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**Terms of Reference**  
**PN/FJI-023-18**

**Consultancy Title:** Institutional strengthening model for SDG 16 data collection & utilization in the Pacific

**Project Name:** Pacific Regional SDG Programme & Supporting the Implementation of the 2030 Agenda for Sustainable Development in Asia-Pacific - Project no. PDF-SDG-2016-01

**Duty Station:** Port Vila, Vanuatu

**Duration of the Contract:**

- Contract period: 1 July to 30 September 2018
- Number of working days: 22
- Commencement and ends dates of assignment: 1 July to 30 August 2018

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than **20<sup>th</sup> June, 2018 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.fj@undp.org](mailto:procurement.fj@undp.org). UNDP 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. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

**Objectives:**

The longer-term goal of this consultancy is to increase the commitment of Pacific island countries to the 2030 Agenda for Sustainable Development, with a particular focus on SDG 16, where particular attention is given to the need for peaceful, just and inclusive societies that provide equal access to justice and that are based on respect for human rights (including the right to development); on effective rule of law and good governance at all levels; and on transparent, effective and accountable institutions.

**Background:**

Based on the outcome of a Pacific regional workshop, held in November 2017 in Suva Fiji, on opportunities for progress implementation of SDG 16 and other associated goals, it is now proposed to undertake consultations and analysis at the national level to identify how the key outcomes of the regional workshop can be institutionalised at the national level. Vanuatu has been selected as a pilot country for this exercise based on the work already completed on a new National Sustainable Development Plan and associated M&E framework. The new Plan has tailored SDG targets and indicators specifically to monitor the country's commitment to SDG 16 (refer attached extract from M&E framework). Furthermore, this project also seeks to identify new indicators that are actionable for achieving the objectives of SDG 16.

As a pilot, the Vanuatu project will address options for strengthening the institutional capacity for data collection and analysis for monitoring SDG 16 and the cross-sectoral nature of implementation across all SDGs in other Pacific Island countries and territories. As such, this project needs to address the following components:

- Replicable: It needs to be done with reference to developing a process that can be undertaken in different contexts. Furthermore, whilst the emphasis will be on SDG16 targets and indicators, this process should be able to be applied to other SDGs and the NSDP, as well as other data requirements.
- Time and cost-effective: The project needs to use resources efficiently as in part it is attempting to prove the viability of this approach across the Pacific.
- Sustainable: As much as possible, the project should be undertaken with local capacity rather than relying on the expertise of an external consultant.
- Directed by internal priorities: This project must be relevant for internal uses, and must have local buy-in. It is for this reason that the project should be housed in the National Statistics Office or some other government department.
- Understandable: Stages will be documented and a report produced so that other countries and territories can learn from this process. Donors will also be able to understand what has been undertaken and how this is useful for replication.

It is proposed that UNDP will be the leading partner providing oversight. UNODC and other relevant UN agencies and development partners will also provide technical advice and programme support where viable. Key personnel from the Government of Vanuatu will also play a significant role. It is proposed that the project is separated into three parts, all of which build on each other. Each will entail a deliverable of a small report. These sections are outlined below:

- Part I: Review data availability
- Part II: Data collection approaches
- Part III: Methodology for applying data in policy, planning and budget formulation at sector level

## **Scope of work/Expected Output**

### **Part I: Review data availability**

#### **a) Kick-off workshop**

*Description:* A 'kick-off' meeting with representatives from VNSO, PM's office, civil society, police and justice and other relevant actors. The purpose would be to inform the relevant partners of the project, as well as seek buy-in and align with the NSDP. Furthermore, this project is highlighting cost-effective and innovative ways to collect data in Vanuatu in general which will have implications for multiple other purposes. An objective here will be to outline the strategy for the monitoring and evaluation framework for the NSDP, especially as it relates to SDG 16 indicators. Any other SDG16 targets that are relevant to Vanuatu will also be highlighted for later data collection.

*Deliverables:* Kick-off workshop in Port Vila.

*Duration:* 3 Days for prep and implementation

#### **b) Assessment of current sources of data**

*Description:* Building off the work undertaken by IEP<sup>1</sup> and the UNDP through their partnership with the VNSO, there are certain indicators that either are measured or can be measured. However, coding all available data sources will still need to be done, particularly for the various sources of

<sup>1</sup> [http://economicsandpeace.org/wp-content/uploads/2018/01/Measuring\\_Peace\\_in\\_the\\_Pacific.pdf](http://economicsandpeace.org/wp-content/uploads/2018/01/Measuring_Peace_in_the_Pacific.pdf)

administrative data. This requires a mapping exercise of all available data sources, as well as the processes in which data is (or should be) collected. This will map strengths as well as gaps in the current data collection processes, including mapping CRVS and administrative data. As part of the assessment process, focus will be given to global SDG indicators first and then to tailored and proxy indicators including the preliminary list of regional indicators as emerged from the Regional workshop on monitoring SDG 16. workshop. This component will also assess the capacity of national competent institutions to produce data and identify activities to strengthen them, as relevant (training, coordination mechanisms, etc.) and identify possible initiatives to produce data (for example, is there a need to conduct victimisation/corruption surveys and possible options to conduct them), including fund raising efforts

