



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Reference: PN/FJI-010-16

Consultancy Title: Common Country Analysis (CCA) - Meta analysis
Project Name: UN Strategic Framework Pacific (UNSFP) 2018-2022
Period of assignment: 35 working days over a period 1 March, 2016 to 14 April 2016
Duty Station: Fiji and Home Based

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 25th February, 2016 (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. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

1. BACKGROUND

The UNDAF 2013-2017, as a strategic umbrella for UN work in the Pacific identifies five common sub-regional development outcome areas for joint UN support in all PICTs, namely: 1) Environmental management, climate and disaster risk management 2) Gender equality 3) Poverty reduction and inclusive economic growth 4) Basic services (health and education) and 5) Governance and human rights. The sub-regional framework is accompanied by 14 individual country-specific output-level results matrices tailored to every country's priorities, each endorsed by the respective government. As such, the Pacific UNDAF is unique in having both sub-regional as well as country-level elements. With the exception of the Caribbean sub-region, all other UNDAFs globally relate to a single country. Refer to Annex 1 – [Terms of Reference](#) for details.

2. SCOPE OF WORK

Prior to instigating that strategic planning and prioritization process of the UNSFP the UNCT in the Pacific aims to undertake both an Independent Evaluation and a Common Country Analysis (CCA) in the form of a 'complimentary meta analysis' to inform and guide prioritisation in a complex regional planning environment. Refer to Annex 1 – [Terms of Reference](#) for details.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

Qualifications:

- Master's in social science, economics, international relations, statistical analysis or development.

Experience:

- Minimum of 12 years' experience in analytical work in an international/regional context
- Experience working in a multi-disciplinary and multi sectoral context undertaking analysis and/or evaluation of programmes and strategic literature
- Ability/ Experience to use current software to analyze reports and statistics and present reports in Word format.

Competencies:

- Understanding of the Pacific social, political and economic context
- Understanding of the UN strategic planning process and MDG/SDG agenda
- Demonstrated research, conceptual thinking and analytical skills (including causal analysis)
- Excellent written English

4. EVALUATION CRITERIA**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 may 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 in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
▪ Master's in social science, economics, international relations, statistical analysis or development.	10	
Experience		50%
▪ Minimum of 12 years' experience in analytical work in an international/regional context.	20	
▪ Experience working in a multi-disciplinary and multi sectoral context undertaking analysis and/or evaluation of programmes and strategic literature.	20	
▪ Ability/ Experience to use current software to analyze reports and statistics and present reports in Word format.	10	
Competencies		10%
• Understanding of the Pacific social, political and economic context	2.5	
• Understanding of the UN strategic planning process and MDG/SDG agenda	2.5	
• Demonstrated research, conceptual thinking and analytical skills (including causal analysis)	2.5	
• Excellent written English	2.5	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

i) **Signed P11 form including names of at least 2 referees**

ii) **Cover letter setting out:**

- How the proposer meets the qualifications and experience required.

iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on **a Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.fj.undp.org)

Annex 1 –Terms of Reference

1. Introduction

The United Nations operational activities in the Pacific sub-region have been guided by a United Nations Development Assistance Framework (UNDAF) for the period 2013-2017, a 5-year strategic programme framework that outlines the collective response of the UN system to development challenges and national priorities in 14 Pacific Island Countries and Territories (PICTs), namely Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

At the outset of Pacific countries' 15-year journey to achieve the Sustainable Development Goals by 2030, the UN Country Team (UNCT) in the Pacific consider 2016 perfect timing to design its new UNDAF as a responsive outcome level **UN Strategic Framework (UNSFP)** tailored to the Pacific, that responds to both country-level development priorities and regional priorities where Pacific Leaders request the UN's support at regional level. Other multilateral organizations, including Pacific regional organisations, the World Bank and the ADB are also developing regional strategies for the Pacific in 2016, which raises priorities for increased harmonisation at the regional and country level.

