**TERMS OF REFERENCE**

**- Inclusive Governance of Natural Resources for greater social cohesion in the Solomon Islands**

**Team Member - Baseline Study**

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| **Location** | Honiara with travel to Malaita, Choiseul, Guadalcanal and Western Provinces  |
| **Application deadline** | 6th May 2020 |
| **Type of Contract** | Individual Contractor |
| **Post Level and Title**  | National Consultant – Baseline Study for the Inclusive Governance of Natural Resources for greater Social Cohesion in the Solomon Islands.  |
| **Languages required:** | English and Pidgin  |
| **Duration of Initial Contract:** | 50 days |

**BACKGROUND**

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| The Solomon Islands National Peacebuilding Policy (NPP) states many of the root causes of conflict arise out of the different contexts people originate from. The mixture of traditional and modern values in a rapidly changing society is considered by the NPP as a crisis. These changes generate new sources of potential conflict around land use, applying customary law, and socio-economic development.There were series of empirical studies to better comprehend the drivers of conflict in the country were conducted by United Nations and the government including the 2017 perception survey and the truth and Reconciliation reports. Responding to outcomes from previous surveys, Truth and Reconciliation reports and Conflict & Development Analyses in 2004 and 2019, the Solomon Islands government, UN Women and UNDP launched the Inclusive Governance of Natural Resources (IGNR) Project. The project aims to reduce actual or potential conflicts triggered by deficient legislative frameworks, private interests and lack of inclusivity with regards to decisions on the use of land natural resources, peacebuilding and accountability mechanisms in the Solomon Islands. The INGR Project interventions will review and strengthen laws and policies regarding land and natural resources management to ensure they are clear, inclusive and reflect customary governance systems in Solomon Islands. The Project will also support communities, including women and youth, adversely affected by land and natural resource management promoting the establishment for avenues to voice their views and opportunities for more sustainable use of traditional land.The project has a Results framework which emphasises on the project results to provide clarity around key project objectives, outcomes and outputs. The UNDP and UN Women seeks to engage qualified individuals, organisation (s) to document qualitative and quantitative data collection and analysis for the supplementary research for the IGNR project.**Project Outcomes****Outcome 1:** The Government is equipped with analyses, laws, policies and frameworks on land and natural resource management which are inclusive and reflective of customary governance. **Outcome 2:** Communities adversely affected by land and natural resource mismanagement including VAWG participate more strongly in decisions on land and natural resources. **Objective of the baseline study**The objectives of baseline study are;1. To collect baseline data for a set of indicators outlined in the project result framework.
2. To set benchmark for project effectiveness and contribution and attribution of the project over of the project implementation and to monitor the project delivery against targets.
3. To further inform the project implementation strategies in an adaptive and conflict sensitive manner.

**The purpose** of this baseline is tohelp UNDP, UNWomen and key partners to determine the baseline status of indicators with their respective target. Baseline study findings will be used to inform the implementation of the project considering the sensitive aspects and limitations of UNDP and UN women to provide technical assistance. Additionally, baseline study will help us to further strengthen the current situation of key aspects of the IGNR project. These aspects include; TGB being gender blind, bi-laws and regulations governing land and natural resources management, Limited representation of women, PWDs and youth in natural resource management committees etc. The study will be led by a team of two national consultants with experience in field research, experience in conducting participatory research, experience conducting gender analysis and conversant with international standards for ethical research.It is proposed that the baseline study team comprise of two people; a Team Leader and Team Member.  |

