TERMS OF REFERENCE

REGIONAL SERVICE CENTRE FOR AFRICA

GENERAL INFORMATION

Service Description:	Consultancy: Data Specialist for the project Social Protection for Sustainable Development in Africa (SP4SD)
Project Title:	Inclusive Growth and Sustainable Development Cluster
Duty Station:	Addis Ababa, Ethiopia
Type of the Contract:	Individual Consultant
Estimated Duration of Assignment:	10 months
Expected Start Date:	1 April 2017

I. 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 Africa[1], the UNDP World Centre for Sustainable Development[2] (RIO+ Centre), and the African Union (represented by the African Union Commission for Social Affairs).

II. 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

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[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.

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 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 hey will be using into country profiles.

III. 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:
   o Work closely with the social protection team at the Regional Service Centre, as well as with experts working on data and comparative studies.

- o 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.
- o Help organize and participate in meetings and workshops relevant to the project, as necessary.
- o 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;
- o Develop visual/graphic content e.g. including supporting tables, text boxes, pictures and graphics;
- o 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.
- o Liaise with advisory group and working group on the Country Profile structure and other matters, as necessary.

IV. 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.

V. 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.

VI. 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.

VII. 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.

VIII. PAYMENT

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