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## TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

### GENERAL INFORMATION

**Services/Work Description:** Development of a metadata for mainstreaming SDGs in planning processes (Medium Term Development Plans) of Metropolitan Municipal and District Assemblies (MMDAs)

**Project/Program Title:** Partnership Action on Green Economy (PAGE) in Ghana

**Post Title:** National Consultant

**Consultant Level:** Level C (Senior Specialist)

**Duty Station:** 25 working days

**Expected Places of Travel:** Accra, Ghana

**Duration:** 25 days distributed over 3 months, but first 5 days dedicated to development of the inception report, the layout of the main report, the next 15 days dedicated to drafting the report and the last 5 days dedicated to receiving inputs from the technical team composed to support the process and refining the report, providing training for selected Ghana Statistical Service, National Development Planning Commission and Ministry of Environment, Science, Technology and Innovation staff and submitting the training and metadata reports.

**Expected Start Date:** 10 December 2018

### I. BACKGROUND / PROJECT DESCRIPTION

#### **Background**

The Sustainable Development Goals (SDGs) were adopted in 2015 to end poverty, protect the environment and ensure that all people enjoy peace and prosperity by 2030. The achievement of the SDGs requires countries to mainstream them into their national development plans in accordance with local challenges, capacities and available resources.

The Partnership for Action on Green Economy (PAGE) which is a global push towards a greener and more inclusive growth trajectory serves as a platform to catalyze national action to operationalize sustainable development in the context of the SDGs. PAGE brings the combined mandate, expertise and networks of five UN agencies. The combined effort offers integrated and holistic support to countries on inclusive green economy, ensuring coherence and avoiding duplication.

PAGE is supporting Ghana's efforts to fully integrate SDGs and internalize Ghana's commitment to the global climate change agenda through Nationally Determined Contributions (Gh-NDCs) in development planning processes using the decentralized governance system in the country within the context of [Ghana National](#)

[Climate Change Policy](#) (2012) and its medium-term national development policy framework for 2018-2021, *"Agenda for Jobs: Creating Prosperity and Equal Opportunity for All"*

### **Introduction to Assignment**

To translate these ideas into actions and results in Ghana, UNDP, in collaboration with the Ministry of Environment, Science, Technology and Innovation (MESTI), the National Development Planning Commission (NDPC) and the Ghana Statistical Service (GSS) through a consultant developed a manual for mainstreaming climate change and green economy related SDGs in development plans of MMDAs in 2017. Subsequently, working with officials of NDPC, MESTI, GSS and UNDP, about 280 staff of 24 MMDAs in the three Northern Regions were trained on how to use the manual to "green" their development plans.

The manual which provides guidance and frame for including climate change and green economy related SDGs in development plans has a set of indicators for inclusion in development plans. The relevant SDGs indicators, mostly tier 1 & 2, with additional localized indicators will be used to measure and report on progress by the relevant government institutions including NDPC, MESTI and GSS.

To ensure comparability across MMDAs and over time, a framework to guide data collection for the computation of the indicators is critical. This underscores the fact that nationally comparable indicators from these MMDAs will represent disaggregated data at local level that will be aggregated to report on progress, especially when the project is scaled up. While many of the global indicators already have metadata in place, the compilation of the metadata framework is essential due to the localization and additional indicators selected to monitor progress. A metadata of the SDG indicators summarizes basic information about the data, providing context or additional information about the other data, sources, computation, etc. to make finding and working with the instances of data easier.

The first in the set of actions was to set up a Technical Working Group or Team composed of representatives of the Ministry of Environment, Science, Technology and Innovation, the Ghana Statistical Service, the National Development Planning Commission and the UNDP. The team has had several meetings to discuss and refine the scope of work for the development of the metadata. The consultant will work closely with the team during the consultancy period to benefit from the technical expertise of the team and to inculcate institutional ownership of the process and output from this work.

### **Objective**

The objectives of this assignment are to:

- Develop metadata for the selected indicators mainstreaming of climate change and green economy related SDGs in the development plans of MMDAs through a range of technical consultative engagements;
- Provide training to regional and district statisticians, economic planning officers and other officials of selected MMDAs on use and operationalization of the metadata through targeted trainings and pilot interventions.

### **Approach/Methodology**

The Consultants will use a participatory approach. The methodology will comprise, inter alia, a review of relevant literature and existing methodologies and tools; interview with relevant stakeholders including but not limited to the Ghana Statistical Service, Ministries, Departments and Agencies (MDAs) producing data for SDGs monitoring, National Development Planning Commission, MESTI, academia and other stakeholders in the data ecosystem.

The Consultant will produce a draft of the indicator metadata report which shall be subjected to review by the Technical Working Team and finalize same for publication and use.

## **II. SCOPE OF THE WORK**

The document will cover all the relevant climate change, green economy relevant SDG targets and indicators<sup>1</sup>, their definitions, means of computing, sources of information/data for computing and the limitations. The metadata should heavily rely on the manual developed for mainstreaming climate change and green economy related SDGs in the development plans of MMDAs.

