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Resilient nations.

## UNITED NATIONS DEVELOPMENT PROGRAMME

### Terms of Reference

#### I. POSITION INFORMATION

**Title:** Economist on COVID-19 Response  
**Type of Contract:** Individual Contract  
**Duty station:** Kingston, Jamaica (Home based)  
**Expected Duration of Assignment:** Up to 7 months  
**Start of Contract:** June 2020

#### REQUIRED DOCUMENTATION FROM CONTRACTOR

- |   |  |
|---|--|
| ✓ | Curriculum vitae   |
| ✓ | Copy of Education Certificates   |
| ✓ | Completed Technical Proposal – A short summary statement highlighting the consultant's skills and experience relevant to the job |
| ✓ | Completed Financial proposal – A monthly fee proposal in USD   |

#### II. Organizational Context

COVID-19 brings upon us unprecedented challenges in terms of policy response. In order to contain the spread of the virus and ensure health systems' capacity to respond, governments worldwide are having to make decisions about implementing policies such as social distancing, lockdowns, border closures, and quarantines. While these policies help to flatten the epidemiological curve, they also bring economic activity to a halt. These decisions are all the more complicated in the developing world where governments lack capacity, resources are more scarce, higher shares of the population are at risk of falling into poverty, and labour markets operate with high levels of informality. An effective policy response to COVID-19 in this context must simultaneously: (1) defend health systems from collapse in order to minimize deaths from COVID-19 and other causes; (2) protect independent workers who are losing their income during forced lockdowns; (3) protect employment, to protect employee's labor incomes and ensure engines of productive activity are not turned down in a way that takes longer to restart them once the health crisis is over; and (4) find the sources to finance the additional expenditure required for (1), (2) and (3) ensuring fiscal responsibility. In addition to responding simultaneously on these various fronts, governments must act fast, making decisions under high levels of uncertainty and often without the ideal information at hand. Moreover, uncertainty about what a future steady state will look like, makes it ever more difficult to effectively incorporate principles of sustainability into the policy response.

Governments are making hard decisions in real time under high levels of uncertainty and under the restrictions of available information. They are hard pressed for analytical work to help them shape policy on at least four fronts:

1. They must make sure that the safety net extended to protect households from falling into poverty while quarantines and other social distancing measures are in place are

appropriate. The same applies to policies put in place to protect employment and businesses, to prevent human capital destruction and to address domestic violence.

2. They must organize to co-exist with COVID-19 until a vaccine is developed, which implies putting in place policies that allow economic activity to gradually restart while ensuring the health systems' response capacity is not compromised. Adequate policy sequencing will be critical for success.
3. They must plan how to rejuvenate economic activity recovery at a good pace once the pandemic is under control.
4. They must prepare to address and solve systemic fragilities evidenced by COVID-19, that have resulted in a limited response capacity. In addition to difficulties in coordinating activity across different agencies and levels of government, the most obvious of these being: (1) lacking health systems; (2) large informal labor markets and social protection systems that require strengthening; (3) inadequate tax systems resulting in constrained spending capacity; and (4) unequal access to public utilities and Internet services.

UNDP assessment tools and policy analyses must be put at the service of the shaping of policy. With strengthened internal capacity, the country office will be strategically positioned to engage with government in support of national development priorities.

### **III. Scope / Expected Key Results**

The Economist, will have the following responsibilities:

- Enhance UNDP's capacity for the production of policy oriented analytical work.
- Monitor and assess country-level policy decisions and contribute to mitigating negative impacts of COVID-19.
- Produce country-level rigorous analytical work -quantitative and qualitative- to support CO management and counterparts on the analysis of policy response to COVID-19.
- Provide technical guidance/advisory support to the COs in UNDP's role as technical lead in the roll-out of the UN Framework for immediate socio-economic response to COVID-19.
- Provide technical support to teams in Jamaica and Belize on issues related to the analysis of COVID-19 socio-economic impact and policy response.
- Work in close coordination with the Ministries of Finance, Planning Agencies and other relevant institutions to design and support implementation of policy interventions to facilitate economic recovery.
- Work in close coordination with the Economist from RC office.
- Work in close coordination with Regional Bureau for Latin America and the Caribbean (RBLAC) Chief Economist, as part of UNDP LAC Economists Network.
- Work in close coordination with the RBLAC Regional Hub members of the UNDP LAC Economists Network.
- Contribute to sub-regional, regional and inter-agency initiatives related to development/economic issues; including the Regional Human Development Report. premises.

