

Terms of Reference¹

Consultancy Roster on Budget Processes, Economic Assessments and Poverty/Gender Analysis for the Poverty-Environment Initiative

Project Title:	UNDP-UNEP Poverty Environment Initiative –Africa ²
Location:	Home Based (with possible travel to designated PEI Africa countries)
Type of Contract:	Individual Contract
Post Level:	International Consultants
Languages Required:	English and/or French and/or Portuguese
Expected Duration:	2014- 2017

Termes de Références

Roster de consultants pour appuyer des processus de budgétisation, conduire des évaluations économiques et l'analyse de la pauvreté et d'équité genre pour l'Initiative Pauvreté Environnement

Titre du Projet :	Initiative Pauvreté Environnement – Afrique ²
Lieu :	Travail de la Maison (sur les Pays IPE Afrique)
Type de contrat :	Contrat Individuel
Catégorie du Poste :	Consultants Internationaux
Langues :	Français, Anglais et Portugais
Durée :	2014- 2017

Termos de Referência

Lista de Consultorias em processos de orçamentação, avaliações económicas e Análise sobre Pobreza/Género para a Iniciativa Pobreza e Ambiente

Título do Projecto:	PNUD-PNUMA Iniciativa Pobreza e Meio Ambiente –Africa ²
Localização:	Domiciliar (com possibilidade de deslocações para alguns países da IPMA designados)
Tipo de Contrato:	Individual
Nível do Posto:	Consultores Internacionais
Língua requerida:	Inglês e/ou Francês e/ou Português
Duração:	2014- 2017

¹ The TOR header has been translated below into French and Portuguese for reference, however the body of the TOR is only in English.

² The Roster will primarily be used by PEI in Africa but may be used by the Poverty Environment Facility (PEF), other PEI regional teams as well as other UNDP and/or UNEP offices. Respective units/offices will be responsible for developing detailed TORs.

1. Background

The Poverty-Environment Initiative (PEI) of the United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP) is a global programme that supports country-led efforts to mainstream poverty-environment (P-E) objectives into national development and sub-national development planning, from policymaking to budgeting, implementation and monitoring. In Africa PEI provides support to nine countries: Botswana, Burkina Faso, Kenya, Malawi, Mali, Mauritania, Mozambique, Rwanda, and Tanzania. (www.unpei.org).

Since 2005 PEI Africa support has resulted in the integration of P-E objectives and targets in **15 national policies and subnational development plans in 9 countries and in 22 sectoral policies and plans in 8 countries**. Consequently 7 countries report on Environment and Natural Resource (ENR) linked socio-economic indices. Further since 2005 **6 countries report an increase in public resource allocation to P-E mainstreaming activities and processes**.

The current phase of PEI 2014-2017 will focus on meeting the implementation challenge of P-E mainstreaming. Increased use of a broader range of economic outputs will be necessary to meet this implementation challenge particularly in order to increase budget and other investment allocations to implement P-E objectives. In addition, increased support to improve the inclusion of poverty including gender elements of P-E mainstreaming in Environment Natural Resource and Climate Change (ENR-CC) policy, plans and budgets will be a crucial aspect of the next phase.

2. Objectives and Scope of the Roster

The objective of this roster is to have a pool of experts that are available to provide technical services in the field of ENR-CC on poverty-environment and climate change mainstreaming. More specifically for assessing poverty and gender impacts of ENR-CC issues, assessing the economic costs of ENR unsustainability and the economic benefits of investing more in pro-poor ENR sustainability including cost-benefit analysis and social return on investments at national levels that includes disaggregated poverty and gender data. Further, technical support for increasing budget allocations to pro-poor sustainable ENR is required, including support for Public Expenditure Reviews (PER) and the preparation of budget guidelines on how to better include ENR-CC issues in budget processes.

The roster will be valid for three (3) years (2014-2017). PEI Africa issues around 25 consultancies per year across its nine countries. PEI Africa will draw on the experts from the roster to carry out these consultancies. The detailed TORs for each consultancy will be developed separately as and when the need arises and experts will be contacted to express interest in undertaking the assignment. Depending on the assignments the consultants registered in the roster may be required to work in teams.

