

Terms of Reference (TOR)

Individual Contract (IC)

Poverty Expert

A. Project Title:

Arab Development Portal (ADP)

B. Project Description

The Arab Development Portal (ADP) is an initiative of the Coordination Group of Arab National and Regional Development Institutions (CG) to create a knowledge platform that promotes timely and high quality knowledge on development issues in the Arab World. The primary objective of the ADP is to improve the scope, depth, reliability, availability and use of high quality information to support development progress in the Arab World. As such, the ADP faces a number of challenges in positioning itself as a demand-driven and high quality knowledge platform that addresses the needs of a wide range of end-users in a sustainable manner.

To ensure the quality of its database and reduce the cost of maintaining the timeliness of the database, ADP Phase Three will expand its current activities on three levels: using more advanced technologies for updating its database that enables SDMX sharing, strengthening the relationship with NSOs for data harmonization and data sharing, and introducing new visualization and export tools to improve the user experience. In 2016, UNDP will create a special module for data sharing using SDMX technology, the newest tool, sponsored by the major UN and international agencies, used for data and metadata sharing that overcomes the differences in database architectures adopted by various producers of data. Besides, a total of six additional thematic pages will be added by 2018 and new topics introduced under the existing themes. With the adoption of the 17 Sustainable Development Goals (SDGs), introducing changes to the ADP database and visualization tools to allow users to track SDGs is key and would give the ADP an additional competitive edge.

The United Nations Development Program (UNDP), Regional Bureau for Arab States (RBAS) has launched ADP <http://arabdevelopmentportal.com/> online on 25 April 2016.

C. Scope of Work

The UNDP is looking to recruit a Poverty Expert to lead the development of ADP's database and content on poverty. Based on international datasets, the Poverty Expert will review and expand the poverty database for the ADP poverty thematic page, perform a data quality assurance, and revise the hierarchy of the database taxonomy. He/She will advise on the international sources of the listed indicators in addition to providing a detailed documentation of the update process and on the nationally produced indicators. The ADP database is a multi-source database, and this will also be maintained when developing the poverty thematic database. As such, the Expert will guide the development of the poverty datasets for the 22 Arab countries that build on national and official sources at the country level by reviewing and profiling the country-specific statistical tables compiled by research analysts. The Poverty Expert should also identify a pool of rich resources (publications, similar datasets produced at the international level,

learning tools, etc.) in order to populate the thematic page and contribute to drafting the agenda of a regional workshop on poverty measurement.

Given that measuring and tracking poverty plays a crucial role in achieving the first goal of the Sustainable Development Goals (SDGs), namely SDG 1 which calls for “ending poverty in all its forms everywhere”, the Poverty Expert, with the help of ADP research analysts, will undergo a tracking exercise assessing the data availability of poverty-related SDG indicators proposed within the framework of the 2013 Global Agenda for Sustainable Development at the international level. This should highlight poverty data gaps and challenges that might impede the Arab countries from achieving their poverty eradication targets identified within their newly developed strategic development plans at the national level. In addition to drafting a set of 3-5 blogs on poverty, the Poverty Expert will also produce an analytical report addressing the challenges of national poverty datasets in the Arab region by including at least two case studies.

The ADP Poverty Expert will work with the ADP Research Coordinator and ADP Advisor in the development and revision of the thematic and poverty-related country pages in accordance with the database management system and data entry web tool. The Poverty Expert should also respond to comments of peer reviews and collaborate with the web editor.

D. Expected Outputs and Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1) Review and expand the poverty statistical tables (1990-present) for the thematic page (list of main indicators, suggested Arabic translation, international sources used, metadata and methodologies, frequency of update, data series for the 22 Arab countries, etc.) These tables should be aligned with the ADP standards. Any	2 nd week from contact signature	First draft by 24 September and final version by 30 September 2016	ADP Research Coordinator