2. Objective

Prior to instigating that strategic planning and prioritization process of the UNSFP the UNCT in the Pacific aims to undertake both an Independent Evaluation and a Common Country Analysis (CCA) in the form of a 'complimentary meta analysis' to inform and guide prioritisation in a complex regional planning environment. Given the extensive analytical work, data collection and reporting available across the region from a range of regional and international sources the UNCT has opted to undertake a meta analysis that will feed observations and conclusions into the strategic prioritization planning exercise and the identification of key development issues and priority target.

The UNCT therefore seeks the professional services of a research individual, team or institute to undertake the meta analysis in line with the below outlined terms of reference (TOR), within the timeframe of February to April 2016. With reference to UNDG's guidance '*How to prepare an UNDAF: Part (II) Technical Guidance for UN Country Teams*', the meta analysis will give close consideration to both region and country level gaps and priorities, understand the root cause of those gaps and present recommendations (using causal or problem tree analysis with a human rights perspective) that address both regional and country level need based on the UN's identified comparative advantage.

3. Background and context of the Pacific

Current UNDAF Pacific 2013–2017

The UNDAF 2013-2017, as a strategic umbrella for UN work in the Pacific identifies five common sub-regional development outcome areas for joint UN support in all PICTs, namely: 1) Environmental management, climate and disaster risk management 2) Gender equality 3) Poverty reduction and inclusive economic growth 4) Basic services (health and education) and 5) Governance and human rights. The sub-regional framework is accompanied by 14 individual country-specific output-level results matrices tailored to every country's priorities, each endorsed by the respective government. As such, the Pacific UNDAF is unique in having both sub-regional as well as country-level elements. With the exception of the Caribbean sub-region, all other UNDAFs globally relate to a single country.

Pacific United Nations Development Assistance Framework – 2013 – 2017 and UNDAF multi country action plan 2013 – 2017													
UNDAF Focus Area 1				UNDAF Focus Area 2			UNDAF Focus Area 3		UNDAF Focus Area 4		UNDAF Focus Area 5		
Environmental Management, Climate Change and Disaster Risk Management				Gender Equality			Inclusive Economic Growth and Poverty Reduction		Basic Services		Governance		
Country UNDAF Results Matrices - outcomes and outputs													
Cook Islands	Fiji	FSM	Kiribat	RMI	Nauru	Niue	Palau	Samoa	Solomon Islands	Tokelau	Tonga	Tuvalu	Vanuatu
UNDAF cross cutting priorities													
Individual National Strategic Development Priorities													
Pacific Framework for Regionalism													
SAMOA Pathway													
Millennium Development Goals/Sustainable Development Goals													

Regional context - what the UNSFP must respond to

The next UNSFP 5-year cycle must respond to the Pacific leaders' recent calls for the UN to "*align its work programmes and operations to support internationally agreed outcomes, including the SIDS Accelerated Modalities of Action (SAMOA) Pathway, the Addis Ababa Action Agenda and the 2030 Agenda for Sustainable Development, in the Pacific region*" (2015 GA res. 69/318). The same resolution "*stresses the value of enhanced close cooperation and coordination between the programmes and activities of the UN system and Pacific Islands Forum members, the Forum secretariat and associated institutions*" and further "*reiterates the importance of an enhanced and effective United Nations presence; particularly at the country level, in the Pacific region*".

The call from Pacific Leaders echoes a similar call from *all* UN member states to "*further improve the UNDAF as a strategic framework and to simplify the UNDAF process in order to reduce the workload of national Governments and other stakeholders*" (2013 GA res. 67/226, QCPR).

4. Role and purpose of the meta analysis

The CCA is the common instrument of the United Nations system to analyse the national development situation and identify key development issues with a focus on the MDGs and the other commitments, goals and targets of the Millennium Declaration and international conferences, summits, conventions and human rights instruments of the United Nations system.

A key function of the CCA is to support and strengthen regional and national development frameworks.