3. Areas of Expertise / Expected Deliverables

In order to support countries engaged in integrating pro-poor environmental sustainability in national development policy, planning and budget processes, the PEI Africa is looking for consultants with expertise and experience **in at least one of the following areas:**

A1 - Economic Assessments & Cost Benefit Analysis

The application of a range of economic tools and approaches by PEI Africa countries to demonstrate the economic benefits of more pro-poor sustainable ENR use has been a key factor in convincing

development planning and finance decision-makers to improve the integration of P-E objectives, including inclusive green growth, in national development plans and making public finance available in budgets. Continued and more detailed country-level pro-poor economic assessments at the macro, sector and programme level including cost benefit analysis, scenario and trade-off analysis, distributional impact analysis and a strengthened cross-sector focus will be required in 2014-2017. A range of deliverables will be expected from country level assignments including and not limited to: technical reports and analysis; briefing notes on methodologies, findings & recommendations; mentoring and support to national consultants and PEI teams.

A2 - Public Finance Management and Budget Processes

To enable the implementation of pro-poor environmentally sustainable development policies and plans, including inclusive green growth approaches, requires public sector budget allocations and private financing to key sectors and initiatives. Climate financing in support of adaptation and mitigation features as part of these processes. Ministries of Planning and/or Finance are increasingly requesting that PEI Africa support the provision of capacity building support to budget offices and sector working groups on P-E mainstreaming and more specifically on how to ensure the inclusion of P-E objectives and inclusive green growth in the annual and medium terms budget processes. Environment and Climate focused Public Expenditure Reviews (PER) are an important tool in this process as well as support for the establishment/use of environment and climate budget codes to track expenditure. It is also important to ensure that national budgets and policies are gender responsive. A range of deliverables will be expected from country level assignments including and not limited to: technical reports and analysis; briefing notes on methodologies, findings & recommendations; mentoring and support to national consultants and PEI teams.

A3 - Poverty and Gender

Poor people and vulnerable groups, including women and marginalised populations, are largely dependent on environmental services and natural resources for their livelihoods. Better and more equitable environmental and natural resource management and inclusive green growth approaches can improve livelihoods and reduce poverty. For the period 2014-2017 PEI Africa aims to increase efforts towards ensuring poverty reduction benefits arising from integrating pro-poor environmental sustainability in national economic development policy, planning, monitoring and budgeting processes, including inclusive green growth. Areas of focus will include among others:

- inclusion of poverty and social impact assessment in economic assessments;
- poverty impact assessments in scenario and trade-off analysis in support of inclusive green growth arising from national policies and plans;
- conducting gender analysis as part of a broader social, economic and political economy assessments at country-level
- determination of multi-dimensional poverty indices as measures for analysing and monitoring P-E linkages at national level arising from P-E mainstreaming and green growth approaches.
- monitoring, evaluation and reporting processes and frameworks which can generate gender-disaggregated data

A range of deliverables will be expected from country level assignments including and not limited to: technical reports and analysis; briefing notes on methodologies, findings & recommendations; mentoring and support to national consultants and PEI teams; and technical reports.

4. Duration and Implementation Modalities of the Assignment

The roster will be valid for three (3) years (2014- 2017). During this period, UNDP will send specific TORs and an invitation to submit an offer to identified qualified experts. The offers will be reviewed and weighted based on the evaluation methodology stipulated in the specific ToRs. The successful offeror/s will be contracted. Individual consultants may be contracted for varying time periods with a combination of time spent at country level and home base.

5. Schedule of Payments

Payment will be made upon submission and certification of deliverables. The schedule of payments will be stipulated in each specific ToRs.

