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G H A N A

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

GENERAL INFORMATION

Services/Work Description: Recruitment of Consultant to develop Joint Result Group Workplans for 2019 UN Sustainable Development Partnership (UNSDP) 2018-2022 in Ghana

Project/Program Title: UNSDP implementation

Post Title: National Consultant (NC)

Consultant Level: **Level B** (Senior Consultant)

Duty Station: Accra

Duration: _12 _ working days distributed over _3_ weeks

Expected Start Date: Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

The UNCT in Ghana seeks to engage a consultant to support the development of joint workplans (JWPs) for 2019, towards the implementation of the *UN Sustainable Development Partnership (UNSDP)*. Individual agency plans have been articulated in four results groups and captured in already existing excel spread sheets. The consultant is to work with results groups chairs, pens and membership to establish and align strategic activities to develop four JWPs aligned with the UNSDP thematic areas and outcomes. These JWPs will serve as instruments to operationalise the UNSDP, thus translating its outcomes into concrete measurable and timebound outputs and activities for 2019. The JWPs will also enable the UNCT to coordinate work and monitor progress around the delivery of the UNSDP outcomes in a coherent manner, as well as promote transparency and accountability. Based on the final JWPs, the consultant will also help consolidate key UN priorities for 2019 across the four result areas. The consultant will also help the interagency working groups on Operations, gender, communications and data to finalize their 2019 workplans in support of the implementation of the four 2019 JWPs and UNSDP.

In June 2018, the United Nations Country Team in Ghana and the Government of Ghana signed a partnership programme that prioritises SDG implementation. The *UN Sustainable Development Partnership (UNSDP)*, to guide UN partnership in Ghana through 2022, was designed first, to reflect the emerging priorities of the Government, including the localisation and implementation of the SDGs; second, to act on the lessons from the UNDAF and the findings of the UN human rights assessment; and third, to strengthen *Delivering as One UN* in line with the UN General Assembly *Resolution on*

Repositioning the UN Development System, of May 2018, to make UNCTs better fit for the purpose of supporting Member States achieve the 2030 Agenda.

The UNSDP takes as its central tenet supporting the recognition in the Coordinated Programme of Economic and Social Development Policies (CPESDP) that a vibrant private sector is a necessary but not sufficient condition for sustainable inclusive growth. To be inclusive and equitable, national development must reverse the trend of growing disparities – in governance, economic opportunities, and public services; move from informality and low productivity to competitiveness along value chains; transition from environmental degradation to sustainable development of natural resources and a resilient built-up environment; and profit from a demographic dividend by providing better education, training, employment and entrepreneurship opportunities for young people.

The UNSDP comprises four Results Areas which in turn align closely to the CPESDP and its localisation of the 2030 Agenda.

Correspondence across 2030 Agenda, CPESDP and UNSDP Outcome Groups			
2030 Agenda	CPESDP Policy Areas	UNSDP Results Areas	Outcome Groups
Prosperity	1) economic development	1) Shared prosperous economy	Outcome 1: Productive agriculture drives sustainable industrialisation, improves livelihoods and ensures a hunger- and malnutrition-free nation Outcome 2: Competitive private sector generates decent jobs that increase opportunities for more inclusive economic growth
People	2) social development	2) Social investment in people	Outcome 3: Government of Ghana delivers equitable, quality and financially-sustainable social services. Outcome 4: Marginalised and vulnerable populations demand and utilise social services
Planet	3) environment, infrastructure and human settlements development	3) Protected and safe environment	Outcome 5: Environmental governance at national and local levels is effective, efficient and coherent Outcome 6: Urban and rural communities have access to affordable services, knowledge and tools to increase their resilience
Peace	4) governance, corruption and public accountability	4) Inclusive, accountable governance	Outcome 7: Transparent, accountable institutions at all levels that protect the rights of all people
Partnership	5) Ghana's role in international affairs		

Across the four Results Areas, joint action will also contribute to meeting six cross-cutting priorities that reflect UN values and national priorities: the recognition & protection of *human rights* by ostracized and marginalized groups; *gender*

equality and women's empowerment; reduction of stigma and discrimination against persons living with **HIV/AIDS** and strengthened prevention and treatment programmes; improved **data** generation, decentralization, disaggregation, dissemination, and use for policy & accountability; **resilience** to natural disasters and the impact of climate change; and **youth** development.