In the Pacific context the CCA meta analysis will take note of strategic planning tools for the UN system most notably the UN guidelines for Common Country Analysis (CCA) and whilst maintaining the minimum UN system quality standards indicated in the guidelines, modify the focus and scope of the meta analysis to reflect the specific needs of the Pacific context. However, as the scope of the required analysis covers 14 PICTs, undertaking an in-depth CCA in each of the countries is not feasible. Therefore the RCs and the UNCT have agreed that a meta analysis would draw on

secondary credible resources rather than analyze primary statistics. The CCA meta analysis will result in¹:

- A strategic analysis that identifies the root causes and gender-differentiated and group-specific impact of poverty and other development challenges, and its effects on the population, particularly on excluded groups such as women, minorities, indigenous peoples, persons with disabilities, people living with HIV/AIDS, migrants and displaced persons;
- A substantive contribution to the UN's preparation of the 2018-2022 UNSPF and any regional/national strategies aimed at achieving the commitments, goals and targets
- Identification of capacity gaps of rights holders to make claims and duty bearers to meet their obligations;
- Analysis of opportunities for (and obstacles to) free, active and meaningful participation in national governance and development processes and outcomes;
- A substantive contribution to the preparation of regional and national development frameworks, working to ensure that regional and national priorities reflect the MDGs/SDGs and other internationally agreed development goals and treaty obligations;
- Contribute to developing measures and capacity for crisis prevention and disaster preparedness; and where applicable to mitigation plans, post-conflict/natural disaster recovery and rehabilitation, and planning the transition from relief to development;
- Strengthen national capacities for data analysis and utilization for priority setting, including risk and vulnerability assessments with geographic and beneficiary targeting, making every effort for the collection of accurate data with respect to indigenous peoples, ethnic and other minorities.

5. Structure of the meta analysis document

The Pacific CCA meta analysis document will be no more than 35 pages excluding annexes. It will present a focused discussion on key issues and will contain an executive summary with a synthesis of the major findings of the analysis followed by three key sections.

Section 1: Introduction

Briefly explaining the preparation process and scope of the CCA meta analysis; summarise methodology and analytical framework; efforts to engage government in the process, defining how the meta analysis will add value to country analytic work and to the regional and national development frameworks.

Section 2: Analysis

A focused analysis of regional and national development issues and results, major problems or challenges, analyzing trends, disparities and most affected populations and groups. The meta analysis will involve:

- a) gathering information, disaggregating by socio economic and demographic criteria (such as gender, geographic area)
- b) assessing the situation and identifying key development challenges
- c) selecting challenges for deeper analysis
- d) analyzing selected problems and challenges
- e) identifying rights-holders and duty-bearers, and their capacity needs

Section 3: Priority development problems and their common root causes

Identify the priority problems from the analysis in section 2. And prepare a prioritized listed of prioritized problems for the UN's consideration This will be undertaken through:

¹ Reference to the UNDG 'How to prepare an UNDAF: Part (II) Technical Guidance for UN Country Teams.

- a) Identifying the root causes and structural causes (identified in section 2.), and discuss key development challenges relating to inequalities (gender, generational, income), economy, weak institutions, corruption, migration, emigration, poverty, human trafficking, drugs and arms, unemployment, weak or no infrastructure
- b) Disaggregate by relevant socio economic and demographic criteria (such as gender, geographic area) where possible to identify key trends and disparities
- c) Conclude findings of the analysis for presentation in the meta analysis report guided by consideration as to where the UN can bring its comparative advantage to bear to make the biggest difference.

6. Quality of the meta analysis

The UNCT and PMEG will assess the meta analysis on the basis of the following criteria².

1. Did the methodology involve reference to research and analysis representative of the views of non-government stakeholders, and representative of studies, research and analysis that have targeted or concluded issues specific to young people, the poor, persons with disabilities, people living with HIV/AIDS and different groups of women such as indigenous women and women migrant workers.
2. Does the report assess the situation of the country with respect for standards in the MDG/SDGs and other international agreed development goals and treaty obligations.
3. Does the report identify patterns of discrimination and inequality, and describe the situation of groups excluded and made vulnerable due to the denial of their rights
4. Does the report assess national and regional capacity assets and gaps at different levels
5. Does the report assess the risks of conflict and natural disasters, as well as the readiness of countries to respond

7. Meta analysis sources and literature

The meta analysis will be conducted transparently on the basis of an agreed methodology agreed with PMEG/UNCT at the inception stage of the assignment.

