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ETHIOPIA

TERM OF REFERENCE (TOR)

For the procurement of International Consultant to consolidate and draft the First African South-South Cooperation Report.

I. GENERAL INFORMATION

| | |
|-----------------------------------|--|
| Project/Program Title: | 1st African South-South Cooperation Report |
| Post Title: | International Consultant |
| Duty Station: | Addis Ababa |
| Expected Places of Travel: | None |
| Duration: | September 2018 –January 2019 (35working days distributed within 5months) |
| Expected Start Date: | 24 September 2018 |

II. BACKGROUND & CONTEXT

In November 2016 a number of pilot African countries, together with NEPAD Planning and Coordinating Agency, UNDP Regional Service Center for Africa, and with the technical support of the Iberoamerican Secretariat (SEGIB), agreed to undertake a South-South Cooperation reporting related initiative. This reporting exercise responded to one of the key pillars of discussions towards the upcoming High-Level Meeting on South-South Cooperation, the Buenos Aires Plan of Action (BAPA+40). The discussion on reporting was initially based on initial common grounds – basic agreed concepts on South-South Cooperation - and initial data collection – based on an agreed template. Consequently, 15 African countries gathered again on April 2018 in Addis Ababa to formalize the process and launch the reporting discussions, agreeing the overall content of the regional report, an updated and simpler template for reporting and a timeline on the process.

From the period of April to August de voluntary countries have been collecting the data on key south-south cooperation initiatives they undertook in 2017. The agreed concept is that the activities considered in the report will be the “Bilateral Cooperation” initiatives, meaning the process whereby two countries pursue their individual and/or shared national capacity development objectives through exchanges of knowledge, skills, resources and technical know-how. In terms of timeline, the report will cover the SSC initiatives that were completed in year 2017. The understanding is that an initiative may consist of several activities, and it is considered completed when the last activity ends successfully.

III.OBJECTIVES AND SCOPE OF THE ASSIGNMENT

The objective of the assignment will be to support the overall development of the 1st African Report on South-South Cooperation, in close coordination with the different partners involved in the initiative, including the NEPAD Planning and Coordinating Agency, the Islamic Development Bank and UNDPs Regional Service Center.

The proposed content of the regional report will have 4 chapters:

Chapter 1: Foreword: Countries statement on south-south priorities towards BAPA+40. Here the national priorities for SSC and particularly towards BAPA+40 will be narrated and, if possible, will come in the format of a foreword message signed by the relevant ministry at country level.

Chapter 2: National policy and institutional setting for SSC. Here the enabling environment at national level, including national policies and institutional settings for SSC of member countries will be presented.

Chapter 3: Data on SSC Activities (intra and inter-regional activities on south-south cooperation). The report will provide an analysis at regional level of trends and examples of challenges and opportunities in relation to SSC activities.

Chapter 4: Future Directions. The regional report will include a forward-looking section that will aim at introducing the content that the report could present in future years. These will be related to the following:

- Resource Centers (suggestion of methodology)
- Ecosystem for SSC at National Level
- Moving from Capacity Development to Problem Solutions

Based on the presented content of the report, the scope of the assignment will consist on the following:

- Drafting and Development of the chapter 1 of the report, which will include the foreword of the voluntary countries, including the key priorities on south-south cooperation, signed at the ministerial level. Support in facilitating and collecting such forewords from the countries is included and in preparation of the RSCA Africa Foreword.
- Drafting and Development of chapter 2 of the report, including contacting the voluntary countries and extracting the key information on their progress on establishing the national policy and institutional setting for South-South Cooperation.
- Drafting and Development of Chapter 3 of the report which will consist on:
 - Aggregation of data – bilateral South-South Cooperation initiatives - extracted from the national excel tables that the countries will be delivering.
 - Consolidation of the data at subregional level and consequently at continental level, conducting an analysis of the data, while extracting the key trends, potential opportunities, including key challenges or needs at the different levels.
 - Disseminating the initial conclusions with the relevant sub-regional bodies, including the RECs to collect their feedback and inputs.
 - Disseminating and preparing the initial conclusions in graphs and visuals for the upcoming regional reporting meeting (planned 2-3 October), while collecting inputs from the meeting to the report.

- Consolidating the proposed articles of the Chapter 4 of the Report, including ensuring a coherent threat with the rest of the content of the report.

IV. EXPECTED DELIVERABLES, TIMEFRAME AND PAYMENT SCHEDULE

| Deliverables | Deadlines | Payment schedule |
|---|---------------------------|------------------|
| <ul style="list-style-type: none"> • Draft of Chapter 2 on National policy and institutional setting for SSC • Aggregation and analysis of data by voluntary countries (excel template) and preparation of visuals for regional reporting meeting | 5 th October | 25% |
| <ul style="list-style-type: none"> • Draft of Chapter 3 on Data on SSC Activities (intra and inter-regional activities on south-south cooperation) • Consolidated Chapter 4 on Forward looking perspectives | 19 th October | 25% |
| <ul style="list-style-type: none"> • Draft of Chapter 1 with consolidated foreword of voluntary countries | 23 rd November | 25% |
| <ul style="list-style-type: none"> • Submission of Final consolidated African SSC Report | January 2019 | 25% |

Notes:

- No travel or field work is envisaged for this assignment.

V. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will report to the South-South Advisor, based in Regional Service Center for Africa in Addis Ababa and coordinate closely with the voluntary countries and the partner institutions involved in the process. Responsibilities include the following:

- The consultant will ensure the quality of deliverables, including proof-reading and thorough copy-editing according to commonly applied international standards;
- The consultant will maintain regular communication with UNDP for guidance and updates to ensure deliverables are on track.

VI. FUNCTIONAL COMPETENCIES

- Ability to lead effectively, mentoring as well as conflict resolution skills;
- Demonstrates strong oral and written communication skills in French or English as relevant;
- Remains calm, in control and good humored even under pressure;
- Proven networking, team-building, organizational and communication skills.

VII. REQUIRED SKILLS AND EXPERIENCE

Education

- Advanced university degree or equivalent in statistics, economics, development studies, or the social sciences

Experience

- Minimum 10 years of progressive experience in quantitative and qualitative data analysis, and research and drafting in the field of development cooperation;
- Proven knowledge and experience in providing advisory and/or consultancy services in the area of south-south, in particular, track record of advisory on south-south related policies and mechanisms;
- Demonstrated hands-on knowledge and experience on south-south cooperation at regional or country level in the Africa region;
- Experience in doing research and analysis in broader development cooperation framework and development agenda including MDGs, SDGs, and financing for development;
- Previous work experience with UN systems will be highly desirable.

Language

- Excellent knowledge of English (respectively for each consultancy), including writing and oral skills. Knowledge of French will be an asset.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Individual Consultant 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 and Interview) for 1 consultant - English | 70% | 100 |
| Understanding the Scope of Work (SoW) and organization; and Understanding of the South-South Solutions (templates, reporting formats..) | | 30 |
| Minimum educational back ground | | 20 |
| Minimum years of experience | | 20 |
| Financial (Lower Offer/Offer*100) | 30% | 30 |
| Total Score | Technical Score * 70% + Financial Score * 30% | |

*** It is mandatory criteria and shall have a minimum of 50%**

IX. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

X. ANNEXES TO THE TOR (if any)

- Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.