The UNSDP Joint Work Plans: -To facilitate joint planning and implementation, under the delivering as one approach, each results group is meant to develop annual joint plans to corresponds to their relevant UNDAF outcome result and outputs. At output level, these JWPs are expected to facilitate the operationalization of the UNDAF and will act as the principle mechanism for implementing agreed priorities between UN agencies on a given thematic outcome.

These plans also provide the platform for identifying and adopting, joint or collaborative implementations strategies and developing Joint programmes, additionally programme sensitivities, funding gaps needing resource mobilisation, complementary interventions and comparative advantages in achieving results are discussed and incorporated into programme implementations. Led by the Result groups Chairs, Co- Chairs and Pens, the Result groups define output-level results with a Common Budgetary Framework and specific activities. To facilitate monitoring and reporting, each output in the JWP has performance indicators, with baselines, targets, means of verification and frequency of reporting. Additionally, these plans indicate the to targets, geographical coverage etc. they are also linked to organization-specific work plans.

II. SCOPE OF THE WORK

The selected contractor shall review UNSDP Result Group spreadsheets, meet with the UNRC and the four Results Group Chairs and prepare four Result Group Joint Workplans for 2019. All meeting will be internal UN meetings. Consultant will identify key UN priorities across the four groups and use as a basis for preparing a vision document for 2019. Drawing from the joint workplans and the vision document, the consultant will interact with the six Inter - agency Groups (namely Operations, Gender, Communications, Data, Emergencies and Youth to help them finalize their workplans for 2019. All products for this consultancy will then be validated with the groups and the UNCT.

III. EXPECTED OUTPUTS AND DELIVERABLES

Consultants deliverables: - The consultant will be required to undertake the following tasks: -

- Review the original data of activities prepared by results groups based on the UNSDP (2018-2022) for familiarisation and understanding.
- Engage with results groups to identify, clarify and confirm areas of overlapping agency activities or areas where two or more agencies can complement each other's effort for consolidation into much higher strategic activities.
- Consolidate and align agency activities listed in the results group excel sheet, recognizing overlapping activities and shared results, and reorganise as strategic activities and validate with the result groups.
- Populate agreed strategic activities into the new UNCT templates for joint workplans with all other accompanying elements of the template (i.e. means of verification, baselines, resources etc). Template attached.
- Validate with the groups and ultimately with the UNCT the consolidated and aligned activities and other aspects of template.
- Consolidate key UN priorities for 2019 across the four result areas.
- Support interagency working groups on Operations, gender, communications and data finalize their 2019 workplans

No	Key Outputs/Deliverables	Time frame	Payment
1	Phase One: Desk Reviews and Consultations		100%
	1. Review the current results group excel data base, including engagement with results group chairs and co-chairs and pens to identify overlapping activities that could be consolidated into strategic higher-level activities.	3 days	
2	Phase Two: Consolidate and align into new Template		
	2. Populate the new UNSDP Result Group template with the strategic activities and other required elements (four). 3. Consolidate key UN priorities for 2019 across the four result areas (vision document). 4. Support Inter-agency Working Groups on Operations, Gender, Communications, Data, Emergencies and Youth to finalize their 2019 workplans	7 days	
3	Phase Three: - Validate with Results Groups		
	5. Meet with all the results groups to validate the JWPs, interagency groups workplans and vision document. 6. Present and obtain validation by UNCT	2 days	

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

Under the direct supervision and guidance of the UN Resident Coordinator and ultimately accountable to the UNCT, the consultant will work closely with the results group pens, the RCO focal person and the UNDP resource person (excel sheet expert).

