

## **TERMS OF REFERENCE (ToR)**

### **Senior Economist**

#### **1. Project Information**

Assignment Title:	Senior Economist/ Research and Policy-Level Analysis
Cluster/Project:	Programme and Results Unit / Partnership for Development Results Project
Post Level:	Senior Specialist
Contract Type:	Long Term Agreement (LTA)
Duty Station:	Phnom Penh, Cambodia
Expected Place of Travel:	Travel to the provinces might be required
Contract Duration:	150 working days (from September 2019 to June 2020 with possible extension)

#### **2. Background and Context**

The Partnerships for Development Results (PfDR) is a UNDP's managed project that is directly implemented by the Council for the Development of Cambodia (CDC). It is co-financed by EU, Sida, USAID, DFAT, and UNDP. The project will run until the end of 2020 with an aim to support the Royal Government of Cambodia (RGC) in strengthening its development management capacities. Specifically, the project works with the Council for the Development of Cambodia (CDC) and the Ministry of Planning (MOP) to strengthen capacities and systems for managing multiples sources of development finance in the context of implementing the Rectangular Strategy and the National Strategic Development Programme (NSDP), as well as to integrate the Sustainable Development Goals (SDGs) and to begin preparations for the Least Developed Countries (LDC) graduation.

The project supports: (a) institutional strengthening to manage and align diverse sources of development finance with the national budget, the development and monitoring of the NSDP & CSDGs framework; (b) institutional strengthening to implement and monitor the Industrial Development Policy (IDP), and to mobilize resources to achieve the goals; and (c) the continued implementation of development effectiveness objectives through the Development Cooperation & Partnerships Strategy with a focus on preparations for graduation from the Least Developed Countries group.

The Royal Government of Cambodia's Industrial Development Policy (2015-2025) is presented as the Government's "New Economic Growth Strategy". It aims to modernize Cambodia's industrial structure to be "skills-driven" by 2025 with a core objective to "address structural challenges and to invest in key industrials' infrastructure". The Industrial Development Policy sets out the Government's vision to link with global value chains, to integrate with regional production networks, to strengthen product linkages, competitiveness, and productivity, and ultimately to move toward technology/knowledge-based industry.

The Council for the Development of Cambodia leads, coordinates, and enhances the implementation of the IDP. An IDP Secretariat, with comprise of 20 CDC staff, was established

to support CDC management in implementing its IDP Mandate. The secretariat's main tasks include supporting CDC management in coordination (at national and sub-national levels and with private sector and donors), research, monitoring, and reporting.

### 3. Objectives of the Assignment

The IDP Secretariat is responsible for designing and managing the research agenda under the oversight of CDC management. Partnership with other ministries and agencies will be established in the production of these researches to ensure that research is of sufficient relevance and quality to inform IDP policy-makers and decision-making. In 2018, research and policy recommendations on the following areas were identified: Targeted Investment Promotion Strategy, priority sectors (agro-industry, TVET, SME, transportation/logistics), and global good practice (SEZ).

CDC, with the extended support of the Partnership for the Development Results- Phase 2, is looking for a senior economist to support the IDP Secretariat to produce policy-relevant researches that can be readily translated into a briefing to inform senior Government decision-makers and to provide advisory support to CDC to coordinate, monitor, and report on the implementation of the IDP.

### 4. Scope of Work

Under the supervision of the head of the IDP Secretariat, the senior economist is expected to support the Secretariat to identify emerging in all research-related activities. Tasks and responsibility include working with the IDP Secretariat staff on the following tasks:

- i. Based on the immediate and medium-term needs to achieve the IDP objectives identified and agreed by CDC, formulate/update a research agenda, workplan, protocol, and methodology;
- ii. With CDC staff, conduct the researches and produce policy papers on Investment Promotion Strategy, Challenges in Auto-part and Electronic Industry, and others as needed, with key policy recommendations;
- iii. Support IDP Secretariat to facilitate the mid-term review of the IDP, and to take further action based on the recommendations;
- iv. Participate in other IDP network, dialogues, and outreach activities, including visits and filed missions, as directed by CDC management and the head of the IDP Secretariat;

### 5. Outputs and estimated due dates

No	Outputs	No. of days	Due dates
1	<b>Output 1:</b> research agenda, workplan, protocol, and methodology formulated/updated	10 days	10 September 2019
2	<b>Output 2*:</b> policy papers (including policy recommendations)	80 days for 2 researches (initially)	End of Nov. 2019 (first research).  Note: the exact no. of days can vary depending on

			the complexity of the research (based on the output 1). Plus, the no. of days is likely to increase if the number of researches is increased as agreed by CDC.
3	<b>Output 3:</b> inputs/advice to IDP Secretariat on the mid-term review of IDP provided, and key follow-up actions based on the recommendations formulated	30 days	May 2020
4	<b>Output 4:</b> inputs provided to IDP related dialogues led by CDC	30 days	On-going
		150 days	

\*For the research, in particular, the detailed research methodology, responsibilities, and the number of days for each research will be developed and agreed by UNDP and CDC.