**DUTIES AND RESPONSIBILITIES**

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| **Scope of Work**The consultant is required to assist in design, plan, carryout and present the project`s baseline study for results at all levels, project effectiveness and sustainability. This study is to be conducted in the targeted areas in Malaita, Guadalcanal, Western, Choiseul and Honiara. The consultants are required to review and orient themselves in the IGNR project document and results framework. The baseline study should adopt a mixed methods approach, integrating quantitative and qualitative methods to ensure that data collected is triangulated and can be communicated, explained and contextualised. It is expected that the consultants will combine a minimum of questionnaires with structured and semi-structured interviews and focus group discussions. Consultants are encouraged to use innovative methods to collect and analyse data. Document and desk review should complement the collection of data and primary information sources.The sample size (# of communities, # of stakeholders etc.) will be determined in collaboration between UNDP, UN Women, partners and the consulting team to provide a fair and statistically relevant representation of the project beneficiaries and stakeholders. Information shall be collected from across specified beneficiaries, partners and stakeholders. Criteria for and definition of specific indicators in the results framework should be discussed and designed in collaboration with UNDP and UN Women. The team member should:* As directed by the Team Leader, participate in the baseline planning and preparation;
* As directed by the Team Leader, participate in the preparation of the baseline plan;
* Undertake the missions and collect data;
* Participate in consultations with key stakeholders;
* Assist in the production of the report as directed by the Team Leader; and
* Be available to undertake redrafting as required.

**Baseline study target Stakeholders and target location of the project**

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| Direct project implementing organizations | UNDP, UN WOMEN |
| Implementing partners, Governmental and non-Governmental: | Ministry of Traditional Governance, Peace and Ecclesiastical Affairs (MTGPEA)Ministry of Women, Youth, Children and Family Affairs (MWYCFA)Prime Minister Office (PMO)Ministry of lands, Housing and Survey (MLHS)Provincial Governments of Malaita, Choiseul, Guadalcanal and Western)Chambers of Commerce National Youth CouncilProvincial Women’s Caucuses NGOs, Private Sector |
| Target Beneficiaries | * Youth (Male and females-50%)
* Women
* Community leaders (including women)
* People with Disabilities
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| Target Location  | * Honiara, Guadalcanal, Malaita, Choiseul and Western Provinces.
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**Approach of Sampling Strategy**Proposals for this baseline study should clearly describe sampling strategy and should be included with the study design which aims at achieving a representative sample of the target communities in each geographical focus region. In order to further capture a representative sample of the total population from target communities, data collection should be stratified by location, sex, age and gender. UNDP and UN Women will ultimately need to jointly design the sampling strategy and the final sample must be endorsed by the UN Peace Building project.**Methodology & Tools**A full description of the intended methodology and gender sensitive research tools will be required. Furthermore, it is essential that the data collection methodology and tools should be gender and sex disaggregated. The Methodology, quantitative and qualitative tools will ultimately be finalized after UNDP and UN Women team’s approval. Proposed tools may include but not limited to Secondary Research/Desk Review, Survey/Questionnaires, Focus Group Discussions (FGDs), Key Informant Interviews (KIIs) etc.It is also expected that the technical proposal will include clear methodological safeguards for data validation. Data validation methodology will be reviewed at two levels: 1. Inbuilt methodological safeguards need to be embedded within the data collection tools.
2. Spot validations will be conducted by IGNR Project team M&E.

**Expected Outputs and Deliverables**Inception phase1. Inception report outlining, gender sensitive Baseline study methodology with desk review, proposed sampling strategy, tools, details of data validation and a detailed field plan/workplan.
2. Present the inception phase report to stakeholders (UNDP, UNWOMEN, relevant Ministries) for feedback and approval.

Data Collection:1. Develop & pre-test the Baseline study tools and data collection guidelines/manual for enumerators.
2. The tools should also be translated in local (Pidgin) language

Reporting: 1. Document interviews and FGDs with stakeholders to further strengthen the baseline and targets of the project.
2. Baseline study report that critically analyzes, perception and understanding of target groups/communities in the selected areas/provinces and provides quantifiable gender and sex disaggregated data analysis against key project indicators and thematic areas.
3. Based on feedback received from UNDP, UN Women and other stakeholders revise the baseline study report, and have it submitted to UNDP and UN Women team final review and approval.
4. Final presentation of baseline study findings to the IGNR Project team (UNDP and UNWOMEN) and other relevant ministries.
	1. Submit weekly brief progress report during consultancy period. The weekly report should detail activities /tasks completed to date
	2. any challenges faced
	3. any adjustments made in response to challenges.

