

Terms of Reference
National SDGs data gap analysis and design online data exchange platform

Project Title: Support to the Government of Iraq for the Implementation and Monitoring of SDGs

Duty Station: Home-based with travel to Baghdad, Iraq

Period of assignment/services: 57 Days

Estimated Starting Date: June 1st – December 31st, 2020

1. Project background:

The Sustainable Development Goals (SDGs) are framed in a globally accepted framework that focuses on 17 goals with 169 associated targets and 230 indicators (so far proposed). Data will play the most vital role in monitoring SDGs and tracking the progress of targets. In Iraq, the Central Statistics Organization (CSO) is the key stakeholder and an anchor in the course of the data revolution in the country context.

The Government of Iraq, with support from multiple development partners, has engaged in developing new strategies and plans to meet the challenges of transitioning from a crisis context to a sustainable development context. The Government of Iraq has prepared the National Development Plan (NDP 2018-2022) and aligned with the SDGs targets and indicators with the support of UNDP and other UN Agencies - which acknowledges that Iraq is faced with various institutional, economic, social and environmental challenges, which cannot be addressed through business as usual approach and demands effective integration (horizontal as well as vertical) and coordination; it also developed a Poverty Reduction Strategy (PRS) to target the most vulnerable groups, especially in most deprived and peripheral areas; as well as a Reconstruction and Development Framework (2018-2027). The Government has also engaged in developing a 'Vision 2030' that is aligned with the 2030 Agenda for Sustainable Development and SDGs and identifies and addresses medium and long-term strategic development priorities.

Part of the UNDP-Iraq support on achieving the SDGs is focused on supporting CSO on reinforcing SDG data management and analysis capacities, and supporting integrated monitoring and reporting framework/platform for the SDGs related data. Notably, the monitoring and evaluation system of the National Development Plan and SDGs is not well developed, in addition to the existing challenges in this regard that are related to lack of data availability, lack of disaggregation, and lack of integrated statistical system at national and sub-national levels

2. Objective:

The International Consultant will take the lead, in conjunction with the SDGs Project Team at UNDP-Iraq, Senior staff from the Central Statistics Organization and other key authorities from Ministry of Planning in Baghdad, in undertaking SDG data gap (availability) assessment to produce "Data Ecosystem Report" – in which assess current statistical systems and mechanisms at both national and sub-national levels. Also, the Consultant will provide technical support to design and establish an on-line SDG monitoring/tracking platform for Iraq, and revamping the CSO website design/content. The SDG platform will be functioning as a data exchange system between the various part of the statistical system (CSO and ministries, and other data providers, including at those local levels). S/he must demonstrate or has lengthy experience and knowledge in SDGs data management and analysis. This will require scoping, reviewing, analyzing current national statistics reports and surveys, to conduct a practical SDGs data gap assessment which will help in tracking the SDGs implementation in Iraq.

3. Specific Duties and Responsibilities:

In carrying out the assignment, the International Consultant is required to employ a collaborative approach in ensuring that inputs are obtained from the Senior Management at Central Statistics Organization.

The Consultant will develop, in consultation with key stakeholders including the MOP in Baghdad, CSO, and UNDP-Iraq a full-blown SDGs data gap assessment and providing technical support to develop the content of the on-line SDGs data tracking platform – based on the following specific activities:

- ✓ Undertake desk Review relevant data documents and surveys, in terms of the availability and reliability of official statistics linked with the SDGs indicators;
- ✓ Review of existing data generation approaches and methodology and consistency of those with the requirement for SDGs;
- ✓ Organize in-person meetings with key national stakeholders from MOP and CSO to identify the relevant SDGs indicators for Iraq;
- ✓ Develop and obtain approval for the SDGs data gap analysis report outlines and the preparation plan;
- ✓ Draft the SDGs data gap analysis report;
- ✓ Facilitate a technical workshop in Baghdad to present and discuss the first draft of the report;
- ✓ Revise, finalize and obtain approval to produce the final SDGs data gap analysis report – considering all the feedbacks from UNDP, MOP, and CSO;
- ✓ Suggest a systematic disaggregation of all relevant indicators by gender, age, disability and ethnicity; and spatial disaggregation (urban and rural);
- ✓ Develop a full document to processed with procurement for establishing on-line SDGs data exchange platform, and make revisions as needed and recommended by UNDP and national stakeholders;
- ✓ Facilitate technical workshop in Baghdad on the final SDGs data analysis report and the design of the online SDGs data exchange platform.

4. Expected Outputs and Deliverables:

The key milestones/deliverables and the timelines of the planned activities to be accomplished by the consultant during the period of June 1st – December 31st, 2020 are tabulated below:

Key Deliverables	Due Date	Location	Payment Percentage
Undertake desk Review relevant data documents, surveys, and generation approaches and methodology	15 June 2020	Home Base	25% 14 Working Days

Organize in-person meetings with key national stakeholders from MOP and CSO to identify the relevant SDGs indicators for Iraq	23 June 2020	Baghdad, Iraq	
Develop the SDGs data gap analysis report outlines and the preparation plan – and make revisions as recommended by stakeholders	30 June 2020	Home Base	
Draft the first version of the SDGs data gap analysis report	25 July 2020	Home Base	50% 29 Working Days
Facilitate a technical workshop to present and discuss the first draft of the report	10 August 2020	Baghdad, Iraq	
Revise, finalize and obtain approval to produce the final SDGs data gap analysis report – considering all the feedbacks from UNDP, MOP, and CSO	25 August 2020	Home Base	
Develop a full document to processed with the procurement process for establishing on-line SDGs data exchange platform, and make revisions as needed and recommended by UNDP and national stakeholders	15 September 2020	Home Base	25% 14 Working Days
Facilitate technical workshop on the final SDGs data analysis report and the design of the online SDGs data exchange platform	27 September 2020	Baghdad, Iraq	

5. Reporting:

- The International Consultant will report directly to the SDGs Project Manager at UNDP country office throughout conducting the above-mentioned activities.
- Reports should be received by the deadline mentioned in the timelines.
- Reports to submit the following reports that have to be made all in the English language in, 11 font size.

