

**TERMS OF REFERENCE (ToR)**

**TO CONDUCT A FEASIBILITY STUDY FOR THE DEVELOPMENT**

**OF**

**THE BASIC INCOME GRANT (BIG)**

**GENERAL INFORMATION**

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| **Services/Work Description:** | Consultancy Services |
| **Project/Program Title:** | The Basic Income Grant Feasibility Study |
| **Consultant Level:** | **International Consultant** |
| **Duty Station:** | UNDP Namibia |
| **Expected Start Date:** | Immediately after signing the contract |

**I. BACKGROUND**

**Background**

The Ministry of Poverty Eradication and Social Welfare, based on a desk review has proposed the establishment of a Basic Income Grant, targeting the age group of 30-59 years who tend not to be covered by any of the current social grants. The Labour Force Survey of 2016, has indicated that the population for this targeted group stood at 143, 107 individuals. Based on a desk review conducted by the Ministry of Poverty Eradication and Social Welfare, a proposed a monthly disbursement of N$389.00 would then lead to an estimated cost to cover these individuals at N$668 million annually.

In view of Namibia’s current fiscal constraints, the challenge of improving coverage of social grants turns the country in the direction of due diligence of every proposal and thus a comprehensive feasibility study is sought for the development of the Basic Income Grant.

UNDP Namibia therefore invites applications from qualified individual consultants to undertake a comprehensive feasibility study in Namibia.

**II. SCOPE OF THE WORK**

# Objectives

The main objective is to establish viability of providing the Basic Income Grant to all vulnerable groups (unemployed and those in severe poverty) between the ages of 30 and 59 who are not covered with any existing social grants.

The objectives of this assignment are to assess:

1. The economic implications of introducing the Basic Income in Namibia.
2. Financial requirements for implementation of the Basic Income Grant.
3. Possible ways by which resources could be mobilized to cover the expenditure for implementation of the Basic Income Grant.
4. Options for coverage (universal verses targeted) as well as pros and cons for each option.
5. Delivery mechanisms, options and frequency for beneficiaries’ review.

# Key consultancy tasks

To achieve the expected outputs, the consultant will carry out the following tasks:

1. Review Basic Income Grant related studies and models. These are however not limited to the 2008 Otjivero-Omitara pilot project and regional, international practices may be referenced.
2. An analysis of social environment of the target group in the proposed location by providing an in-depth analysis of the situation of the vulnerable and marginalized, the response from government and NGOs, and gaps in the current response that provide an entry point for BIG.
3. Study the existing Social Protection Framework with regard to proposed reforms on social protection (BIG).
4. Analyze the institutional environment both national and sub-national and its readiness for BIG.
5. Primary and secondary data may be collected, qualitative and quantitative data collection methods will be used.
6. Determine the technical outline of implementing the Basic Income Grant.
7. Develop total expenditure cost profiles/scenarios for the establishment of the Basic Income Grant.
8. Determine sustainable funding options to fund the Basic Income Grant.

# Expected outputs

At the end of the assessment, the service provider should be able to provide a comprehensive assessment report, that executes the Scope of Work and address the Objectives as set in the Terms of Reference (ToR) for the study.

The key deliverable is a comprehensive report in the English language which follows the outline proposed below:

1. Summary of key findings and recommendations (should not exceed 10 pages)
2. Description of research methods (e.g. who was interviewed, how many interviews/focus groups were carried out, which documents were reviewed).
3. Analysis and interpretation of data.

The following reports will have to be issued and approved by the Ministry of Poverty Eradication and Social Welfare:

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| --- | --- | --- | --- |
| **Deliverables/Outputs** | **Estimated Duration to Complete** | **Target Due Dates** | **Review and Approvals Required** |
| Inception Report | Two Weeks | June 2019 | ED Ministry of Poverty Eradication and Social Welfare (Task Team) |
| Interim Report (to be reported at 1.5 months of commencement on the progress and report any challenges/breakthroughs of note) | 1.5 Months | June/July 2019 | Task Team |
| Working Session validation of data/Information | 2.5 Months | July 2019 | Task Team |
| Final Report | Three Months | July 2019 | ED Ministry of Poverty Eradication and Social Welfare (Task Team) |

# Reporting and Coordination Line

The reports should be drafted in the following format:

1. Executive Summary
2. Table of Contents
3. Desk review
4. Methodology
5. Main Findings
6. Conclusion and Recommendations
7. References
8. Annexure

These reports shall be directed to the office of the Executive Director, for submission to the Honorable Minister. Deliverables are expected to comply with the deadlines established. The report once submitted will be become the property of the Government of the Republic of Namibia.

**IV. INSTITUTIONAL ARRANGEMENTS / REPORTING RELATIONSHIPS**

The consultant (team) will work under the overall supervision of the of task team comprising officials of Ministry of Poverty Eradication and Social Welfare and UNDP Namibia. The task team will work under the guidance and supervision of the Executive Director.

**V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECTIVE IC**

The Consultant/s will be responsible for obtaining all the necessary public information required to perform the tasks included in this ToR. All reports to be provided under this assignment shall be sent to MPESW. It is suggested that previous members of the Otjivero-Omitara pilot project be engaged in this study.

# Consulting Service Requirement

The key members of the consultant team shall not change throughout the duration of this assignment. Any staff changes will require the approval of MPESW (Executive Director). It is expected that the work would be conducted both in the consultant’s office and in MPESW’s offices.

**VI. DURATION OF THE WORK**

The execution of this assignment is expected to be completed within three (3) months. The appointment of an international consultant is recommended, who will be expected to present a work plan.

**VII. QUALIFICATIONS OF THE SUCCESSFUL CONSULTANT**

The following criteria will be used to select the consultant(s):

1. Master’s degree or equivalent in economics or related fields;
2. Strong analytical skills; exceptional ability in communication and writing in English;
3. Significant in-depth international expertise and regional knowledge in Social Protection sector and relevant consulting experience advising National Governments;
4. A track record of successful technical feasibility assessments and implementation of social grants desirably in similar country environment like Namibia.

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

Given below is the recommended format for submitting your applications.

For consideration, the interested consultant (s) should submit their applications by 29 May 2019 on the UNDP jobsite. Incomplete applications will not be considered and only candidates for whom there is further interests will be contracted. Proposals must include:

1. CV of the consultant and any other individuals who will contribute to the project
2. 2 or 3 references most recent
3. A fully completed Methodology of Approach
4. A comprehensive financial proposal specifying the daily rate and other expenses, if any.

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