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| **Expected outputs /deliverables** | **Payment milestones** | **Deadline** |
| Inception Report: Finalize inception study design, tools after tools testing & detailed field plan/workshop | **25%** | **End of week 2** |
| * Training of enumerators and finalization of tools after tools-testing exercise
* Quantitative & qualitative data collection and analysis, including presentation
 | **25%** | **End of week 4** |
| Data interpretation and presentation of key findings, both quantitative and qualitative | **20%** | **End of Week 6** |
| Debrief and Final approved report  | **30%** | **End of week 7** |

**Documentation:*** Fully ‘cleaned’ dataset both qualitative and quantitative.
* Provide all filled baseline study tools/questionnaires in properly managed hard box files.

**Institutional Arrangement**The consultants will report regularly to the Program Manager -IGNR & M&E specialist who will also coordinate and support the process.In addition, the consultants will be asked to present to the UNDP/UN Women senior management and other stakeholders involved in the project on completion of each of the deliverable/ output.The travel and accommodation should be included in the price proposal, as the ICs will responsible for their travels. **Duration of the Work**The duration of the task will be approximately 50 days including and the expected due date is 31 August 2020.The proposed starting date is 15 May 2020 and expected completion date is no later than 31 July 2020. Anticipated some delays due to transportation and health risk associated with the corona virus. **Duty Station*** The consultant are expected to travel to Malaita, Guadalcanal, Western, Choiseul and around Honiara.
* Weekly and activity reports are required.
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**COMPETENCIES**

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| * Strong interpersonal and communication skills;
* Strong analytical, reporting and writing abilities skills;
* Openness to change and ability to receive/integrate feedback;
* Ability to plan, organize, implement and report on work;
* Ability to work under pressure and tight deadlines;
* Comprehensiveness knowledge of the local cultures;
* Proficiency in the use of office IT applications and internet in conducting research;
* Outstanding communication, project management and organizational skills;
* Excellent presentation and facilitation skills.
* Demonstrates integrity and ethical standards;
* Positive, constructive attitude to work;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
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**REQUIRED SKILLS AND EXPERIENCE**

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| **Educational Qualifications:*** Bachelor `degree in social science or development studies, statistics or related fields

**Experience*** Strong experience with and knowledge of participatory qualitative and quantitative research methods and sampling strategies.
* Proven experiences in conducting baseline study, with research experience in the areas of peace building, natural resource management, gender equality and youth development.
* Qualitative and quantitative data analysis skills and strong proficiency with data analysis packages.
* Excellent communication and written skills in English and Pidgin and the ability to present data concisely and clearly.
* Knowledge and understanding of Solomon Islands environment and cultures
* Must travel to field sites during the fieldwork phase.

**Language requirements*** Fluency of English and Pidgin languages are required;

**Price Proposal and Schedule of Payments**Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC´s duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:* Deliverable 1- Inception and Training reports: 25% of total contract amount
* Deliverable 2- Quantitative & qualitative data collection and analysis, including presentation [: 25% of total contract amount
* Deliverable 3- Data interpretation and presentation of key findings, both quantitative and qualitative: 20% of total contract amount
* Deliverable 4- Final Report: 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 resourcesIn 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 consultant 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 b) 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 (Maximum 70 points)** * Criteria 1 – Bachelor’s degree in social science or development studies or 3 years for experiences in research or baseline. – Max 10 points
* Criteria 2- Strong experience with and knowledge of participatory qualitative and quantitative research methods and sampling strategies. - Max 10 points
* Criteria 3 - Proven experiences in conducting baseline study, with research experience in the areas of peace building, natural resource management, gender equality and youth development. Max 15 points
* Criteria 4-Qualitative and quantitative data analysis skills and strong proficiency with data analysis packages. Max 15 points
* Criteria 5 - Excellent communication and written skills in English and Pidgin and the ability to present data concisely and clearly. Max 10 points
* Criteria 6- Knowledge and understanding of Solomon Islands environment and cultures. Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.**Documentation required**Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:* **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
* **Personal CV or** [**P11**](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), 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.
* **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
* **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

Incomplete proposals may not be considered.**Annexes*** Annex I - [Individual IC General Terms and Conditions](http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf)
* Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](https://info.undp.org/global/documents/cap/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx)

For any clarification regarding this assignment please write to procurement.sb@undp.org  |