Report/document	Language	# of pages	More details
SDGs data gap analysis report outlines and the preparation plan	English	Approximately 20 pages	The SDGs data gap analysis report outlines and the preparation plan should present a clear methodology for preparation process and the

Payment Invoice	English		Must be submitted at the successful completion of the outputs outlined above. UNDP forms will be communicated with the consultant.
SDGs data Gap Assessment report	English	Approximately 60 pages	All versions of the SDGs data gap assessment report should be delivered according to the deadline mentioned above and in consultation with the SDGs Project Manager at UNDP – Iraq.
a full document to be processed with procurement process for establishing on-line SDGs data exchange platform	English	Approximately 30 pages	The report needs to include a full picture of the on-line SDGs data exchange platform and its content to proceed for the IT company procurement process.
Final assignment report	English	Approximately 20 pages	A final report has to be submitted to document the whole assignment including lessons learned, challenges, and recommendation for future work

6. Payment Method

The payment will be lumpsum per above mentioned deliverables (percentages) including the travel and accommodation costs.

7. Travel Plan:

The assignment will include home-base work in addition to separate three full weeks (five working days and two travel days) working at the Ministry of Planning and Central Statistics Organization in Baghdad Iraq. The date of the travel will be aligned with the above mentioned deliverables that needs to be based in Baghdad, Iraq.

6. Duration of the Work:

57 working days over a period (June 1st – December 31st, 2020). The total working days are allocated as follows:

Location	Working Days Allocated	Travel days
Baghdad, Iraq	15	21 nights
Home-base	42	N/A
Total Number of Working Days	57	21 nights/ days

7. Location:

Homebase with travel to Baghdad, Iraq.

8. Competencies:

- Demonstrate good knowledge of the United Nations System mandate and the political, cultural and economic contexts of the region and the country;

- Plans, prioritizes, and delivers on time;
- Knowledge of current trends in international development and SDGs data management, especially in the Arab State Region and Iraq;
- Conceptualizes and analyses problems to identify key issues, underlying problems, and how they relate;
- Ability to identify beneficiaries' needs, and to match them with appropriate solutions;
- Ability to build and sustain effective dialogue with main constituents, communicate effectively and sensitively across different constituencies.
- Strong communication skills to effectively collaborate with clients and colleagues and maintain strong relationships with them.
- Proven capacity in undertaking SDGs data gap assessment and provide recommendations for strengthen data systems.
- Proven competency in the production of analytical reports in quantitative and qualitative research methods is required;
- Keen knowledge of the UN system and its work in the area of sustainable development and the intergovernmental processes related to the 2030 Agenda;
- Excellent oral and written command of English is essential. Knowledge of another official U.N. language (Arabic) is an asset.

9. Qualifications of the Successful Contractor:

Education:

- Advanced degree in the field of sustainable development, development policy, economics, natural resources or another relevant field.

Work Experience

- At least 10 years of experience with strategy development, policy support, monitoring and evaluation of SDGs, and technical operations in areas of SDGs data management;
- Prior demonstrated experience preparing SDGs data gap assessment reports at the institutional level;
- Experience in working with statistics organizations to conduct analyses and assessments with SDGs related data;
- Familiarity with on-line SDGs data exchange platform design;
- Prior experience with the government, UNDP/UN agencies, and other international organizations are desirable.

Experience of working with UN organizations and understanding of the style and nature of the UN Guidance will be an asset. Demonstrated ability to synthesize and work with feedback from a range of reviewers is also an asset.

Language:

- Fluency in English both written and spoken.
- Working knowledge in Arabic both written and spoken.

10. Criteria for Selection of The Best Offer

Individual consultants will be evaluated based on the following methodology:

- Cumulative analysis
- When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
 - a) responsive/compliant/acceptable, and
 - b) Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation:
 - * Technical Criteria weight; [70]
 - * Financial Criteria weight; [30]

Criteria		Max. Point 100	Weight
Technical	Relevance and responsiveness of candidate's past experience and qualification based on submitted documents: <ul style="list-style-type: none"> Educational Background as requested: 15 Points Extensive expertise, knowledge, and experience in the field of strategic documents writing at the institutional levels: 15 Points Extensive conceptual and practical knowledge of local government operating and strategic principles: 15 Points Demonstrated experience and practical knowledge in working and collaborating with stakeholders including governments; civil society and communities in Kurdistan Region of Iraq: 10 Points Overall Methodology: 25 Points Fluency in English and a working knowledge of Arabic: 20 Points 	100 Points	70%
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Only candidates obtaining a minimum of 70 points of the 100 points in the Technical Evaluation will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical	70%	70
Financial	30%	30
Total	100%	100

Total Score

- The technical score attained at by each proposal will be used in determining the Total score as follows:
- The weights given to the technical and financial proposals are: $T= 0.7$, $F=0.3$
- The Total score will be calculated by formula: $TS = St \times 0.7 + Sf \times 0.3$
- TS - Is the total score of the proposal under consideration
- St - is technical score of the proposal under consideration.
- Sf - is financial score of the proposal under consideration.