### **Specific Tasks**

1. Develop an inception report, outline of the metadata report, indicating sources of information to interrogate, interview instruments, and other relevant materials for the development of the metadata report, within two weeks of signing contract;
2. Share and receive inputs on the outline of the report, the interview instruments, etc. within one week after submission;
3. Develop and share draft metadata report, revise and finalize same within six weeks of signing contract;
4. Receive technical inputs from the Technical Working Team, UNDP, and other relevant institutions with the aim of fine tuning and finalizing the report;
5. Provide technical support and train regional/district statisticians, economic planning officers and other officials of selected MMDAs on use of the metadata to guide comparable data collection for monitoring progress;
6. Provide final metadata report and training report.

## **III. EXPECTED OUTPUTS AND DELIVERABLES**

The expected deliverables are as follows:

1. Inception report, outline of the main report (by 14 December 2018)
2. Draft metadata report for mainstreaming SDGs into Medium Term Plans of MMDAs (by 10 February 2019)
3. Training report and final metadata report (by 10 March 2019)

## **IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The Consultant will work under the direct supervision of:

- the Sustainable Development Cluster head of United Nations Development Programme (UNDP) in Ghana
- the Head, Demographic Statistics and SDG Coordinator at the GSS
- Deputy Director (climate change and green economy) at MESTI

Working in close collaboration with

- Relevant officials from NDPC
- Relevant officials from GSS
- UNDP Regional and Global Technical Advisors on Climate Change and Green Economy

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<sup>1</sup> Substantial part of climate change and green economy related SDG indicators and targets were identified in the manual and has been further refined by the Technical Working Group set up to support the development of the metadata. We expect the work of this consultancy to conclude the refining of the identification of the indicators and targets as basis for the development of the metadata.

Overall guidance will be provided by UNDP Country Director (Ghana).

The consultant will also be expected to liaise with other UNDP staff involved in the PAGE project.

## **V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

UNDP will cover the costs of field missions separately where applicable for instance for the purposes of training, so these costs should not be included in the financial proposal.

## **VI. DURATION OF THE WORK**

The assignment is expected to be completed in 25 working days spread over a period of 3 months from 10 December 2018 to 10 March 2019.

## **VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

### **Education:**

Advanced University Degree in statistics, demography, development studies, economics, sustainable development, or related field.

### **Experience:**

- Minimum 15 years relevant working experience in sustainable development, statistics production, data analysis and report, statistics instruction;
- Good understanding and experience in the statistics production process, UN Fundamental Principles of Official Statistics, African Charter of Statistics and data quality assurance;
- Good understanding of the SDGs global indicator framework and their alignment and adoption in Ghana;
- Good knowledge and understanding of the data ecosystem in Ghana as it relates to data for SDGs monitoring;
- Good understanding of the climate change, green economy and sustainable development agenda and challenges in Africa and Ghana in particular;
- Knowledge of Ghana's development planning processes at both national and district levels. Having directly contributed to these processes is an advantage;
- Good publication record in the field of statistics, sustainable development, climate change, green economy, is an added advantage.

### **Language:**

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to communicate fluently with different stakeholders (government authorities, local communities, project staff).

### **Functional Competencies:**

- Conceptual and analytical skills;
- Interpersonal and leadership skills;
- Reporting and writing skills

- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

#### **Core Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism; and
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

### **VIII. CRITERIA FOR SELECTING THE BEST OFFER**

As per the Invitation to Submit an Offer, the 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
<b>Technical Competence</b>	<b>70%</b>	<b>100</b>
Educational qualifications and years of experience in the relevant field		20
Knowledge and experience on the global SDG indicator framework, metadata requirements and SDGs monitoring framework in Ghana		30
Knowledge of and experience on climate change agenda, data quality assurance		10
Knowledge of and experience on Ghana's development planning processes		10
Publication record and statistical instruction experience		10
Methodology/Approach		20
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	<b>100</b>
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

### **IX. PAYMENT MILESTONES AND AUTHORITY**

The prospective consultant will indicate the cost of services for each deliverable in US dollars all-inclusive<sup>2</sup> lump-sum contract amount when applying for this consultancy. The consultant will be paid based on the effective UN Official Rate of Exchange (UNORE) of proposal submission date (where applicable in case of national consultant), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<sup>2</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

<b>Deliverables</b>	<b>Payment Schedule</b>
Submission and acceptance of Inception Report, and outline of main report	To be submitted to UNDP Ghana. Clearance triggers 1 <sup>st</sup> payment of 20%.
Submission and acceptance of draft metadata document	To be submitted to UNDP Ghana Clearance triggers 2 <sup>nd</sup> payment of 40%.
Submission and acceptance of finalized deliverables: Metadata document, training report	To be submitted to UNDP Ghana. Clearance triggers final payment of 40%.

## **X. 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.

### **This TOR is approved by:**

**Name:** Paolo Dalla Stella

**Designation:** Programme Specialist (Sustainable Development)

**Signature:** \_\_\_\_\_

**Date Signed:** 13 November 2018