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

- The RCO will support the consultant to schedule meetings with the Results Groups and Inter- Agency Groups any other relevant meetings. All meeting will be held in any of the UN premises as necessary.
- RCO will provide Local transport within agencies (and **NOT** from consultant's home to UN offices) required. There will be no travel outside Accra.

VI. DURATION OF THE WORK¹

- The task is expected to be completed in 12 working days from the date of signing of the contract and inception meeting. Starting March 15th and latest expected delivery date April 5th. Following an inception meeting, the consultant is expected to prepare and submit a plan that will allow him/ her to complete the assignment.
- The Joint workplans are urgently needed. Delays on the part of the consultant will greatly affect UN joint implementation and delivery of results. These Joint plans should have been ready and shared with the High level Inter-ministerial Committee for SDGs before their meeting in February this year.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

¹ 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.

QUALIFICATIONS REQUIRED

a. Education:

Advance university degree in international development, economics, evaluation, social sciences or related field.

b. Experience and competencies:

- ✦ A minimum of 5 years of professional experience specifically in the area of international development initiatives and UN development organizations; with a proven track record in any of the following areas (Project management, Project development, Monitoring, Evaluations and reporting).
- ✦ Understanding of the development context of LMIC;
- ✦ Familiarity with national planning processes;
- ✦ Strong inter-personal, teamwork and organizational skills and demonstrated ability to work in multicultural environment.
- ✦ Demonstrated capacity in strategic thinking, problem solving and policy advice.
- ✦ Experience of UN system operations, the 2030 Agenda, and the reform of the UN Development Group system – including guidance on UNDAFs and Delivering as One;
- ✦ Excellent presentation, editing and writing skills, and familiarity with information technology, including proficiency in word processing, spreadsheets, and presentation software.

c. Language: Fluency in spoken and written English.

d. Core Values/ Guiding Principles

- ✦ Integrity: Demonstrating consistency in upholding and promoting the values of UN inactions and decisions, in line with the UN Code of Conduct.
- ✦ Cultural Sensitivity/Valuing diversity: Demonstrating an appreciation of the multicultural nature of the organization and the diversity of its staff. Demonstrating an international outlook, appreciating differences in values and learning from cultural diversity.

e. Corporate Competencies

- ✦ Demonstrates integrity by modelling the UN values and ethical standards, in particular in taking a human rights up front approach and respect for and appreciation of diversity.
- ✦ Promotes the vision, mission, and strategic goals of the UN in Ghana
- ✦ Excellent analytical, facilitation and organizational skills.

F. DEVELOPMENT AND OPERATIONAL EFFECTIVENESS

- ✦ Ability to lead strategic information collection, analysis and synthesis of information collected from a wide variety of sources.
- ✦ Ability to lead consultations on strategies and their implementation.
- ✦ Excellent presentation and writing ability; demonstrated record of producing documents that meet high standards and specified lengths within agreed timeframes.

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. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, 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
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	35%	50
▪ Criteria b. Writing and Editing experience Proven experience in writing and editing material for the international development industry. Experience with the UN system is an advantage	17.5%	25
▪ Criteria c. Professional experience of consultant At least five years of relevant professional experience in developing Project management, Project development, Monitoring, Evaluations and reporting).	10.5%	15
▪ Criteria d. Other competencies Good computer skills in Word and Excel / Ability to work with minimum supervision under own initiative; Excellent interpersonal skills and ability to work harmoniously with people of different nationalities and cultural backgrounds; and good negotiation skills.	7%	10
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive² 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.

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

² 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

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st and final Installment	<ol style="list-style-type: none"> Four Joint Annual Workplans Interagency groups workplans for (Operations, Gender, Communications, Data, Emergencies and Youth) Vision document. 	From UNCT	100 %

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

N/A

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 UNDP.

XII. ANNEXES TO THE TOR

Attachments: -

- Sample to UNSDP Results group excel spreadsheet
- Copy of final template to be used by the groups
- Copy of the UNSDP
- Results Group TORs

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

Name:

Designation:

Signature: _____

Date Signed: