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### **Terms of Reference**

**Consultancy Title:** DAD Review Specialist

**Project Name:** Strengthening Aid Coordination and Management Capacity Project

**Duty Station:** Honiara, Solomon Islands (10 days) and Home Based (10 days)

**Duration of the Contract:**

- 20 Days (10 working days in-country, excluding travel time to/from Honiara and 10 Days Home based).
- Expected start date is 16<sup>th</sup> September 2013.

**Objectives:**

The Ministry of Development Planning and Aid Coordination (MDPAC), with support from the United Nations Development Programme, implemented a 'Strengthening Aid Coordination and Management Capacities Project'. As a part of this Project, and on behalf of the Solomon Islands Government (SIG), MDPAC launched the Development Assistance Database (DAD Solomon Islands) in early part of 2011. A major priority of the Solomon Islands Government (SIG) is to ensure full implementation and utilization of the DAD system for enhancing country ownership of development projects and processes, aligning the development programs and projects to the National Development Strategy 2011-20, integrating all donor-funded projects within frameworks of respective SIG Ministries, and strengthening the development planning, coordination and monitoring capability across the Ministries and Offices of the Government.

Over the past year, MDPAC conducted training of the officials assigned by the development partner organizations to be responsible for entering and updating data and information on their development projects. MDPAC has also been providing training to DAD focal points of SIG Ministries who are responsible for validating data/information, entered into the DAD by each development partner, pertaining to the projects located in the respective Ministry. Not all information, as per requirement of the DAD data entry template, has been completed/updated, which is partly due to the gap between the donor expectations on the capacity/functions of the DAD and the quality as well as the accuracy of the analyses which have been generated by DAD. The limited level of SIG-wide utilization of/interest in the DAD system is another reason of partial completion of the required data entries to the DAD. The development partner organizations have expressed their dissatisfaction with the complicated data entry form which may not be tailored for the donor data requirements in Solomon Islands and requested more user-friendly data entry and updating processes, which would lead to more accurate data analysis.

Therefore, the incumbent would conduct a qualitative and quantitative review on the data and information that have so far been entered into the current DAD system to identify strengths and weaknesses of the current DAD system and suggest options for way forward to ascertain the utility and sustainability of DAD Solomon Islands.

**Background**

The Ministry of Development Planning and Aid Coordination (MDPAC) has the responsibility of implementing SIG's policies and strategies on development planning and aid coordination, and also for mobilizing and channelling the donor funds for tangible development across the country. This Ministry has been implementing various programs and initiatives, which are aimed at strengthening the organizational and management capabilities, and upgrading the mechanisms and instruments to improve aid management and promote Development Effectiveness.

While a sizeable part of the donor assistance is provided through General and Sector Budget Support modalities, bulk of the donor funds are disbursed through numerous projects, located at all of the SIG Ministries. About 65% of the development in Solomon Islands is funded by the major development partners, outside the government budgetary mechanism, and the remaining part is financed by Appropriated Funds of the SIG Budget. In addition, a large number of NGOs, as well as community and faith-based organizations are engaged in development activities.

In this context, a policy goal of MDPAC is to promote cooperation between the SIG Ministries and development partners in order to enhance country ownership and NDS-alignment of the donor-funded projects, and to bring these projects within the respective Ministry structure. A consensus has emerged that all SIG Ministries, among which around 160 donor-funded development programs/projects are located, would need to take more proactive role with a view to integrating these programs and projects to the national development management structure.

A crucial challenge the SIG and development partners have been facing, in the endeavours to maximize the value addition of donor resources for boosting tangible development in the country, is in absorbing the donor-funded projects into SIG's development planning, coordination and monitoring processes. A Development Focal Persons Network of the SIG Ministries and MDPAC Focal Points has been established with the goal of promoting collective engagement of the Whole of the Government to foster mutual and beneficial cooperation among the SIG Ministries, and also between the SIG Ministries and Development Partners.

