old Bld. 6th floor, North Wing
Addis Ababa, Ethiopia

P.O. Box: 5580

Fax +251 11 5514599 / +251 11 5515147

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND/RATIONALE

Over the past two decades, African countries have achieved accelerated economic growth and noteworthy social and political achievements. However, there is a general agreement that such economic expansion has not been inclusive of the extremely poor and vulnerable.

This scenario calls for urgent action to promote better distribution of the economic gains and increase social resilience. The recent experience of social protection schemes in Latin America as well as in some African countries shows that well-designed social protection schemes, including interventions in the labour markets, can tackle structural determinants of poverty and vulnerability leading to a transformative effect on the whole society, as well as address many of the SDG's targets, and act as a pivotal tool to advance the 2030 Agenda as well as the Africa-wide development vision, Agenda 2063.

National institutions still lack required capacity and a know-how to fully implement social protection programmes and profit from the potential that such enhanced programmes may produce. The coverage of social protection in Africa remains extremely low, and structural fragilities including weak targeting, lack of coordination, and weak implementation capacity hamper the full potential of the existing programmes. Moreover, social protection and social policies in general are underfunded, dependent on donor resources; and fragmented.

Against the above background, UNDP has designed a regional project, **Social Protection for Sustainable Development in Africa (SP4SD Africa)**, with an overall objective to strengthen regional, sub-regional and national capacities to deliver on social protection systems in 15 African countries. This project is a partnership between UNDP, represented by UNDP Regional Service Centre for Africa¹, the UNDP World Centre for Sustainable Development² (RIO+ Centre), and the African Union (represented by the African Union Commission for Social Affairs).

For detailed information, please refer to the TOR in Annex 1

2. OBJECTIVE AND SCOPE OF THE ASSIGNMENT

As part of the SP4SD Africa project, UNDP proposes the creation of a biennial publication on the “state of the art” in social protection across Africa. The publication will be accompanied by a dedicated online platform containing systematic information on social protection across the continent. Though diverse African experiences in implementing social protection schemes are increasingly well documented through reports of various local and international organizations, academic publications and case studies, they tend to look either at a specific aspect of social protection (e.g., social security or non-contributory transfers, coverage to a specific population group) or at a specific country or group of countries. This publication proposes to go beyond a sectoral, topical or a case study approach to arrive at a comprehensive survey of social protection in Africa, covering all 55 countries. The target audience for the State of Social Protection in Africa publication are policymakers, researchers and development and social policy practitioners, particularly in Africa and the wider global South.

The publication will comprise three parts: 1) country profiles including analytical section, 2) two-three comparative topical studies, and 3) comparative section (graphics and tables). It will be accompanied by an interactive online platform.

- 1) The **country profiles** intend to cover all 55 African countries. The data for the country profile will

¹ The UNDP Regional Service Centre for serves UNDP's 45 Country Offices in sub-Saharan Africa, develops high quality knowledge and policy and implements UNDP's Regional Programme for Africa.

² Established as a legacy of the United Nations Conference on Sustainable Development (Rio+20), the RIO+ Centre provides a hub for broad based dialogue and action that can help shift paradigms and contribute practical solutions for the achievement of a more equitable and sustainable world.

derive from the collection of secondary sources, and if necessary, via a questionnaire administered by UNDP and partners. The dataset for the country profiles component and for the analytical part will collect data on, *inter alia*, legal frameworks (including conceptualization), institutional arrangements, funding strategies, implemented programmes, coverage, infrastructure, human resources, civil society participation, NGOs and private sector contribution (funding, programmes implemented, and coverage), and monitoring and evaluation policies. The analytical section developed based on the compiled data will summarise basic features of social protection in Africa, describe the current issues and trends and discuss possible sub-regional differences.

- 2) The **comparative studies** will focus on themes of high relevance to the continent based on the country profile analysis as well as on current research. The publication's advisory board will guide the selection process for the topics.