calculations and/or formulas used should be clearly presented.			
2) Identify the poverty-related SDG indicators and track their data availability at the international level.	5 th week from contract signature	Draft template by 30 September and final by 21 October 2016	ADP Research Coordinator
3) Review and update the overview brief (1000 words) on poverty in the Arab region and the main issues under this theme.	5 th week from contract signature	Reviewed and updated draft submitted by 21 October 2016	ADP Research Coordinator
4) Guide the development of the 22 country statistical tables (2000-present) prepared by ADP team using data extracted from the NSOs and other national sources. Country statistical tables should closely follow thematic outline.	7 th week from contract signature	First draft by 28 October and final version by 4 November 2016	ADP Research Coordinator
5) Additional resources: <ul style="list-style-type: none"> Identify 20 recent publications (published after 2000) on the Arab region for each identified sub-topic (in English and Arabic); indicators, including SDG indicators, on the 	8 th week from contract signature	Draft by 4 November and final by 11 November 2016	ADP Research Coordinator

<p>Arab region;</p> <ul style="list-style-type: none"> • Suggest 5 ideas on infographics to be developed using the poverty thematic and country datasets; • Identify similar initiatives compiling country-level data on poverty at the international, regional and national levels. 			
<p>6) Write 3-5 short blog articles (800 words each) on poverty issues in the region; to be published on ADP Blog Page.</p>	<p>9th week from contract signature</p>	<p>Draft by 11 November and final by 18 November 2016</p>	<p>ADP Research Coordinator</p>
<p>7) Write a brief analytical report on lessons learned addressing the challenges of compiling country-level data for all Arab countries that are based on nationally produced poverty data. The brief should also highlight data gaps in accordance with the SDGs framework and the national development plans by presenting two specific case studies.</p>	<p>12th week from contract signature</p>	<p>First draft by 25 November 2016 and final version by 9 December 2016</p>	<p>ADP Research Coordinator</p>

8) Final manual documenting process of updating the poverty database and addressing methodological differences across datasets.	14 th week from contract signature	Draft by 9 December 2016 and final by 16 December 2016	ADP Research Coordinator
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E. Institutional Arrangement

The ADP Poverty Expert will regularly report to the ADP Research Coordinator. The Expert is expected to liaise and collaborate in the course of performing the work with the ADP Advisor and research analysts as well. The UNDP team will provide research and statistical assistance when needed, but the Expert should guide the research analysts.

F. Duration of the Work¹

The duration of the assignment is expected to last for 50 working days over the period spanning from mid-September 2016 until end-January 2017. If the Poverty Expert expects delay in the completion of the work, he/she should notify UNDP management in a duly manner. At all levels, the Poverty Expert should communicate to the UNDP whether he/she needs further assistance from the UNDP team.

Throughout the duration of this assignment, the UNDP team will provide feedback no later than 7 working days from the date of submission.

G. Duty Station

- The contractor is home-based and is not expected to be present at office.
- Part of the assignment may require travel to attend different meetings. In such cases, all related travel and accommodation expenses will be arranged and covered by UNDP in line with applicable rules and regulations.

H. Qualifications of the Successful Individual Contractor

I. Education

- Minimum MSc degree in Economics, Development Studies, Econometrics, or any other related field, Ph.D preferable.

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

II. Work Experience

- At least 10 years of relevant professional experience in research, including statistical work experience with UN organizations and government statistical agencies.
- Knowledge of surveys and assessments and data analysis.
- Knowledge of statistical packages like SPSS, STATA and R is an asset.

III. Key Competencies

- Published at least 5 articles in academic journals and/or research papers with international or regional organizations

IV. Language Requirements

- Fluency in written and spoken Arabic and English is required.

I. **Scope of Price Proposal and Schedule of Payments**

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the contract price will be fixed regardless of changes in the cost components.

As per section G, all travels related to project implementation with prior approval will be covered by UNDP as per applicable rules and regulations.

The contractor will be paid an all-inclusive fixed lump sum amount over the assignment period. The fixed lump sum amount will be paid in two installments: 50% will be paid upon submission of deliverable 5 and the remaining 50% will be paid upon timely submission of deliverable 8 (in line with the schedule of payment table hereunder:

Phases	Estimated due date	Payment
Following the successful delivery of output 5	8 th week from contract signature date (first draft by 4 November and final by 11 November 2016)	50% of the total contract
Following the successful delivery of output 8	14 th week from contract signing date (first draft by 9 December 2016 and final by 16 December 2016)	The remaining 50% of the total amount