

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

### GENERAL INFORMATION

**Services/Work Description:** Recruitment of Consultant in support of the implementation of the UHI Project in Accra, in cooperation with WHO and ICLEI and following the related implementation agreement between UN-Habitat and WHO.

**Project/Program Title:** Urban Health and SLCP Reduction Project

**Post Title:** Urban Health Consultant

**Consultant Level:** Consultant

**Duty Station:** Accra

**Expected Places of Travel:** 0 out of duty station

**Duration:** 36 working days distributed over 6 months

**Expected Start Date:** 6 December 2018,

### I. BACKGROUND / PROJECT DESCRIPTION

UN-Habitat is currently implementing the *Urban Health and SLCP Reduction Project* together with WHO, ICLEI and other partners. This pilot project is part of CCAC's Urban Health Initiative and since 2016 has been engaging key stakeholders in the health, transport, waste and energy sectors as priority sectors for the intervention.

The objective of the project is thereby to demonstrate health co-benefits from reducing air pollution and to reduce associated deaths and diseases; in other words, to demonstrate that clean air leads to healthier people, more liveable cities and a cooler planet. The project's development hypothesis (or theory of change) is that making stakeholders aware of these conditions and linkages will help to goad decision-makers into action. The project specifically emphasizes short-lived climate pollutants (SLCPs), for instance soot, by seeking to mainstream air quality management measures into urban planning frameworks. Moreover, a vertical integration exercise aims at overcoming implementation barriers between relevant national policies and city-level implementation.

### II. SCOPE OF THE WORK

The objective of this consultancy is to support UN-Habitat in its contribution to the implementation of the UHI Project in Accra, in cooperation with WHO and ICLEI and following the related implementation agreement between UN-Habitat and WHO.

This includes the development of substantive outputs, providing substantive advice, the reviewing of reports and the follow-up and liaison with key stakeholders of the implementation in Accra and Ghana. It further includes the preparation, organization and hosting of meetings and workshops.

In particular, the following is included in the scope of work:

- 1) Review health issue briefings and project information materials developed by WHO and ICLEI. These materials are to be reviewed for the correctness of their content and the suitability of their use in Accra. Furthermore, the information needs to be reviewed from a substantive point of view.
- 2) Review the report about financing options for policy interventions in Accra as developed by ICLEI. The report is available in an advanced version and is to be reviewed from a substantive point of view, following the consultation with key stakeholders especially from the project steering committee. Inputs from these discussions undertaken by the consultant are to be included into the report.
- 3) Review the report about good policy practices and SLCP reduction strategies to be considered in the Accra context as prepared by ICLEI. The report is available in advanced version and is to be reviewed from a substantive point of view, following the consultation with key stakeholders especially from the project steering committee. Inputs from these discussions undertaken by the consultant are to be included into the report.
- 4) Support in the preparation and implementation of the action planning workshop (for reviewing the Accra City Climate Action / SLCP Reduction Plan) to take place in early 2019 in cooperation with WHO and ICLEI. Preparing the corresponding workshop report.

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Review comments to the project information materials (e.g. Health Issue Briefings) as prepared by WHO and ICLEI.	05 Working days	UN-Habitat
2	Review comments to the report about financing options for policy interventions in Accra as developed by ICLEI.	07 Working days	UN-Habitat
3	Review comments to the report about good policy practices and SLCP reduction strategies to be considered in the Accra context as prepared by ICLEI.	07 Working days	UN-Habitat
4	Workshop report for the early 2019 action planning workshop.	17 Working days	UN-Habitat

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The successful candidate will be working under the direct supervision of the Habitat Programme Manager (HPM) in Ghana, and with the Task Manager (Climate Change Planning Unit / Urban Planning and Design Branch, UN-Habitat) as second reporting officer.

### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

This consultancy will be home-based in Accra. The consultant will be expected to use his/her own equipment (computer) and is expected to cover himself/herself all costs for related local transport service in Accra.

This assignment is going to be a part-time assignment with a total of 36 working days over the period of six months starting on December 1, 2018. The assignment will upon request require a presence at the UNDP premises for meetings.

## **VI. DURATION OF THE WORK<sup>1</sup>**

Anticipated starting date is December 1, 2018. This contract comprises 36 working days over 6 months. The anticipated dates of completion of individual outputs as listed above under Section III will depend on the progress made in the overall implementation of the Urban Health Initiative in Accra and also on the mutual agreement regarding the timing by various partners in Ghana and internationally. It is therefore not possible at this point to set fixed dates for completing individual outputs. These dates will be agreed upon with the consultant on a case to case base, but certainly are going to fall within the indicated duration of this contract (i.e. 6 months starting on December 1<sup>st</sup> 2018).

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

### **Education:**

- Advanced university degree (Master or equivalent) in public health, environmental management, urban planning or similar related fields;

### **Experience:**

- Working experience: At least 5 years of relevant experience in the field of public health and urban environmental management and planning, municipal and urban governance. Previous experience in the field of air pollution reduction and air quality management will be an asset.

### **Language:**

- Fluency in written and spoken English will be required for this consultancy.

### **Functional Competencies:**

- Sector experience: Knowledge and experiences of working in Accra; in-depth understanding of the policy environment at local, intermediate and national level in Accra and Ghana; established network to key stakeholders in the urban environment and public health sector; established network to relevant government agencies at AMA, GAMA, as well as to relevant specialised agencies at national level, including the Ghana EPA and Ghana Health Service.

### **Core Competencies:**

- Ability to work independently, task-based and result oriented.
- Demonstrates integrity by modelling the UN's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism; and
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

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<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

**Important Note:**

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

**VIII. SELECTION PROCESS AND CRITERIA FOR SELECTION**

Upon the advertisement of the job opening, interested applicants are 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 (based on CV and interview (if required))</b>	<b>70%</b>	70
▪ <b>Criteria a) Education:</b> Master's degree or equivalent in public health, urban planning, environmental management or similar related fields.		15
▪ <b>Criteria b) Work Experience:</b> Knowledge and experiences of working in Accra; in-depth understanding of the policy environment at local, intermediate and national level in Accra and Ghana. Minimum of 5 years relevant work experience.		35
▪ <b>Criteria c) Understanding the Scope of Work (SoW);</b> comprehensiveness of the methodology/approach; and organization & completeness of the proposal Proven ability to work independently, task-based and result oriented.		20
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score 100* 70% + Financial Score * 30%</b>	

**IX. PAYMENT MILESTONES AND AUTHORITY**

The overall assignment will be completed in 36 working days (Daily rate, USD 225). The total remuneration for the completed assignment is USD 8,100 in four instalments. The successful candidate shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Review comments to the project information materials (e.g. Health Issue Briefings) as prepared by ICLEI.	yes	14%
2 <sup>nd</sup> Installment	Review comments to the project information materials (e.g. Health Issue Briefings) as prepared by ICLEI.	yes	19.4%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
3 <sup>rd</sup> Installment	Review comments to the project information materials (e.g. Health Issue Briefings) as prepared by ICLEI.	yes	19.4%
4 <sup>th</sup> Installment	Workshop report for the February 2019 action planning workshop.	yes	47.2%

## **X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

-- not applicable for this case --

## **XI. 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 UN-Habitat.

**This TOR is approved by:** [\[indicate name of Approving Manager\]](#)

**Name:** Abena Ntori

**Designation:** National Coordinator

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

**Date Signed:**