*Deliverables:* List all of the different potential data sources for each indicator. Table of the relevant agencies and partners involved in supplying existing and supplementary data. Process map current data collection approaches. For example, violent death data would contain all available sources of administrative data including specific hospitals, cemeteries, burial sites, police, births and death registries and so on. It would also include an outline of how data is currently collected (if it is) for the relevant actors. Many of the indicators do not have current sources which will be addressed in part II. A key component of this component would be a data base populated with available SDG 16 data based on what has been identified (through this consultancy) as “available and can be collected” including tailored and proxy SDG 16 indicators.

*Duration:* 5 Days

#### **c) Thorough data collection of existing data**

*Description:* All of the currently available data, including proxy measures and alternative sources, need to be outlined. Where possible, a time series will be informative for analysis of the trends of various indicators. If not possible, an indicative time series could be used.

*Deliverables:* Time series of data for each indicator.

*Duration:* 15 working days VNSO staff and 5 days for the IC

### **Part II: Data collection approaches**

#### **a) Develop new data collection approaches**

*Description:* To complement current available data, supplementary measurements will be required. This is a major concern not just for Vanuatu or the Pacific, but across the world with no country currently having available data to measure all SDG16 indicators. Propose feasible (technically and financially) alternative/proxy indicators based on relevance for Vanuatu, data availability or indicators that can be captured in existing data collection tools, i.e. national and/or sample surveys, administrative data collection tools, etc. This will require discussions with relevant stakeholders as well as lessons from other regions in the world to ensure the feasibility of recommendations. Further emphasis will be on ways in which data can be collected in a way to also bring about some of the objectives of SDG 16 – namely to promote peaceful, just and inclusive society.

*Deliverables:* Develop metadata for the indicator to describe the rationale for the indicator, the proposed methodology for data collection, the frequency of data collection and recommendations for disaggregation.

*Duration:* This will require 5 days

### **Part III: Methodology for applying data in policy, planning and budget formulation at sector level**

#### **a) Recommendations for data collection**

*Description:* The report will include recommendations on what data can be collected through a national sample survey on NSDP/SDGs and recommendations for the design and administration of the NSDP/SDG16 survey as well as other data collection techniques., recommendations on the institutional arrangements that need to be in place for the continuous collection, collation, storage, publication and dissemination of official SDG16 data and related data will be addressed as part of the sustainability strategy for this work.

*Deliverables:* Draft document for circulation on recommendations on data collection requirements.

*Duration:* 2 days

#### **b) Conclusion workshop**

*Description:* In order for this project to be useful and sustainable, it needs to address the priorities within Vanuatu. A necessary component will be to seek ownership and involvement with a stakeholder consultation meeting.

*Deliverables:* Facilitate a stakeholder's consultation workshop to present the initial findings of the report and incorporate feedback as part of the finalisation process.

*Duration:* 2 days for prep and implementation

#### **c) Final report**

*Description:* In order for this pilot to be replicable in other countries and territories, a final report will be required to highlight what has been achieved and the various processes undertaken.

*Deliverables:* Produce a final report on the SDG 16 data availability assessment including data gaps to monitor the NSDP and SDG targets and indicators. The report will be based on feedback from bilateral consultations with data producers as well as the national consultation workshops on NSDP/SDG data.

*Duration:* 5 working days. However, the ultimate goal would be to create, with the VNSO and other relevant stakeholders, a plan to ensure resources are allocated for data collection. This will be independent of the final report and is subject to various review and planning processes.

### **Timing and Resourcing**

#### **a) Timing**

Not including time from UNDP support staff and Vanuatu National Government support, it is proposed that the following time is required.

#### **b) Days required**

Days do not take into account the planning of logistical arrangements of workshops or any other activity that will require external support for.

Part	Task	Days required
I: Review data availability	Kick-off meeting	3
	Assessment of current sources of data	5
II: Data collection approaches	Develop new data collection approaches	5
III: Methodology for applying data in policy, planning and budget formulation at sector level	Recommendations for data collection	2
	Conclusion workshop	2
	Final report	5

Note: Everything except for the final report will be undertaken in-country.

