

TERMS OF REFERENCE

Ref: PN/FJI-050-17

Title	SDG Baseline Database Consultant
Location	Suva, Fiji
Application deadline	22 nd September 2017 (5pm Fiji Time)
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	30 working days

BACKGROUND

The 2030 Agenda for Sustainable Development was adopted in September 2015 in which member states pledged their commitment to implement 17 goals and 169 targets. The sustainable development goals and targets are broader in scope including the three dimensions of sustainable development: economic growth, social inclusion and environmental protection. It also incorporates some “unfinished business” on the Millennium Development Goals. The SDGs provide a common agenda to address some of the key challenges such as poverty, climate change and conflict to ensure people enjoy peace and prosperity.

Under the global indicator framework, the United Nations General Assembly agreed to a set of 230 indicators which will act as the basis for monitoring and reviewing the progress made in implementing SDGs. Progress on the achievement of SDGs will primarily be focused at national level, however complementary monitoring will transpire at regional and global level.

At global level, progress will be monitored using a set of global indicators. The SDG Progress Report will be produced by the United Nations Secretary General on annual basis to determine how regions are progressing on the SDGs.

At regional level, a list of 52 Pacific headline indicators have been identified based on data availability to measure the regions progress against the SDGs. Progress of these indicators will be monitored through the regional platform including Pacific leaders from public and private sectors, and civil society.

For national level monitoring, indicators have been refined and selected to harmonize against the national needs and priorities. Countries take the ownership of the selected indicators and are required to report in pursuit of their sustainable development plans, policies and programmes.

Objective

The main objective of this Terms of Reference is for the consultant to design and develop a comprehensive database for the Ministry of Economy on the targets and indicators identified under the SDGs. The consultant is required to undertake a detailed survey by reviewing and collecting the baseline information on indicators selected at national level.

The baseline data will provide a platform to track, monitor and report progress on achieving the sustainable development targets by aligning it to national development priorities. The availability of such data will contribute to the planning and readiness of the national SDGs and identify possible gaps that exist in data collection.

DUTIES AND RESPONSIBILITIES

Scope of Work

Under the supervision of the UNDP Pacific Office Inclusive Growth Team Leader and Deputy Team Leader, the consultant will be responsible for:

1. Collect baseline data and information on each of the proposed national sustainable development indicators over the last 20 years. The consultant will need to build on the existing Fiji Info Platform by expanding its scope in consideration with the new set of SDG indicators identified across all 3 Tiers.
2. Develop methodology, standards and tools for collecting and analyzing both qualitative and quantitative data. The baseline tool should be able to capture country and community-level data.
3. Identify appropriate data sources ensuring it is reliable and accurate.
4. Identify data gaps and lack of availability of official statistics. The consultant will review and identify indicators that could be supplied from data sources from outside government including academia, private sector, media, civil society organizations, etc. (proxy indicator with relevant data can be considered where necessary)
5. Advice on the engagement of relevant agencies and partners involved in supplying existing and supplementary data.
6. Facilitate a one-day stakeholder's consultation workshop to present the findings of the report and incorporate feedback as part of the finalization process.
7. Produce a final baseline survey report based on feedback from stakeholder's consultation workshop.

Key Deliverables

1. SDG database with baseline data and data covering the last 20 years;
2. Assessment report on the data trends and on government policies and programmes in place for the implementation of the SDGs
3. Assessment of data availability, data gaps and recommendations for addressing the data gaps

Institutional Arrangement

- Overall, the consultant will be reporting to the UNDP Pacific Office Inclusive Growth Team Leader and Deputy Team Leader. He/She is required to work closely with the Fiji Bureau of Statistics to complete the required tasks.

Duration of the Work

- All reports and documents relating to the assignment will be submitted to the UNDP Pacific Office Inclusive Growth Team Leader and Deputy Team Leader.
- The consultant is expected to work for a period of 30 working and will be based in Fiji
- The consultant is expected to start from 1 October 2017 till 31 December 2017
- A minimum of 3 working days is required for processing of payments, once monthly progress reports have been approved by UNDP and upon certification of payment (COP) form.

Duty Station

- The consultant will be based in Suva, Fiji.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Good Interpersonal skills
- Strong PC based computer skills, Microsoft applications (word, excel, PowerPoint)

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Minimum Master's Degree in Statistics, Economics or other relevant studies;

Experience

- Minimum of 15 years of relevant professional experience;
- Relevant work experience in economic research analysis, data collection, analysis and statistical tools are an advantage;
- Demonstrated experience in applying appropriate research methods with proven ability to organize surveys and produce good quality reports;
- Ability to collect and analyze human development data and reporting in Fiji and or the Pacific region is desired;
- Advanced quantitative and econometric skills and experience with related data analysis tools are an advantage;

Language requirements

- Very good command of spoken and written English is required.
- Demonstrated work in a multicultural environment is an asset

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on...

Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1:** Travel and Operational cost upon signature of contract (20% of contract amount)
- **Deliverable 2:** SDG Database with baseline data and data covering last 20 years (30% of contract amount)
- **Deliverable 3:** Assessment Report on the data trends and on government policies and programmes in place for the implementation of the SDG's (30% of total contract amount)
- **Deliverable 4:** Assessment of data availability, data gaps and recommendations for addressing the data gaps (20% of contract amount)

Evaluation Method and Criteria

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical Evaluation (70%)	
• Minimum Master's Degree in Statistics, Economics or other relevant studies;	10%
• Minimum of 15 years of relevant professional work experience;	10%

<ul style="list-style-type: none"> Relevant work experience in applying appropriate research methods, collecting and analyzing human development data, development financing data, economic research analysis and reporting in Fiji and or the Pacific region; 	25%
<ul style="list-style-type: none"> Excellent knowledge of data collection and analysis for MDG/SDG reporting are essential; 	15%
<ul style="list-style-type: none"> Advanced quantitative and econometric skills and proven ability to organize surveys and produce good quality reports is advantageous; 	10%
Financial evaluation (30%)	30%

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- Personal CV and P11** (Annex I), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Financial proposal**, as per template provided in Annex II. Note: Consultants must quote prices in United States Dollars (USD).

Annexes

- Annex I – [P11 Form](#)
- Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)
- Annex III - [Individual IC General Terms and Conditions](#)

For any clarification regarding this assignment please write to Ms. Rebecca Narayan on procurement.fj@undp.org. For submission of proposals email to etenderbox.pacific@undp.org. Incomplete proposals or proposals sent to incorrect address may not be considered.