## ACP-EU Development Minerals Programme

## Implemented in partnership with UNDP

**TERMS OF REFERENCE**

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| **Position Information** |
| Division: Bureau for Policy and Programme Support  Unit: ACP-EU Development Minerals Programme/Inclusive Growth/BPPS  Contract type: Individual Consultant  Title: Monitoring & Evaluation Consultant  Expected start date: April 1, 2020  Languages required: English and French  Duration: 18 months on a part time basis  Location: Brussels (office-based) |
| **Programme Background** |
| UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP invests in the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan.  Within the GPN, the Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP's Strategic Plan. BPPS's staff provides technical advice to Country Offices, advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, and engages in UN inter-agency coordination in specific thematic areas. BPPS works closely with UNDP's Crisis Bureau (CB) to support emergency and crisis response. BPPS ensures that issues of risk are fully integrated into UNDP's development programmes. BPPS assists UNDP and partners to achieve higher quality development results through an integrated approach that links results-based management and performance monitoring with more effective and new ways of working. BPPS supports UNDP and partners to be more innovative, knowledge and data driven including in its programme support efforts.  As part of its continuing work on minerals and sustainable development, UNDP recently signed a grant agreement with the European Commission. The grant is for implementing the second phase of the ongoing ACP-EU Development Minerals Programme. It is under this Programme that the UNDP is seeking a consultant on Monitoring and Evaluation.  The demand for Development Minerals is increasing rapidly. This demand is driven by urbanization, infrastructure developments, clean energy production and industrialisation in the African, Caribbean and Pacific Group of States (ACP).  Development Minerals are mined, processed, manufactured and used domestically in industries such as construction, manufacturing, infrastructure and agriculture. These type of minerals have a different risk profile in contrast to the remainder of the mining sector, particularly to large-scale high-value mining. The sector is also dominated by artisanal, small and medium scale domestic businesses, with a large proportion of informal operators.  Even though the Development Minerals sector is more employment-generating and poverty-reducing, it has a long history of policy neglect. In response to this, Phase I of the ACP-EU Development Minerals Programme, implemented between 2015 and 2019, successfully brought the sector to the forefront of the development agenda. The Programme is financed by the European Commission and UNDP and is implemented by UNDP at the request of the ACP Group of States.  Based on the lessons learned from Phase I of the Programme and the consensus that emerged under the Mosi-oa-Tunya Declaration, Phase II will continue to provide training and capacity development support to Artisanal and Small-Scale Enterprises (ASMEs), their associations, the public institutions that support and regulate them and the social stakeholders impacted by minerals development. The aim is to achieve better livelihoods for ASMEs through higher employment and incomes. These objectives are met by: 1) Improving the business environment and formalising the operations of ASMEs; 2) Enhancing their entrepreneurial skills and improving access to finance, technologies and markets; 3) Strengthening social and environmental safeguards in mining and quarrying; 4) Supporting women-owned and/or women-run ASMEs; and 5) Facilitating inter-ACP knowledge exchange on Development Minerals.  The Programme contributes to the achievements of the ACP’s *Framework of Action on the Development of the Mineral Resources Sector; the ACP-EU Joint Cooperation Framework for Private Sector Development*; the Africa Mining Vision (AMV); the Sustainable Development Goals; the African Union’s Agenda 2063; and to UNDP’s Strategic Plan 2018-2021. |

