



TERMS OF REFERENCE

Job ID/Title:	Consultant – Research Analyst
Duty Station:	UNDP Headquarters, New York
Category:	HIV, Health and Development
Additional Category:	
Brand:	UNDP
Post Level:	--
Type of Contract:	Individual Contract
Category (eligible applicants):	External
Application Deadline:	30 July 2014

Languages Required:	Arabic	<input type="checkbox"/>	English	<input checked="" type="checkbox"/>	French	<input type="checkbox"/>	Russian	<input type="checkbox"/>
	Spanish	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Portuguese	<input type="checkbox"/>	Other.....	<input type="checkbox"/>

Starting Date:	2 September 2014
Duration of Contract:	Up to 122 days
Expected Duration of Assignment:	2 September 2014 – 27 February 2015

A. Background

The United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 177 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

The Bureau for Development Policy (BDP) is UNDP's policy Bureau and backbone of the global practices. BDP has a key role to play in helping country offices to accelerate human development through strengthening the practice areas within UNDP's programmes. BDP supports the development and design of projects that are responsive, effective and contribute to the national-level policies and results. Driven by demand, BDP provides tools, analysis and capacities for country offices to make a real difference in UNDP's practice areas.

BDP supports UNDP's 2014-2017 Strategic Plan, focusing on 6 thematic areas: Poverty Reduction, Governance, Environment and Energy, HIV/AIDS, Capacity Development, and Gender Equality and Women's Empowerment.

HIV, Health and Development Approach:

UNDP is a founding co-sponsor of the Joint UN Programme on HIV/AIDS (UNAIDS), a partner of the

Global Fund to Fight AIDS, Tuberculosis and Malaria, and a co-sponsor of several other international health partnerships. UNDP's work on HIV, health and development leverages the organization's core strengths and mandates in human development, governance and capacity development to complement the efforts of specialist health-focused UN agencies. UNDP delivers three types of support to countries in HIV, health and development.

First, UNDP helps countries to mainstream attention to HIV and health into action on gender, poverty and the broader effort to achieve and sustain the Millennium Development Goals. For example, UNDP works with countries to understand the social and economic factors that play a crucial role in driving health and disease, and to respond to such dynamics with appropriate policies and programmes outside the health sector. UNDP also promotes specific action on the needs and rights of women and girls as they relate to HIV.

Second, UNDP works with partners to address the interactions between governance, human rights and health responses. Sometimes this is done through focused or specialized programmes, such as promoting attention to the role of legal environments (law and access to justice) in facilitating stronger HIV responses, including the use of flexibilities in intellectual property and human rights law to lower the cost of drugs and diagnostics and to increase access to HIV-related treatment. UNDP also works to empower and include people living with HIV and marginalized populations who are disproportionately affected by HIV - also known as key populations - such as sex workers, men who have sex with men, and transgender people. Beyond these focused efforts, UNDP plays a key role in ensuring attention to HIV and health within broader governance and rights initiatives, including support to district and municipal action on MDGs, strengthening of national human rights institutions and increasing access to justice for marginalized populations.

Third, as a trusted, long-term partner with extensive operational experience, UNDP supports countries in effective implementation of complex, multilateral and multisectoral health projects, while simultaneously investing in capacity development so that national and local partners can assume these responsibilities over time. The UNDP/Global Fund partnership is an important part of this work, facilitating access to resources for action on MDG 6 by countries that face constraints in directly receiving and managing such funding. UNDP partners with countries in crisis/post-crisis situations, those with weak institutional capacity or governance challenges, and countries under sanctions. When requested, UNDP acts as interim Principal Recipient in these settings, working with national partners and the Global Fund to improve management, implementation and oversight of Global Fund grants, while simultaneously developing national capacity for governments or local entities to be able to assume the Principal Recipient role over time.

Building on its experience in HIV and leveraging its core competencies in governance, poverty reduction and gender, UNDP is exploring opportunities to contribute to the prevention and control of noncommunicable diseases (NCDs), especially through tobacco control. NCDs are one of the most serious global health and development challenges of the 21st century. Tobacco use is a key modifiable risk factor for a host of NCDs, including cardiovascular disease, various cancers and chronic obstructive pulmonary disease. The 2011 Political Declaration on the Prevention and Control of Noncommunicable Diseases requests the agencies, funds and programmes of the UN system to support multisectoral responses to NCDs. The UN Secretary General's Ad Hoc Inter-Agency Task Force on Tobacco Control explicitly requests UNDP to incorporate Article 5 of the World Health Organization Framework Convention on Tobacco Control (WHO FCTC) in its convening and coordinating role of the UN system at country level. The report also requests UNDP to incorporate Article 5 under its governance programming. Moreover, UNDP (with WHO and UNAIDS) is to co-convene the work of the UN Inter-Agency Task Force on NCDs (formed pursuant to ECOSOC resolution E/RES/2013/12) on Objective 2 of the WHO Global Action Plan for the Prevention and Control of NCDs 2013-2020. Objective 2 aims to strengthen national capacity, leadership, governance, multisectoral action and partnerships to

accelerate country responses to NCDs.

