



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17/07/2014

Ref: PN/FJI-17-14

Country Office: UNDP Fiji Multi-Country Office
Project name: Tonga Support to MAF Implementation Project
Description of the assignment: Monitoring and Evaluation Consultancy
Period of assignment/services: 3 months – starting in August 2014
Duty Station: Tonga

Consultancy Proposal should be mailed to C/-UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than 31 July 2014 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted.

1. BACKGROUND

UNDP has a strong and long-standing development partnership with the Government of Tonga and the previous support provided in the achievement of MDGs. UNDP has been engaging with the Ministry of Finance and Planning since July 2009 through the MDG Project which resulted in the development of the 2nd National MDG report and mainstreaming MDGs into the TSPF.

In 2012/2013 UNDP assisted the government of Tonga to develop a National MDG Acceleration Framework (MAF) which provides a systematic way for countries to develop their own action plan based on existing policies and processes to pursue their MDG priorities. For Tonga the MAF focuses on combating Non-communicable diseases (MDG 6: combat HIV/AIDS, malaria and **other major diseases**) with emphasis on the proportion of the population under the basic needs poverty line (MDG 1), As well as the Political and Economic Empowerment of Women (MDG 3).

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Individual consultant will be responsible in particular, for the following:

- Progress report on the implementation of the MAF action plan including policy gaps required to address the MDG targets that are off track;
- Logframe and M&E framework for the implementation of the MDG Acceleration Framework (MAF) Action Plan; and
- Database with relevant indicators and latest available data on indicators to measure the progress of the MDG targets identified for acceleration in the MAF action plan, namely MDG 1, 3 and 6.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Education

Atleast Masters degree in Socio-Economics/Social Science/Health Economics/Health Management/Public Health or related field combined with extensive experience in similar responsible position in a related field.

Experience

- At least 7 years of work experience in a field related to Health, Sustainable Livelihoods, Health Promotion, and planning or project management
- At least 5 years of experience in M&E design and implementation at the project level would be preferable.

Competencies:

- Ability and maturity to relate to and work confidentially with officials at the highest levels in government, private sector and NGOs and advocate for change;
- Cultural and gender sensitivity and ability to actively promote gender equity in all aspects of professional work.
- Strong PC based computer skills, Microsoft applications (in particular, word, Excel PowerPoint)

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING PROPOSALS

Offerors should send the following:

- i) Letter addressing how you meet the requirements
- ii) CV/P11 form including names of atleast 3 referees
- ii) Letter confirming availability and Interest using UNDP template
- iii) Financial Proposal (which includes breakdown of professional fees, travel (only economy class air-fares), living expenses (if applicable) for the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy.) **The financial proposal must be submitted separately from other documents.**

The P11 form and Template for confirming availability and interest is available on the UNDP Fiji website (www.fj.undp.org).

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:

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.

5. Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
i) Qualification Masters degree in Socio-Economics/Social Science/Health Economics/Health Management/Public Health or related field combined with extensive experience in similar responsible position in a related field.	20%	20
Experience <ul style="list-style-type: none">▪ At least 7 years of work experience in a field related to Health, Sustainable Livelihoods, Health Promotion, and planning or project management▪ At least 5 years of experience in M&E design and implementation at the project level would be preferable.	25% 25%	25 25
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<u>Financial</u>	30%	30
<u>Cumulative</u>	100%	100

ANNEX 1

Terms of Reference **Monitoring and Evaluation Consultancy**

1. Objective:

Develop a practical framework to monitor the MDG goals that Tonga are lagging behind as per the National MDG Acceleration Framework's Action Plan. This includes:

- MDG 6 – The incidence of NCDs such as obesity, hyper tension, diabetes, heart disease, stroke, etc including the risk factors associated with NCDs ,
- MDG 1 – The incidence of basic needs poverty, and
- MDG 3 - Gender equality and the economic and political empowerment of women including indicators on violence against women.

The M&E framework will be used by the MAF Expert Group and National MDG taskforce to monitor the MDG targets that are off track and inform policy decisions.

2. Key primary responsibilities:

- i. Map the interventions and corresponding activities in the MAF action plan in terms of completed, ongoing, just started or yet to start.
- ii. Establish a reliable and consistent set of 'Output and Outcome Indicators' for all program activities define in the MAF Action Plan.
- iii. Develop a set of core localize indicators for the 3 MDG targets that are deemed to be off track;
- iv. develop a MAF M&E log frame by seeking stakeholders inputs through consultations with the Ministry of Health and other relevant organizations identified in the Action Plan;
- v. develop a standardized data collection template and process evaluation form for all activities implementation of the MAF Action Plan;
- vi. develop systematic protocol such as Most Significant Change qualitative story methodology;
- vii. develop an M&E database for all data collected by the MAF;
- viii. develop in coordination with the Finance Department, a system to ensure that the program planning, including inputs and targets, is aligned with the overall program log frames and other types of M&E indicators, national and international targets.

3. Key Deliverables

- i. Progress report on the implementation of the MAF action plan including policy gaps required to address the MDG targets that are off track;
- ii. Logframe and M&E framework for the implementation of the MDG Acceleration Framework (MAF) Action Plan; and
- iii. Database with latest available data on indicators to measure the progress of the MDG targets identified for acceleration in the MAF action plan, namely MDG 1, 3 and 6.

4. Duration:

This consultancy is for 3 months commencing in August. The IC will be based in Nuku 'alofa, Tonga.

5. Reporting

The consultant will report to the Tonga MAF Coordinator