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| **Scope of Work and Functions** | |
| **Duties and Responsibilities of the Consultant – Monitoring & Evaluation and Data Consultant**  The Monitoring & Evaluation consultant will work under the overall supervision of the Programme Manager and the direct supervision of the Programme Specialist.  **Functions/key results expected:**  **Summary of key functions:**  The Monitoring & Evaluation consultant will undertake the following functions:   * Design a new Monitoring and Evaluation (M&E) system and strategy for the Programme. * Prepare a detailed calendar of M&E activities * Design and implement an electronic data management system. * Update existing data and indicators of the Programme for capturing Programme results better. * Prepare progress reports using the M&E system. * Collect data on a regular basis. * Prepare and review data from evaluation forms for electronic entry by compiling and sorting information. * Perform data cleaning and verify the accuracy of the data. * Conduct in-depth and robust data analysis. * Prepare trend analysis reports. * Secure information by completing data backups. * Provide training to the Programme team on the M&E system. * Participate in weekly review meetings to provide updates of the evolution of tasks assigned. * Any other tasks assigned by the Programme Manager.  |  |  | | --- | --- | | **Deliverables/Milestones** | **Estimated duration** | | Development and implementation of a Monitoring and Evaluation Strategy for the program; | on monthly basis | | Documentation of programme results and impacts through publication of high quality M&E reports; | on monthly basis | | Updated baseline data and programme indicators to demonstrate results and impact; | on monthly basis | | Development of desktop and mobile-based data management systems; | on monthly basis | | Development of a framework for monitoring the evolution of outcomes data from Return-to-Work plans by training participants; | on monthly basis | | Drafting of an end-of-series trend analysis for an estimated 50+ training sessions at the country level; | on monthly basis | | Drafting of an end-of-series trend analysis for an estimated 10+ regional trainings and events; | on monthly basis |   **Intellectual Property:**  All information pertaining to this programme as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. Except for purposes of this assignment, the products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable. | |
| **Core Competencies:**   * Demonstrate corporate knowledge and sound judgment; * Demonstrate and safeguard ethics and highest standards of integrity, discretion and loyalty. * Act as a team player while also taking individual initiative to complete outlined tasks; * Sharing knowledge - across the programme in particular and the organization in general -through supporting the building of a culture of knowledge sharing and learning;   **Functional Competencies:**   * Excellent skills in planning, design and implementation of M&E systems * Solid understanding of results-based approaches to M&E * In-depth skills and knowledge of indicator formulation * Excellent data management and analysis skills * Understanding of data-collection methodologies and data analysis process * Advanced computer and technical oriented skills * Initiative and sound judgment * Ability to work as a member of a team as well as work autonomously * Strong communication skills * Demonstrated ability to work harmoniously with persons of different national and cultural backgrounds * Ability to work under pressure. | |
| **Recruitment Qualifications** | |
| Education: | * Bachelors’ degree in Statistics, Data Visualization and Management, Economics or a related discipline. |
| Experience: | * At least four years' experience in Monitoring & Evaluation (M&E) for a wide range of clients (corporate, UN, EU, NGOs) is required; * In-depth knowledge and skills in planning, design and implementation of M&E systems * Solid understanding of the logframe approach and other strategic planning approaches * Experience in using SPSS, EPI Info, Survey Monkey and/or other statistical analysis package (SAS, STATA, R). * Data management and analysis skills; * Advanced understanding of data-collection methodologies and data analysis process * Demonstrated ability to work well both independently and within a multicultural team; * Excellent verbal and communication skills; |
| Language Requirements | * Fluency in English and French (both oral and written) is required; |
| **Other – Selection Criteria** | |
| **Application Submission Process:**  The application submission is a two-step process. Failing to comply with the submission process may result in disqualifying the applications:  **Step 1:** Interested individual consultants must include the following documents when submitting the applications in UNDP job shop **(Please note that only 1 (one) file can be uploaded therefore please include all docs in one file):**   * **Personal History Form (P11),** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references (the template can be downloaded from this link: <http://sas.undp.org/Documents/P11_Personal_history_form.doc> * An updated curriculum vitae. * Sample of previous trend analysis report drafted by the candidate   **Step 2: Submission of Financial Proposal**  Applicants are instructed to submit their financial proposals in US Dollars or EURO for this consultancy to [procurement.be@undp.org](mailto:procurement.be@undp.org) using the financial proposal template available here: <http://procurement-notices.undp.org/view_file.cfm?doc_id=45780>. The proposals should be sent via email with the following subject heading: **“**Financial Proposal/Monitoring & Evaluation consultant by  **latest COB March 18, 2020** . Proposals to be received after the deadline will be rejected. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive” implies that all costs (monthly professional fees, travel related expenses if applicable, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.  **Application Evaluation Process**  Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:   * Responsive/compliant/acceptable; and * Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.   Technical Criteria weight: [70%]  Financial Criteria weight:  [30%]  Only Individual Consultants obtaining a minimum of 70% on the Technical evaluation would be considered for the Financial Evaluation.  **Technical Criteria - 70% of total evaluation – max. 100 points:**   * At least 4 years' experience in Monitoring and Evaluation for a wide range of clients (corporate, UN, EU, NGOs) is required; – 20 points; * Excellent knowledge of SPSS and EPI Info and/or other statistical analysis package (SAS, STATA, R). – 25 points; * Excellent data management and analysis skills;– 30 points; * Interview inclusive of sample of previous trend analysis report drafted by the candidate – 15 points * English and French language proficiency – 10 points   **Financial Criteria - 30% of total evaluation**  The following formula will be used to evaluate financial proposal:  p = y (µ/z), where  p = points for the financial proposal being evaluated  y = maximum number of points for the financial proposal  µ = price of the lowest priced proposal  z = price of the proposal being evaluated  UNDP is applying fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. Please go the following link for the General Conditions of Individual Contracts: <https://procurement-notices.undp.org/view_file.cfm?doc_id=201288>  UNDP retains the right to contact references directly.  Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.  Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org  Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process. | |