#### **Scope of work/Expected Output**

The incumbent is expected to produce a report within 10 days upon return from the Honiara mission as follows:

1. A report summarizing the review of the current DAD system to come up with possible options for the next step, including the following topics:
  - a. Assessment and analysis on the strengths and weaknesses of the financial data and descriptive information on the projects (both Donor-Funded and Government-funded) which are in the DAD system from a point of view of their completeness and accuracy;
  - b. Assessment of the analyses generated by the DAD by the MDPAC;
  - c. Analysis of the feedback from the MDPAC staff engaged in DAD as well as selected donor focal points on issues concerning the current DAD system, such as user-friendliness, accuracy, maintenance requirements and sustainability.
  - d. Suggestions on possible options for a sustainable, easy to maintain, and more accurate DAD system, indicating cost implications, preparation required, manpower and time requirements for data updating by MDPAC and the donor focal point, and;
  - e. Any other issues relevant to the sustainability of the current DAD system in Solomon Islands.
2. The report should contain an executive summary (max. 2 pages), main text and relevant annexes. The main text of the report should not exceed 20 pages.

At the beginning of assignment, the specialist will meet with UNDP and MDPAC officers who have been engaged with the DAD system to have a briefing meeting on the purpose and expectation of this assignment. The Specialist will be based at MDPAC to conduct a qualitative and quantitative review of the data and information that have so far been entered into DAD Solomon Islands, and assess the adequacy and completeness of the available data/information, in terms of the requirement of the DAD data entry template. S/he would, then, prepare an overview of issues observed during this assessment.

With this knowledge, the specialist would meet with selected government ministries and donor focal points in order to 1) identify their expectations on the fully functioning DAD and 2) understand and analyze their constraints in DAD data entry and updating, as well as their concerns on the current use of DAD by MDPAC and other SIG Ministries. It is critical to pinpoint the gaps between donor expectations and existing capacity/level of SIG-wide utilization of DAD Solomon Islands. The specialist would, then, assess the support needed by MDPAC, other SIG Ministries and development partners.

The incumbent was also requested to discuss way forward of the current DAD system with relevant officers and management of MDPAC as well as UNDP and come up with possible options.

At the end of the assignment, the specialist will submit a report reflecting findings of the current DAD system and suggestions for the way forward as described in section V above.

#### **Deliverables:**

- Work Plan outlining list of activities and timeline of implementation
- Draft Report
- Final Report

#### **Resources Provided**

The consultant will be required to provide his/her own laptop/computer for this assignment.

#### **Supervision/Reporting**

The consultant will be reporting to the UNDP Deputy Resident Representative, as well to the Permanent Secretary and others officers of the MDPAC.

#### **Requirement for Qualifications & Experience**

- Masters Degree in information technology, computer science, management, public finance, development

economics and other related fields.

- At least 8 years experience of working with DAD system or other similar systems.
- Practical experience of implementing, functionalizing, sustaining and assessing aid management information system in developing countries.
- Good knowledge and understanding of the development management processes and aid management systems and mechanisms as well as global trends on enhanced development effectiveness.
- Fluency in English language, written and oral, including excellent drafting and presentation skills.

## Proposal Requirements

### Technical Proposal

The applicant should submit the following documents:

- a) Technical proposal including a P11 form (available on the UNDP website; [www.undp.org.fj](http://www.undp.org.fj), an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
- b) Letter confirming availability and Interest using UNDP template (available on the UNDP website: [www.undp.org.fj](http://www.undp.org.fj) )

### FINANCIAL PROPOSAL

The consultant is requested to provide a quotation or the fees/cost (in USD) for the services which will be rendered using the following format.

Daily consultancy rates	A daily consultancy rate proposed by the consultant
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country To and from respective duty station
Living Allowance	Based on the number of days spent at the respective duty station
Other miscellaneous expense	Please state

### Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

### **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

Travel expenses and living allowances for missions to selected provinces (if required) will be paid separately in accordance with UN regulations and guidelines.

### **Payment Schedule:**

- Twenty percent (20%) of the total contract amount will be paid upon presentation of work plan and timeline of work implementation.(20<sup>th</sup> September 2013)
- Fifty percent (50%) of the total contract amount will be paid upon presentation of draft report.(4<sup>th</sup> October2013)
- Thirty percent (30%) of the total contract will be paid upon satisfactory completion of all outputs and certification by UNDP. (11<sup>th</sup> October 2013)