

## TERM OF REFERENCE (ToR)

### FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

#### GENERAL INFORMATION

<b>Services/Work Description:</b>	Recruitment of Consultant for the preparation of Sustainable Development Goals (SDGs) Progress Report for Ethiopia
<b>Project/Program Title:</b>	NPC Institutional Capacity building project
<b>Post Title:</b>	International Consultant
	<b>Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)</b>
<b>Consultant Level:</b>	Level C (Senior Specialist)
<b>Duty Station:</b>	Addis Ababa
<b>Duration:</b>	40 working days distributed over 2 months
<b>Expected Start Date:</b>	Immediately after Signing the Contract

#### I. BACKGROUND / PROJECT DESCRIPTION

Ethiopia has extensive experience in mainstreaming regional and global development agendas into its national development plans - Ethiopia has mainstreamed sustainable development goals (SDGs) into its national development plan (GTP-II) and is committed to fully mainstream them into its long-term perspective development plan (2019/20-2029/30) which is currently on progress. The Sustainable Development Goals (SDGs), which frame international development and co-operation over 15 years, would be an interesting agenda to take Ethiopia's remarkable progress into its next level. Therefore, the Government, the United Nations Country Team and development partners in Ethiopia are working in partnership to enable Ethiopia to achieve the SDGs. A set of concrete measures have already been taken, ranging from the contextualization of the SDGs to make them appropriate to national realities; enhancing awareness on mainstreaming the SDGs into the national medium and long-term development plans; and conducting SDGs needs assessment, baseline and costing and financing needs studies. The SDGs Needs Assessment informs the formulation of the national long-term perspective plan, identifying the full range of policies and institutions needed to meet SDGs, which will subsequently inform allocation, tracking and reporting on resource use for poverty alleviation.

In accordance with the 2030 Agenda, paragraph 72, Ethiopia is committed to not only implementation of the SDGs but also to back the implementation with "robust, voluntary, effective, participatory, transparent, integrated review of progress". Regular, robust, inclusive, country led reviews are fundamental to achieving the SDGs, given their complexity and breadth. The 2030 Agenda thus includes a comprehensive, integrated follow-up and review framework, covering reviews at national, regional and global levels. With this premise, Ethiopia enrolled in the 2017 Voluntary National Review.

The 2030 Agenda encourages regular and inclusive country led progress reviews of the implementation of sustainable development goals. The experience with MDGs implementation underscores that more frequent reviews supported the concerted national engagement needed to achieve goals and targets. National reporting is the most significant level of the SDGs review

process, given national ownership of the 2030 Agenda and its core principle of leaving no one behind. The process can strengthen national ownership, ensure transparency and inclusiveness, and back deeper, more effective implementation.

National reporting is expected to build on existing platforms and processes, while taking into consideration emerging methodologies; rigorous and evidence based, informed by country led evaluations and data that is high quality, accessible, timely, reliable, and disaggregated by income, sex, age, race, ethnicity, migration status, disability and geographic location, and other characteristics relevant in national contexts.

The United Nations Country Team is embarking to support the development of national progress report of the SDGs. The report is expected to identify gaps in implementation, including in data and strategies, as well as policy challenges, trade-offs, and emerging global, regional and national issues. Report should not just describe trends in indicators; it is expected to analyse underlying causes behind the trends and offer policy suggestions to overcome obstacles and deal with emerging challenges. With this premise, UNCT is interested to commission an international consultant who will be working with an international consultant to undertake the national SDGs progress report for Ethiopia. The detailed methodology, scope, deliverables, qualifications of consultants and timeline are detailed in the sections below.

The overall objective of the assignment is to prepare National SDGs Progress Report on Sustainable Development Goals for Ethiopia in order to identify gaps in SDGs implementation, policy challenges, as well as emerging global, regional and national issues affecting the implementation of SDGs.

## **II. SCOPE OF THE WORK**

The consultant will closely work with the Planning and Development Commission (PDC), UNCT, UNDP and the relevant sectors to review and understand the progress of SDGs implementation in Ethiopia. The report should cover the following:

- SDGs and Ethiopia's Development Context: The Commonalities
- Tracking Progress: Status, Issues and Challenges of Tracking/Monitoring
- Implementation: Opportunities and Challenges- Means of Implementation
- Policy and Enabling Environment
- Status of SDGs Integration in the National Development Plan
- Recommendation on the Way Forward

The consultants will be required to develop a clear and rigorous methodology to deliver on the key tasks. They are expected to undertake desk review which include: policy documents, MDGs reports, previous SDGs Needs Assessment reports and guidelines and models used to undertake the needs assessment, GTP II and Sector Development Programmes, Strategies and Plans, and various reports of SDGs reports from other parts of the world as well as review relevant research materials from donors, CSOs, think tanks etc., that may serve as useful reference materials.

The consultant is expected to ensure synergy among the various sectors and ensure the principles of the 2030 Agenda (leave no one behind, integrated approach, inclusive and participatory approach, human rights-based approach) are reflected in the outcome of the needs assessment and the methodology to be developed for the assignment. The consulting firm should ensure cross

cutting issues (Population, Environment, Gender and youth, good governance, Monitoring and Evaluation capacity) are taken into consideration.