## 6. Institutional Arrangements

The economist will work closely with the IDP Secretariat, UNDP Senior Economist, PfDR director and manager (from CDC), with overall supervision of the Head of Programme and Results Unit.

## 7. Duration of the Work

The equivalent number of person work-days for the LTA is 150 days (from September 2019 to June 2020, with a possibility of extension). The agreed proposed professional fee should remain valid for the whole period.

## 8. Duty Station

The duty station for this assignment is Phnom Penh, Cambodia. If required to travel out of duty station (to provinces or abroad), subsistence and accommodation expenses, travel, and all other related costs will be covered by the project. The reimbursement of the associated costs will be made through an F-10 reimburse form. This implies that a (lower) non-inclusive hourly rate should be quoted by the offeror. The selected individual contractor is required to undertake the BSAFE training, available at this link: <https://training.dss.un.org/course/category/6>.

## 9. Minimum Qualifications of the Individual Contractor

<b>Education</b>	PhD in economics
<b>Experiences</b>	<ul style="list-style-type: none"> <li>• 10 years of relevant experiences in Cambodia and Asia and the Pacific region;</li> <li>• Solid experiences in research and policy-level analysis, in managing research projects, and in developing, monitoring and evaluating policy;</li> <li>• Direct work experiences in providing policy-level advice to the Government officials, international and multilateral</li> </ul>

	institutions such as the UN, World Bank, ADB etc.;; <ul style="list-style-type: none"> <li>• Extensive knowledge and experiences in using computer software packages, including programme for statistical analysis of data with solid analytical skill and application of techniques (e.g. econometric approaches, statistical analysis, general equilibrium modeling).</li> </ul>
<b>Competencies</b>	<ul style="list-style-type: none"> <li>• Capacity to engage with senior decision/ policy-makers, and to synthesize and present complex arguments in easily understood terms.</li> <li>• Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity.</li> <li>• Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations.</li> <li>• Positive and results-oriented attitude, able to meet targets/ deadline.</li> </ul>
<b>Language Requirement</b>	- Fluency in Khmer and English

#### 10. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

<b>Evaluation Criteria</b>	<b>Obtainable Score</b>
- Ph.D. in economics	10
- 10 years of relevant experiences in Cambodia and Asia and the Pacific region with solid experiences in research and policy-level analysis, in managing research projects, and in developing, monitoring and evaluating policy;	40
- Direct work experiences in providing policy-level advice to the Government officials, international and multilateral institutions such as the UN, World Bank, ADB, etc.;	20
- Extensive knowledge and experiences in using computer software packages, including programme for statistical analysis of data with solid analytical skill and application of techniques (e.g. econometric approaches, statistical analysis, general equilibrium modeling).	30
<b>Total score</b>	<b>100 points</b>

#### 11. Schedule of Payments

The payment is based on the timesheet that records the time spent on non-research related tasks. For research works, the payment will be made based on the actual number of days for each research assignment agreed prior to each taking place for the research. While selection will be initiated by acceptance of the LTA, the contractor can begin working on each research only after a purchase order (PO) is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office.

The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR. The full payment amount is paid within 30 days after satisfactory completion of work outlined in the agreed ToR and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the unit. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP. Offerors should quote a single daily professional fee, and this rate shall be inclusive (excepting DSA and other travel-related costs). This will be fixed during the contract period. Offers should also provide details of their skills and experiences (on a CV or by completing a standard UNDP P11 application form) and confirm their approximate availability for the specified period.

No	Deliverables	No. of days	Payment Milestones
1	<b>Output 1:</b> Submission of drafted and revised research agenda, workplan, protocol, and methodology of the researches	10 days	<b>20 September 2019</b>
2	<b>Output 2*:</b> Submission of each policy paper (including policy recommendations)	Est. 40 days for a paper (actual no. of days to be defined and approved by CDC/UNDP)	<b>20 December 2019</b> for the first paper that is expected to be finalized in November 2019.  <b>20 March 2020</b> for the second paper.  Under this contract, we expect to have two papers. There is a possibility for two additional papers (thus, the revision of the contract is needed). This will be defined and agreed by CDC/UNDP based on the output 1 and as we go.
3	<b>Output 3:</b> inputs/advice to IDP Secretariat on the mid-term review of IDP provided, and key follow-up actions based on the recommendations formulated	30 days	The works under these 2 outputs are continuous and are expected to be intensive from November 2019 to June 2020.
4	<b>Output 4:</b> inputs provided to IDP related dialogues led by CDC	30 days	

			Hence, the payment is made on <b>monthly basis</b> based on the number of days the consultant spends on these outputs, but not more than 10 days per month (timesheet is to be attached to the request for payment).
		150 days	