Objective:

The objective of this consultancy is to provide research, analytical and writing support to the Mainstreaming, Gender and MDGs cluster across its broad and emerging work. The substantive focus of support will cover, but is not limited to: social determinants of health approaches to NCDs, especially tobacco and support to UNDP's contributions to both the WHO FCTC and IATF on NCDs; the post-2015 development agenda, including analyses to help elevate the status of NCDs and tobacco control within the agenda; NCD planning at municipal levels; innovative measurements of the developmental dimensions of health, particularly at household level; sustainable financing; and tools for co-financing development synergies.

B. Duties and Responsibilities

Under the overall supervision of Cluster Leader: Mainstreaming, Gender, MDGs, the consultant will be responsible for:

- Supporting the operationalization of a methodology for co-financing of development synergies. This may include support to (e-) consultations with UNDP staff/national economists, compiling existing related tools for review, and/or development of guidance and training materials, Excel-based tools and PowerPoint presentations.
- Support continued analytical work and policy development related to cash transfers and HIV prevention.
- Conducting secondary analyses of household consumption surveys to identify dietary risk factors for NCDs, in furtherance of a paper that outlines a methodology to do so, and helping to prepare a webinar on findings.
- Supporting UNDP's work with partners in multisectoral NCD planning at municipal levels.
- Supporting the development and implementation of a workshop to build capacity of UNDP country offices in the Asia Pacific region on NCDs and emerging health priorities, including supporting country offices in mobilizing resources for such work.
- Reviewing and editing guidance on the integration of NCDs into UN Development Assistance Frameworks.
- Developing concept notes, budgets, webinars and briefing materials for emerging work in the tobacco and NCD space, including in the context of the post 2015 development agenda.
- Conducting research and writing as requested in areas of emerging work, such as strengthening municipal responses to NCDs, sustainable AIDS financing, sector-specific and thematic guidance on a social determinants approach to NCDs and case studies of national planning and governance mechanisms.

Expected Outputs:

- Guidance, training materials, tools and presentations related to co-financing of development synergies.
- Analytical reports using household consumption survey data to examine links between NCDs, poverty and trade.
- Literature reviews, case studies and concept notes for emerging work in tobacco and NCDs, especially related to planning and governance.
- A written analysis of tobacco control in post-2015 discussions, including key themes in discussions and recommendations for how to elevate tobacco control within the global political agenda.

- Agenda, presentation, case examples, and logistics support for workshop in Asia Pacific.

Reporting:

The consultant will report to Cluster Leader: Mainstreaming, Gender and MDGs

Travel:

No travel anticipated. 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.

Time-frame:

The consultancy will be office-based at HQ NY for up to 122 days covering the period 2 September 2014 until 27 February 2015.

Evaluation:

Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Those selected for the next stage of the selection process will be reviewed based on a cumulative analysis based on a combination of the Technical (70%) and Financial Scores (30%).

Payment:

- The consultant will be paid based on the daily rate and number of days worked;
- Payments will be based on the Certificate of Payments that will be submitted on a monthly basis;
- Time sheet will be attached and verified by the direct supervisor; and
- Final tranche will be based upon the performance evaluation from the direct supervisor.

C. Competencies

Functional:

- Familiarity with and experience in global health, especially in NCDs, tobacco and HIV prevention.
- Strong knowledge of the development dimensions of health.
- Familiarity with national health and development planning processes an asset.
- Familiarity with the MDGs and post-2015 discussions, including goals, targets and indicators (or proposed goals, targets and indicators) as well as related tools, such as the MDG Acceleration Framework.
- Competence with Microsoft Word and Excel.

Project and Resource Management:

- Exceptional organizational skills.
- Ability to work independently, produce high quality outputs.

Communications and Advocacy:

- Exceptional writing skills.

- Ability to clearly and briefly generate insights based on analysis of data.
- Strong capacity to communicate clearly and quickly.

D. Qualifications

Education:

- Advanced university degree in one or more of the following fields: epidemiology, public health, health policy, economics, international development or a closely related field, for example law.

Experience:

- Minimum 2 years relevant experience in public health, especially in a development context.
- Previous experience with the UN system preferred.
- Demonstrated excellence in developing publications, especially review publications, at the intersection of HIV, health and development.
- Experience with UNDP an advantage.
- Fluency in written and spoken English required.

E. Guidelines to Application:

Filled P11 form including past experience in similar projects and contact details of references (blank form can be downloaded from:

http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc).

Financial Proposal - specifying a daily rate in USD and, if applicable, a lump sum for round-trip travel costs to join duty station/repatriation travel.

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. rent of dwelling, fee, health insurance, vaccination, visa costs and any other relevant expenses related to the performance of services...). All envisaged costs (except of the unforeseen travel costs for missions, if any) must be included in the financial proposal. Unforeseen travel costs for missions, if any, will be paid separately according to UNDP rules and regulations.

Incomplete applications will not be considered. Please make sure you have provided all requested materials

- Qualified women and members of minorities are encouraged to apply.
- Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.
- UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS is provided here: <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

F. Additional Questions:

1. Please include an updated CV.
2. Please include one sample of your writing that you feel is most relevant to his consultancy. The sample should clearly indicate your role as sole author or as a primary co-author.
3. Please provide your consultancy daily fee in USD.
4. Please briefly explain why you are the most suitable candidate for this consultancy.
