



## UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

### SB2 - TEMPLATE

#### I. Position Information

<b>Position Title:</b>	<b>TICAD Monitoring Consultant</b>
<b>Agency:</b>	<b>UNDP Regional Bureau for Africa</b>
<b>Reports to:</b>	<b>TICAD Programme Advisor</b>
<b>Type of Contract:</b>	<b>Individual Contract (IC)</b>
<b>Level:</b>	
<b>Duty Station:</b>	<b>New York</b>

#### II. Organizational Context

##### 1. Background

UNDP has been co-organizing the Tokyo International Conference on African Development (TICAD) which was initiated in 1993, with the Government of Japan, and has since then grown into a key high level policy forum for African development. UNDP has consistently supported the successful expansion and evolution of the TICAD process, and provided critical support in substantive, programmatic, technical and operational areas.

TICAD 7 co-organized by the government of Japan, AUC, UNOSAA, World Bank and UNDP in August 2019, showcased the successful consolidation of partnerships between Japan and African countries. Japan welcomed around 10,000 representatives from 53 African Union Member States, including 42 Heads of States, regional and international organizations, private sectors of both Africa and Japan, parliamentarians, civil society organizations and development partners from around the world. The discussions centered on the theme of “Advancing Africa’s Development through People, Technology and Innovation”. The summit adopted two outcome documents, the Yokohama Declaration and the Yokohama Plan of Action 2019, which consists of the three pillars: 1) Accelerating economic transformation and improving business environment through innovation and private sector engagement; 2) deepening sustainable and resilient societies; and 3) strengthening peace and stability.

The Yokohama Plans of Action outlines actions expected to be implemented by the TICAD partners in order to promote focus areas of the three main pillars of the Yokohama Declaration. The Plans of Actions is composed of; A) Focus Area, B) Actions, C) Actors, D) Measures/Initiatives, and E) Expected outcomes. The TICAD stakeholders are encouraged to provide their inputs at voluntary basis. This would enable the TICAD technical joint monitoring committee to stock-take, monitor and report the achievement made in line with the objectives of TICAD 7.

UNDP as a co-organizer is committed to continue supporting the implementation of TICAD 7 priority actions. Especially, the monitoring and stock-taking of progress toward TICAD 8 will be critical. Using the Results Based Monitoring and existing monitoring tools, UNDP will assess and design the monitoring mechanism best fit for the Yokohama Plan of Action 2019, in close collaboration with other co-organizers.

### III. Functions / Key Results Expected (sample functions, modify as needed)

The objective of the consultancy is to develop monitoring strategy and establish the monitoring mechanism for the Yokohama Plan of Action 2019.

#### Summary of key functions:

- Develop the draft monitoring strategy in consultation with partners
- Present the draft monitoring strategy at the co-organizers meeting
- Discuss progress and share revised drafts of the Monitoring strategy with the relevant internal units of UNDP, TICAD co-organizers, and partners for inputs and comments
- Finalize the monitoring strategy with consensus among co-organizers
- Develop the draft monitoring plan and framework to operationalize the monitoring strategy
- Share the draft monitoring plan and framework with the relevant internal units of UNDP, TICAD co-organizers, and partners for inputs and comments
- Finalize the monitoring plan and framework with consensus among co-organizers

### V. Competencies (modify as needed)

#### Corporate Competencies:

- ☐ Demonstrates commitment to UNDP's mission, vision and values.
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

#### Functional Competencies:

##### Knowledge Management and Learning

- ☐ Shares knowledge and experience
- ☐ Be flexible as member of the team to assist Admin-supporting staff as required;
- ☐ Solid experience in monitoring and evaluation methodologies including quantitative and qualitative, gender and human rights approaches

##### Development and Operational Effectiveness

- ☐ Demonstrates excellent knowledge of driving rules and regulations and skills
- ☐ Consistently approaches work with energy and a positive, constructive attitude

##### Leadership and Self-Management

- ☐ Focuses on result for the client
- ☐ Remains calm, in control and good humored even under pressure
- ☐ Responds positively to critical feedback and differing points of views

### VI. Recruitment Qualifications (modify as needed)

<input type="checkbox"/> Education:	<input type="checkbox"/> Masters degree in a relevant field
<input type="checkbox"/> Experience:	<input type="checkbox"/> Minimum 5 years of work experience in related field work, i.e multi-disciplinary capacity on monitoring, experience working with UNDP or other international organizations is

	beneficial; <input type="checkbox"/> Experience in results based programme development and management; <input type="checkbox"/> Solid experience in monitoring and evaluation methodologies including quantitative and qualitative, gender and human rights approaches <input type="checkbox"/> Familiarity with TICAD
Language Requirements:	Excellent spoken and written English

Criteria	Points	Percentage
<b>Technical criteria</b>		<b>70%</b>
<b>i. Qualification</b>		15%
<ul style="list-style-type: none"> <li>● Masters degree in a relevant field</li> </ul>	15	
<b>ii. Experience</b>		50%
<ul style="list-style-type: none"> <li>● Minimum 5 years of work experience in related field work, i.e multi-disciplinary capacity on monitoring, experience working with UNDP or other international organizations is beneficial;</li> </ul>	20	
<ul style="list-style-type: none"> <li>● Experience in results based programme development and management;</li> </ul>	20	
<ul style="list-style-type: none"> <li>● Solid experience in monitoring and evaluation methodologies including quantitative and qualitative, gender and human rights approaches</li> </ul>	10	
<ul style="list-style-type: none"> <li>● Familiarity with TICAD</li> <li>● Excellent spoken and written English</li> </ul>	3 2	5%
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>