6. Required Expertise and competencies

- Advanced University Degree in either:
 - i) Economics with focus on development, natural resources and/or agriculture environment;
 - ii) Social sciences related to poverty reduction and gender;
 - iii) Public Administration and Public Financial management;
 - iv) Other related fields of study.
- At least seven years of work experience in fields related to ENR and climate change policy within at least one of the following areas:
 - i) Economics;
 - ii) Planning and budget processes;
 - iii) Poverty;
 - iv) Gender.
- Extensive experience providing strategic and technical advice to Government institutions and senior staff in relation to integrating pro-poor environmental sustainability into national development policy, planning, budgeting and monitoring processes.
- Good experience in at least one of the following areas:
 - i) Developing country budget processes, preferably with Ministries of Finance.
 - ii) Poverty assessments, including gender elements, and incorporation of poverty reduction in programmes and projects. Experience with multi-dimensional poverty indicators preferable.
 - iii) Experience with capacity building in developing countries.
 - iv) Good understanding of international best practices in the mainstreaming of cross-cutting issues, such as poverty, environment and gender, into national development processes including budgets.
- Sound understanding of the poverty-environment nexus in the Africa context, and in particular in a cross-sectoral and integrated approach.
- Strong pro-active leadership skills, including strong interpersonal skills with ability to multi-task and maintain effective work relationships in a multi- cultural environment.
- Excellent communication skills with ability to express ideas clearly, concisely and effectively, orally and in writing.
- Experience of working with UN systems and/or other development partners.
- Ability to work in a complex institutional environment;

- Excellent analytical, organizational and negotiation skills;
- Ability to demonstrate tact and diplomacy; and
- Fluency in English and/or French and/or Portuguese

7. Evaluation Criteria:

The offerors shall be evaluated based on the criteria outlined below. The maximum weight allocated is 100 points. Only those scoring a minimum of 70 points will be considered as technically qualified to be on the roster for the next three years.

i) Education (Max points – 10):

Advanced university degree in either:

- a) Economics with focus on development, natural resources and/or agriculture environment;
- b) Social sciences related to poverty reduction and gender;
- c) Public Administration and Public Financial management;
- d) Other related fields of study.

ii) Experience (Max points – 60 distributed as below):

a) At least seven years of work experience in fields related to ENR and climate change policy within at least one of the following areas: *economics; planning and budget processes; poverty; gender* (Max points – 15)

b) Extensive experience providing strategic and technical advice to Government institutions and senior staff in relation to integrating pro-poor environmental sustainability into national development policy, planning, budgeting and monitoring processes; (Max points – 20)

c) Good Experience in at least one of the following areas (Max points - 15):

- Developing country budget processes, preferably with Ministries of Finance. Poverty assessments, including gender elements, and incorporation of poverty reduction in programmes and projects;
- Experience with multi-dimensional poverty indicators preferable. Experience with capacity building in developing countries;
- Good understanding of international best practices in the mainstreaming of cross-cutting issues, such as poverty, environment and gender, into national development processes including budgets.

d) UN experience (Max points – 10)

iii) Understanding of P-E nexus (Max points- 20):

- Sound understanding of the poverty-environment nexus in the Africa context, and in particular in a cross-sectoral and integrated approach

iv) Language (Max points-10):

- Fluency in English and/or French and/or Portuguese

8. Application Instructions

Applicants must read the following documents which can be found at http://procurement-notices.undp.org/view_notice.cfm?notice_id=17615

- Terms of Reference
- UNDP General Terms & Conditions

Qualified and interested applicants are required to submit their applications in **English or in French** to UNDP-UNEP Poverty Environment Facility by email to facility.unpei@unpei.org, on or before 16 September 2014 (by 1700 hours East Africa time) which should include:

1. **Personal CV** indicating all past experience from similar projects and at least three (3) professional references;
2. **A cover letter indicating the technical area(s) of specialisation and providing a brief write up (max. 1 page)** on why the applicant considers him/herself as the most suitable for providing short-term technical support to PEI Africa.;

Applications submitted should indicate in the subject line: **“UNDP-UNEP PEI-AFRICA: ROSTER”**.

Applications received after the deadline indicated above for whatever reason shall not be considered for evaluation and inclusion in the consultant roster.