It needs to survey/review a wide range of analytical processes and products that make up the development framework. These include but are not limited to:

- Regional and national development plans
- Poverty reduction strategic plans
- Sector analysis and plans
- World Bank and IMF economic analysis and reports
- Reports from credible international and country civil society organization
- Progress reports on the implementation of international treaties and human rights conventions

8. Management and reporting arrangements for the consultancy

The **UNCT** has overall responsibility for the contract output and will approve the inception paper/methodology; as well as comment on and approve the final report in consultation with relevant stakeholders. The UNCT will receive timely updates from the PMEG Chair on the status of the CCA meta analysis in line with reporting on implementation of the UNSFP roadmap.

The **UN Resident Coordinators** in the Pacific on behalf of the UN Country Team/s inform the relevant regional bodies and national governments about the purpose and terms of reference of the meta analysis; and request focal point/s for enquiry and access to relevant literature and data.

² As stated in the UNDG 'How to Prepare an UNDAF: Part (II) Technical Guidelines for UN Country Teams'

The **PMEG** will agree on the schedule for the meta analysis, advise and seek approval from the UNCT on the literature and data to be analysed and the deadlines, and on behalf of the UNCT maintain an overview of the implementation of the TOR, and the consultant/research team's abilities to meet the milestones and outputs. The PMEG will approve the work plan, review the inception report, receive the draft document, and use the criteria stated in section 7 of the TOR to determine quality of the meta analysis output.

The **Office of the UN Resident Coordinator (RCO)** will assist the PMEG to access and distribute relevant literature to the consultant, to ensure timely updates reach the UN Resident Coordinators and UNCT, and ensure operational issues associated with the contract (in consultation with UNDP procurement) are addressed in a timely fashion. The RCO will link with individual UN agencies and UN Joint Presence Office staff, regional offices and development partners as needed to access relevant information materials.

The **chairperson of the PMEG and/or the UN Monitoring and Evaluation Manager** will be the focal point for the consultant/research team for answering any adhoc questions or seeking assistance related to delivery of the contractual obligations.

9. Requirements of the consultant/research team/institute

- Undertake broad and detailed analysis of a wide range of literature and meta data specific to the Pacific
- Work with the RCO and PMEG to develop a long list of available literature, suggesting and identifying additional literature and statistics as seen necessary
- Preparation of an initial Inception Paper that will specify the expertise of the individual consultant/team, outline a proposed methodology and confirm ability to deliver the required outputs by the required due dates
- Implement the methodology of the meta analysis as agreed in the inception paper.
- Meet with and present to the PMEG at start up stage, mid point and end stage to discuss inception, mid point status and present the final draft of the meta analysis
- Prepare a short power point presentation for presentation to the PMEG/UNCT at end stage to outline the main findings of the meta analysis that the PMEG/UNCT can also use in future UNSFP prioritization and consultation events.
- Prepare meta analysis draft report as per the format requirements specified, incorporating comments on the draft received from the PMEG and UNCT
- Present a final meta analysis report inclusive of all comments received.
- Meet all milestones on time as agreed in the inception stage.

Deliverables and Timelines

Deliverables/Outputs	Specific and ongoing tasks	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment
Inception report outlining methodology and timeframes		3 days	March	PMEG, UNCT	20%
PPT presentation of findings that can be presented (by consultants or PMEG) at UNCT Kick Off Retreat		3 days	April	PMEG, UNCT	10%
Draft meta analysis report		19 days	April	PMEG, UNCT	20%
Final meta analysis report		10 days	April	PMEG, UNCT	50%

Resources Provided

- IC is expected to have own laptop, UNDP is expected to provide workstation and operational support,

Supervision/Reporting

The IC will be supervised on a day to day basis by the RCO reporting to the Chair of the PMEG. The PMEG Chair will provide oversight of the contract and delivery of outputs of the IC on behalf of the UNCT. Draft outputs will be presented initially to the PMEG for consideration and quality check prior to being presented to the UNCT for final approvals.