

Terms of Reference for individual contract

POSITION TITLE:	Consultant/ expert on data and monitoring systems for the SDGs
AGENCY/PROJECT NAME:	UNDP/ Inclusive Growth and Sustainable Development
COUNTRY OF ASSIGNMENT:	Bangkok, Thailand with travel in region.
Post Level	International Consultant
Languages required:	English
Duration:	50 working days intermittently between 15 December 2019 and 15 June 2020.

1) GENERAL BACKGROUND

UNDP is supporting developing countries in Asia Pacific with the implementation of the 2030 Agenda. Initial country level efforts, supported by UNDP and other UN and development partners, have focused on putting in place the building blocks necessary to support SDG achievements. This includes developing institutional arrangements to promote coordination and policy coherence across sectors and government levels, aligning national and sub-national development plans and budgets with the 2030 Agenda and to assess the availability of data and capacities of data ecosystems to monitor progress. Work has also started on identifying priorities and target setting. Beyond aligning national development strategies and other policies, countries are also looking at ways to integrate the SDGs into the budget process and to come up with new, more integrated financing options. Next steps will involve the identification of interlinkages between goals and targets and ‘accelerator interventions’, interventions that can trigger progress across a range of goals and targets.

UNDP has worked with governments, civil society organizations, private sector and other partners across the Asia Pacific region at country and subnational levels to support SDG monitoring systems and processes and linking it with national development plans’ monitoring frameworks. UNDP has also worked in the area of SDG monitoring from different angles such as: in supporting governments in reporting to the global fora – HLPF – on the progress towards SDGs, setting systems and processes for SDGs, mapping out data ecosystems, piloting innovative approaches to data generation and use, engaging the public with data, as a custodian of selected SDG indicators. Many development partners, including UN agencies have also supported governments, particularly in data collection, target-setting, tracking and reporting on progress on SDG indicators. Through stocktaking of UNDP’s national-level work in this area, UNDP seeks to systematize its work in Asia Pacific on data and SDG monitoring and develop a strategy and an actionable programme of work in this area. This strategy and programme of work are to support Country Offices in their efforts to support data efforts at national and local level, to develop partnerships and design programming.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this consultancy is to help shape a strategy and an actionable programme of work on data and monitoring of the SDGs in Asia Pacific, on the basis of a review of UNDP’s work and needs in this area in the region.

The scope of work will cover the data “value chain” from data production to data use, specifically: national SDG/ development monitoring frameworks, data collection and data management systems, data analysis, tracking and reporting, use of data for policy making and planning, nurturing data ecosystems and data collaboration through citizen engagement, strengthening the “whole of government” and the “whole of society” processes. The consultant will cover the domains of official statistics, geospatial data, open data, and big data/ citizen-generated data. Insofar as the scope of work

on data and SDG monitoring differs in various development contexts, the consultant will be asked to tailor the outputs to differentiate between countries' typologies.

The scope of work will be limited to high-level data governance, systems and processes for monitoring SDGs and other development goals at the national levels, rather than delving into methodological and technical issues related to specific indicators.

3) SCOPE OF WORK

Specifically, the consultant will undertake the following tasks:

1. Review of UNDP's work and needs in the area of data and monitoring of the SDGs:
 - a) Conduct stock-taking of UNDP's work at the country level in Asia Pacific through online survey and consultations, desk work and visits to selected country offices.
 - b) Review selected thematic areas of UNDP's work at the regional level with sizeable data components and identify synergies and complementarities between them.
 - c) Produce a report documenting this review.
2. Contribute to formulating a strategy and a programme of work in this area:
 - a) Develop a concept note as a basis for a strategy and a programme of work on data and monitoring of the SDGs in Asia-Pacific.
 - b) Identify and propose areas for innovative interventions on data and monitoring of the SDGs.
 - c) Conduct an iterative process of communication and consultation with internal and external stakeholders to refine and contextualize the concept note.
 - d) Prepare a guidance brief on data and monitoring of the SDGs contextualized to Asia-Pacific that is accessible to a broad range of stakeholders. The guidance brief will serve to provide a common basis for organizing and narrating the work on data and SDG monitoring for UNDP country offices, and as a tool to engage stakeholders, including citizens.
 - e) Prepare presentations and briefing materials communicating the outlines of strategy and work programme, tailored to several broad groups of stakeholders.