The consultant should review, contextualize and adopt the methodology employed to prepare Ethiopia's Voluntary National Review 2017 Report on the implementation of Sustainable Development Goals. Consultations shall be made with CSOs, private sectors, and major groups on implementing and preparing reports will be in the report. The report will have space for various public consultation that is going to be held to sensitize and engage whole of government and whole society towards implementing Sustainable Development Goals. The report should also emphasize Ethiopia's fundamental path towards sustainable development. In addition, the report needs to capture issue and challenges in the implementation of Sustainable Development Goals.

The following structure is suggested for the national SDG report<sup>1</sup>:

- Introduction: This can set the context, state the purpose, describe the structure and provide a summary overview.
- Baseline and Tracking progress: This can identify where the country is on track, slow or falling behind in achieving national targets; compare national progress with that of countries at a similar stage of development and circumstances; and assess national progress in light of the global targets.
- Assessing means of implementation: This section can assess means of implementation—such as domestic Resource mobilization, external resource flows of different kinds, access to external markets, access to technology and lifesaving medicines, etc.—as well as the overall domestic and global economic environment. In particular, the section can examine how integrated the means of implementation are, relate them to the extent of progress, and discuss impacts from the domestic and external economic environment.
- Analyzing thematic issues: In light of the integrated and indivisible nature of the SDGs, this section can cover thematic issues with cross-cutting implications—such as inequality and discrimination, gender equality, the situation of children and youth, peace, climate change, food security, the data revolution, people's participation, poverty, etc.—and relate global/regional issues to the national context.
- Evaluating policies and strategies: This section can scrutinize policy gaps and deficits in national strategies, especially in terms of their integration of different elements of the 2030 Agenda and Emphasis on targeting those furthest behind. It may draw on lessons from other countries facing similar development stages and circumstances.
- Concluding with recommendations: This final section can synthesize findings and offer possible policy options and strategies to accelerate progress.

Statistical annexes: These can include basic data, their sources and definitions (metadata), as well as discussions of methodologies. A section assessing data availability and discussing plans to work on data gaps can also be optionally included.

---

<sup>1</sup> Guidelines to support country reporting on the sustainable development goals, UNDG

### III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report, which contains detailed methodology and work plan and annotated outline of the final report, to be submitted within one week of signing contract	5 Working days	PDC/UNCT/UNDP
2	Draft Report: National SDGs Progress Report, to be submitted within eight weeks of signing contract;	25 Working days	PDC/UNCT/UNDP/SDGs Technical Committee
3	Validation workshops, which would be organized by UNCT and PDC, 10 weeks of signing contract	5 Working days	PDC/UNCT/UNDP/SDGs Technical Committee
4	Final National SDGs Progress Report containing all the data and information needed, to all appropriate stakeholders to take the necessary actions to meet all the SDGs, within 12 weeks of signing contract.	5 Working days	PDC/UNCT/UNDP

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

This consultancy assignment will be managed by PDC, UNDP and members representing UN Country Team. The contract administration, coordination, and technical follow-up will be managed by UNDP. UNDP and PDC will provide technical advice and support at each stage of the report, appraise methodology and technical approaches, review draft results, and appraise and approve the final results of the study. The study will also be enriched by comments from the SDGs national technical committee, experts and others.

The consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

### V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP and Planning and Development Commission (PDC) can provide office space, arrange workshops for consultation and validation of the SDGs report

**The consultant is responsible to all costs including TKT to join the duty station, land transportation, per diem, Visa Fee, terminal expenses and any other related costs.**

### VI. DURATION OF THE WORK

The study is expected to be undertaken for the duration of 40 working days or 8 weeks from the date of signing the contract. It is envisaged that implementation of this assignment commences as soon as possible.

### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

#### **a. Education:**

- Advanced university degree (preferably a PhD level) in Economics, Development Studies, and related fields

**b. Experience:**

- At least 10 years of solid and relevant experience working in the academia, international organization or research institutions with proven experience in quality report writing.
- He or She must have a strong focus on socio-economic analysis preferably in the areas of industrialization, urban development, poverty analysis, environmental impact assessment, development of composite indices, and social impact assessment including gender analysis and partnership.
- Knowledge and demonstrated experience of evaluation on Ethiopian economy or other similar developing countries, including undertaking production of MDGs/SDGs Report, will be an added advantage

**c. Language:**

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions;
- Capacity to work together with the national consultant
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, development partners, academia, local communities, etc.)

**d. Functional Competencies:**

- Practical experience in national programme/project evaluation,
- Experience in evaluating MDGs, SDGs, or similar plans and policies;
- Excellent public speaking and presentation skills
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

**e. Core Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	100
<b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts
<b>Criteria b.</b> Minimum educational background as per the requirement in the ToR		20 pts
<b>Criteria c.</b> Individual competence and relevant work experience in programme/plan evaluation		30 pts
<b>Financial (Lower Offer/Offer*100)</b>	<b>30%</b>	30
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	

## **IX. PAYMENT MILESTONES AND AUTHORITY**

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Submission of Inception Report	PDC/UNDP	20%
2 <sup>nd</sup> Installment	Submission of Draft Report: National SDGs Progress Report	PDC/UNDP	40%
3 <sup>rd</sup> Installment	Submission of Final Draft Report: National SDGs Progress Report containing all the data and information needed	PDC/UNDP	40%

## **X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

### **Proposed Table of Contents Page**

#### **TECHNICAL PROPOSAL COVER PAGES**

Cover Page

Cover Letter

#### **SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM**

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

#### **SECTION II. ANNEXES**

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

## **XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.