UNDP is now recruiting an international consultant to serve as a data specialist. The data specialist will collect, harmonize, and present in the appropriate format all data necessary for country profiles from secondary sources, and if necessary, will assist in the collection of information via a questionnaire administered by UNDP and partners. The data specialist will also be responsible for the layout and content of country profiles and will work with experts developing comparative studies to include the data they will be using into country profiles.

For detailed information, please refer to TOR in Annex 1

3. EXPECTED OUTPUTS/DELIVERABLES

The assignment will entail the following tasks:

1. The Consultant will **collect and harmonize data from the secondary sources** for all 55 African Countries and help decide whether a questionnaire is necessary to compliment data. In case a questionnaire is administered, the consultant will provide **assistance in the development of the questionnaire, training Country Offices on how to fill it out through a Webinar, follow-up, and tallying of results.**
2. The Consultant will **prepare tables and graphs to present data in an effective and interesting manner.** The consultant will organize the data to provide a comprehensive overview of the social protection systems in contemporary Africa, highlighting trends both at the regional and sub-regional level as well as opportunities and challenges.
3. The Consultant will **develop a template for Country Profiles**, ensuring that data and accompanying text are presented in an effective and thought-provoking manner. The consultant will apply this template to develop a Country Profile for each of the 55 African Countries.

To achieve the above tasks, it is expected that the Consultant will:

- Work closely with the social protection team at the Regional Service Centre, as well as with experts working on data and comparative studies.
- Consult with focal points in other agencies that are part of the advisory board and working groups of the project (i.e. UNECA, AU, UNICEF) to obtain relevant and up-to-date data.
- Help organize and participate in meetings and workshops relevant to the project, as necessary.
- Gather secondary data and assist in data collection via the questionnaire and other data sources suggested by the Consultant or members of the publication Advisory Group; in case of the questionnaire, participate in the development of the questionnaire questions, protocol and training webinar;
- Develop visual/graphic content e.g. including supporting tables, text boxes, pictures and graphics;
- Prepare country profiles for each of the 55 African countries that include data points, displayed in an effective manner, as well as a short narrative.

Liaise with advisory group and working group on the Country Profile structure

For detailed information, please refer to TOR in Annex 1

4. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria:		Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))		70%	100
▪ Educational background			20
▪ Proven experiences in compiling, harmonizing and analyzing datasets			30
▪ Knowledge of social protection issues within the broader context of sustainable development			20
Financial (Lower Offer/Offer*100)		30%	30
Total Score	Technical Score * 70% + Financial Score * 30%		

The Consultant is expected **to participate in one or more workshops** with representatives from the UNDP regional Service Centre for Africa, UNDP RIO+ Centre and other relevant partner organisations to discuss the initial findings of the background research (to be presented by UNDP staff), and the following steps of the publication. If needed, other meetings, both in-person and virtual, may be held between the consultant and UNDP. The tentative date for the workshop is 12-13 October 2017.

For detailed information, please refer to TOR in Annex 1

5. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

The Consultant will work under the direct supervision and in close collaboration with the Employment and Social Protection Specialist, IG&SD Cluster in the Regional Service Centre for Africa, Addis Ababa, Ethiopia, as well as other assigned staff of both UNDP Regional Service Centre for Africa and RIO+ Centre. The Consultant will also serve on the publication Working Group

For detailed information, please refer to TOR in Annex 1

6. REQUIREMENTS

ACADEMIC QUALIFICATIONS

- Master's or PhD degree in economics, statistics, social sciences or international affairs and development.
- At least 5 years of relevant experience in quantitative data collection and analysis. Proven knowledge or experience in social protection in Africa is desirable.

COMPETENCIES

- Extensive experience in research and data collection methodologies, data collection and analysis/data base management, including use of excel and/or other statistical software for data analysis.
- Expertise in using Stata and Excel for the collection of the relevant dataset.
- Knowledge of the context of social protection in the African continent is a strong asset.
- Working knowledge of approaches to the evaluation of social protection programmes, including indicators of quality.

- Objectivity and strong ability to analyse large multi-country data sets in short period.
- Excellent interpersonal skills and experience working collaboratively in small and large teams with tight deadlines and in multi-cultural environment.
- Familiarity with social protection issues and the wider landscape of global actors working on in the nexus between social protection, development and sustainable development.