#### Resources Provided

- IC will provide his/her own laptop
- Government of Vanuatu will provide a space within Vanuatu National Statistics Office for IC to work from

#### Supervision/Reporting

- Office and position of supervisor:  
Deputy Team Leader Inclusive Growth, UNDP Pacific Office
- Reporting lines other than the primary supervisor  
Director for VNSO and Director for DSPPAC, Government of Vanuatu
- Frequency  
As per the workplan schedule

#### Requirement for Qualifications & Experience

Minimum Degree in Law or Social Studies or Economics or Statistics

##### Experience & skills

At least 4 years of experience in

- monitoring and reporting SDG 16 targets and indicators in the Pacific Region;
- developing supplementary measurements for SDG 16 in the Pacific Region;
- developing alternative or proxy SDG 16 related indicators in instances whereby data for official SDG indicators are not available or not relevant for the specific country context;

##### Other Competencies

Good understanding and practical experience on collecting and processing statistics in the Pacific for monitoring SDG 16.

Report writing on monitoring SDG 16 in the Pacific;

Project Management experience;

## Evaluation

### 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 Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Educational qualifications	5%
At least 4 years of experience in:	
- monitoring and reporting SDG 16 targets and indicators in the Pacific Region (preferably in Vanuatu);	15%
- developing supplementary measurements for SDG 16 in the Pacific Region (preferably in Vanuatu);	10%
- developing alternative or proxy SDG 16 related indicators in instances whereby data for official SDG (preferably in Vanuatu);	15%
Good understanding and practical experience on collecting and processing statistics in the Pacific for monitoring SDG 16 (preferably in Vanuatu);	10%
Experience in report writing on monitoring SDG 16 in the Pacific;	15%

### Payment schedule

Deliverable	Estimate Submission Dates	% of contract amount
Travel and operating costs - Upon signing of contract		20%
<b>Assessment of current SDG 16 sources of data:</b> This requires a mapping exercise of all available data sources, as well as the processes in which data is (or should be) collected. This will map strengths as well as gaps in the current data collection processes, including mapping CRVS and administrative data. As part of the assessment process, focus will be given to global SDG indicators first and then to tailored and proxy indicators including the preliminary list of regional indicators as emerged from the Regional workshop on monitoring SDG 16. workshop. This component will also assess the capacity of national competent institutions to produce data and identify activities to strengthen them, as relevant (training, coordination mechanisms, etc.) and identify possible initiatives to produce data (for	15 July 2018	20%

<p>example, is there a need to conduct victimization/corruption surveys and possible options to conduct them), including fund raising efforts:</p> <p>Deliverable: List all of the different potential data sources for each indicator. Table of the relevant agencies and partners involved in supplying existing and supplementary data. Process map current data collection approaches.</p>		
<p><b>Thorough data collection of existing data:</b></p> <p>All of the currently available data, including proxy measures and alternative sources, need to be outlined. Where possible, a time series will be informative for analysis of the trends of various indicators. If not possible, an indicative time series could be used.</p> <p>Deliverable: A database of time series of data for each indicator.</p>	31 July 2018	20%
<p><b>Develop new data collection approaches</b></p> <p><i>Description:</i> To complement current available data, supplementary measurements will be required. This is a major concern not just for Vanuatu or the Pacific, but across the world with no country currently having available data to measure all SDG16 indicators. Propose feasible (technically and financially) alternative/proxy indicators based on relevance for Vanuatu, data availability or indicators that can be captured in existing data collection tools, i.e. national and/or sample surveys, administrative data collection tools, etc. This will require discussions with relevant stakeholders as well as lessons from other regions in the world to ensure the feasibility of recommendations. Further emphasis will be on ways in which data can be collected in a way to also bring about some of the objectives of SDG 16 – namely to promote peaceful, just and inclusive society.</p> <p><i>Deliverable:</i> Develop metadata for the indicator to describe the rationale for the indicator, the proposed methodology for data collection, the frequency of data collection and recommendations for disaggregation.</p>	10 August 2018	10%
<p><b>Methodology for applying data in policy, planning and budget formulation at sector level</b></p> <p><i>Description:</i> The report will include recommendations on what data can be collected through a national sample survey on NSDP/SDGs and recommendations for the design and administration of the NSDP/SDG16 survey as well as other data collection techniques., recommendations on the institutional arrangements that need to be in place for the continuous collection, collation, storage, publication and dissemination of official SDG16 data and related data will be addressed as part of the sustainability strategy for this work.</p> <p><i>Deliverable:</i> Document for circulation on recommendations on data collection requirements.</p>	20 August 2018	10%
<p><b>Final report</b></p> <p><i>Description:</i> In order for this pilot to be replicable in other countries and territories, a final report will be required to highlight what has been</p>	31 August 2018	20%

achieved and the various processes undertaken.

*Deliverable:* Produce a final report on the SDG 16 data availability assessment including data gaps to monitor the NSDP and SDG targets and indicators. The report will be based on feedback from bilateral consultations with data producers as well as the national consultation workshops on NSDP/SDG data.

### Proposal Submission

Offerors must send the following documents.

- i) **Signed P11 form including names of at least 3 referees**
- ii) **Cover letter setting out:**  
A statement of how the applicant meets the qualifications and experience requirements.
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on **a 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.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))*