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 50 working days intermittently between 15 December 2019 and 15 June 2020.

Duty Station: Bangkok, Thailand. Presence in the Bangkok Regional Hub is intermittently required.

Expected places of travel: Indonesia, Bangladesh, and Mongolia– TBC

5) Expected Deliverables

The consultant will deliver the following outputs:

1. An inception report with a proposed approach.
2. A report with review / stocktaking of UNDP's work in data and monitoring of the SDGs in Asia Pacific.
3. A guidance brief on data and monitoring of the SDGs contextualized to Asia Pacific.
4. A concept note/ proposal on data and monitoring of the SDGs.
5. Presentations and briefing materials, organization of at least 3 webinars.

Deliverables/ Outputs	Estimated Duration to Complete (days)	Target Due Dates	Review and Approvals Required
Deliverable 1: An inception report	3	20 December 019	Mainly: Economist/ Programme Specialist, Others in the IGT as required.
Deliverable 2: A report with review / stocktaking	15	24 January 2020	
Deliverable 3: A guidance brief	15	28 February 2020	
Deliverable 4: A concept note/ proposal	5	31 March 2020	
Deliverable 5: Presentations and briefing materials, webinars	12	TBC, the final date of presentation is 29 May 2020	
Total	50 Days		

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Economist/ Programme Specialist in the Inclusive Growth Team at UNDP Bangkok Regional Hub.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

-) Advanced university degree or postgraduate degree in Statistics, Social Sciences, Public Administration, Economics or other relevant fields.
-) At least 5 years of relevant experience in data governance in at least two countries.
-) Experience in across at least one the following domains: official statistics, geospatial data, open data and big data.
-) Experience working in the area of data and SDG monitoring in the United Nations is desired.
-) Excellent written and verbal communication skills in English

COMPETENCIES

-) Ability to plan, organize and report on work
-) Strong analytical and quantitative skills and knowledge of systems thinking approaches
-) Openness to change and ability to integrate feedback
-) Knowledge and understanding of data applications and underlying operating systems
-) Proficiency in using remote conferencing tools
-) Cultural and gender sensitivity and ability to work with people from different backgrounds.
-) Ability to work both independently and in a team and ability to deliver high quality work on time.
-) Ability to liaise with stakeholders and partners, including governments, research institutions, civil society.

8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 7 days.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- ☐ NONE
- ☐ PARTIAL
- ☒ INTERMITTENT
- ☐ FULL-TIME

10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

- ☐ Daily
☒ Lumpsum

Outputs/ deliverables	Payment Terms
Deliverable 1: An inception report	40%
Deliverable 2: A report with review / stocktaking	
Deliverable 3: A guidance brief	30%
Deliverable 4: A concept note/ proposal	
Deliverable 5: Presentations and briefing materials, webinars	30%
TOTAL	100%

11) RECOMMENDED PRESENTATION OF OFFER

-) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
-) CV or P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;
-) Financial Proposal;

12) CRITERIA FOR SELECTION OF THE BEST OFFER

Consultant must send a financial proposal based on a **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. Travel and daily allowance cost should be identified separately.

Payments will be done upon satisfactory completion of the outputs/ deliverables and as per below percentages:

-) Deliverables 1 and 2: An inception report and a report with review / stocktaking - 40 % of total contract amount.
-) Deliverables 3 and 4: A guidance brief and a concept note/ proposal – 30% of total contract amount.
-) Deliverable 5: Presentations and briefing materials, webinars – 30% of total contract amount.

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.

Evaluation method and criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and having received the highest score out of set of weighted technical criteria (70%) and financial criteria (30%).

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical criteria for evaluation (the candidates who receive at least 56 points in criteria 1-4, will be invited for the interview)

-) Criteria 1 Relevant education: Max 20 points
-) Criteria 2 Relevant experience in data governance in at least two countries: Max 30 Points
-) Criteria 3 Experience working in official statistics, geospatial data, open data and/ or big data: Max 20 Points
-) Criteria 4 Experience in data and SDG monitoring in United Nations: Max 10 Points
-) Criteria 5 Interview: Max 20 Points

13) APPROVAL

Signature: _____

Name and designation:

Focal person, Inclusive Growth and Sustainable Development

Date of signing:

18 November 2019