LANGUAGE SKILLS

- Fluency in spoken and written English.

For detailed information, please refer to TOR in Annex 1

7. LOCATION, DURATION AND TIMEFRAME OF THE WORK/DELIVERABLES/OUTPUT

For the duration of the assignment, the Consultant is required to be based in the Regional Service Centre for Africa, Addis Ababa, Ethiopia and available for ongoing communication with the project managers (RSCA and RIO+ Centre staff) and technical experts. Prior to the beginning of the assignment, the Consultant and the project managers will agree on the frequency of meetings.

The duration of this assignment will be 10 months.

For detailed information, please refer to TOR in Annex 1

8. PAYMENT

The Consultant will receive monthly payments upon satisfactory performance certified by the direct supervisor.

For detailed information, please refer to TOR in Annex 1

Note: Submission of Technical and Financial proposal is mandatory. Failing to submit one of the proposals will be automatically disqualified.

Submission Through our secured email

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposals through our secured email: procurement.et@undp.org
- Your proposals shall be sent in a **separate email** as Technical and Financial proposals under subject line:
 1. For Technical: Technical Proposal – **Re-Advert RSC-IC-2017-003 –International Consultant for Data Specialist** - [\[insert your name\]](#)
 2. For Financial: Financial Proposal – **Re-Advert RSC-IC-2017-003 – International Consultant for Data Specialist** - [\[insert your name\]](#)
- All prices/rates quoted must be in **USD and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

ANNEX

ANNEX 1: TERMS OF REFERENCES (TOR)

ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUBMISSION FORM

ANNEX 3: FINANCIAL PROPOSAL COVER PAGE AND SUBMISSION FORM

ANNEX 4: GENERAL CONDITIONS OF CONTRACT FOR IC

Annex 1

TERMS OF REFERENCES (TOR)

Attached as a supporting document in this procurement notice under:

Annex 1-Terms of References (ToR)

Annex 2

TECHNICAL PROPOSAL

Cover Page

**IC Reference: Re-Advert RSC-IC-2017-003 – International Consultant
for Data Specialist**

Prepared by: _____

Date: _____

TECHNICAL PROPOSAL SUBMISSION FORM

Proposed by: [\[insert your name\]](#)

Directions:

- a. Briefly explain why you are the most suitable for the consultancy service you applied for. It should not be more than four hundred fifty words.
- b. Provide a detailed approach and/or methodology you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
- c. Include your proposed work plan which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
- d. Past experience in similar projects and/or consultancy services and their respective contract person name and address.
- e. List of three personal referees in terms of their title (position), where they work, email, and telephone address
- f. It must be prepared in English.

Annex 3

FINANCIAL PROPOSAL

Cover Page

IC Reference: Re-Advert RSC-IC-2017-003 – International Consultant
for Data Specialist

Prepared by: _____

Date: _____

FINANCIAL PROPOSAL SUBMISSION FORM

Proposed by: [insert your name](#)

Directions:

- a. The financial proposal shall specify a **total lump sum amount** (including travel, per diems, and number of anticipated working days)
- b. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- c. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- d. You must send this proposal separately through **our secured email** procurement.et@undp.org in a **PDF FORMAT**



I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration in USD
Personnel Costs			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
Duty Travel			
Round Trip Airfares [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
AGGREGATE AMOUNT in USD			

Amount in Words: [Insert the total amount in words]

II. BREAKDOWN OF COST BY DELIVERABLES*

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Duration of Month	Amount (in USD)
1	Monthly payment upon satisfactory performance certified by the direct supervisor	Monthly	10	
Total Amount in USD		100%	10 Months	

*Basis for payment tranches

Full Name: _____

Signature: _____

Date Signed: _____

GENERAL CONDITIONS OF CONTRACT

For the Services of Individual Contractors (IC)

Attached as a supporting document in this procurement notice.

Annex 4-General Conditions of Contract-Individual Contractors(IC)