#### **Expected Key Results**

- Support the strategic positioning of the country offices with government to contribute to national development priorities.
- Production of rigorous country-level analytical work supporting the analysis of policy response to COVID-19, including survey and other microeconomic data quantitative

<b>III. Scope / Expected Key Results</b>
<p>analyses; policy documents; policy notes; briefings, and blog entries.</p> <ul style="list-style-type: none"> <li>• Long standing country-level alliances for joint production of analytical work with other UN agencies.</li> <li>• Participation in economic development academic and non-academic events to disseminate analytical production.</li> <li>• Technical interlocation with high level government officials, peers from UN agencies, multilateral organizations, local think tanks, private sector, civil society organizations and academia.</li> </ul>

<b>IV. Impact of Results</b>
<p>The key result of this consultancy is to strengthen UNDP contributions to the national policy dialogue on COVID-19 socioeconomic impact and policy response and enhance UNDP capacity to influence the shaping of economic development policy. The Economist will contribute to identifying policy options on key emerging issues in close cooperation with RBLAC. The post increases visibility of UNDP in the discussion about COVID-19 social and economic response and overall, economic policies and analysis in LAC.</p>

<b>V. Competencies and Critical Success Factors</b>
<p><b>Core Competencies:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Demonstrates integrity by modeling the UN's values and ethical standards</li> <li><input type="checkbox"/> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability</li> <li><input type="checkbox"/> Treats all people fairly without favoritism</li> <li><input type="checkbox"/> Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment</li> <li><input type="checkbox"/> Ability to communicate in the team, including the ability to receive feedback and self-reflect for self-improvement</li> <li><input type="checkbox"/> Initiative-taking and proactive research and outreach</li> <li><input type="checkbox"/> Ability to work collaboratively with UN agencies and external partners in fostering cooperation and synergy, resolving problems, and preventing and managing conflict</li> <li><input type="checkbox"/> Ability to work in situations of complexity, uncertainty and adversity</li> <li><input type="checkbox"/> Attention to detail in reviewing and producing accurate and quality data and information</li> </ul>

## **VI. DELIVERABLES AND SCHEDULE**

<b>Deliverables</b>	<b>Expected Deliverable Period</b>	<b>% of total payment.</b>
Monthly report to include progress towards agreed workplan and expected results	End of month	Equal monthly amounts

The consultant is expected to work maximum 20 days per month, home-based. Payments will be done on a monthly basis, based on daily fee and number of days worked.

Payment schedule: Monthly payments upon presentation of reports based on key results with a maximum of 20 days per month.

Deliverables acceptance reports will be signed by the UNDP Resident Representative.

## **VII. INSTITUTIONAL ARRANGEMENTS**

The Economist will report directly to the UNDP Resident Representative who oversees the UNDP multi-country office in Jamaica which covers a total of five (5) small island developing states (Jamaica, Bermuda, Cayman Islands, The Bahamas and Turks and Caicos) as well as the UNDP office in Belize. Depending on the assigned deliverables, the consultant will work under the direct guidance of the UNDP Resident Representative. The Economist will also work closely with the Programme Team in the Jamaica multi-country office and the Belize office.

## **VIII. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

The contractor will be paid based on the submission in accordance with the established deadlines of the deliverables certified by the UNDP Resident Representative. The following shall be noted:

- Payments are directly linked to deliverables
- Using the financial proposal template provided, consultants are required to submit an all-inclusive price proposal, supported by a breakdown of costs
- Contract price is fixed regardless of change in the costs components
- The contract signed does not involve any fees in advance at the beginning of the consultancy

## **IX. OTHER RELEVANT INFORMATION**

**Travel:** All travel expenses will be paid separately, in compliance with UNDP regulations and rules. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed using an F10 Form.

In general, UNDP should 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

The selected consultant will have the obligation to be aware of the following:

- Before any travel, obtain the security permits for traveling to the countries where the services will be required. These permits may be obtained at [www.undss.org](http://www.undss.org).
- Have the contract signed by the UNDP and the expert before starting the work and before starting any travel. If the expert travels and starts the work without having signed the contract, the work and travel will be at the expert's own risk and responsibility.

- All background compiled, and deliverables produced by the expert while under contract are UNDP property. The expert may obtain written permission from the UNDP to use all or part of his/her work for academic publishing or other purposes.

<b>X. Recruitment Qualifications</b>	
Education:	<ul style="list-style-type: none"> <li>• Master's degree or Ph.D. degree in Economics</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>• A minimum of 10 years of relevant experience in applied policy-oriented economic research and analysis.</li> <li>• Previous work experience with government and private sector or academia.</li> <li>• Previous work experience processing official households and firm-level surveys desirable.</li> <li>• Experience in high-level policy advice is an asset.</li> <li>• Experience working in Jamaica and/or other Caribbean countries desirable.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Excellent oral and written communication skills in English</li> </ul>

## **XI. EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodology:

### Cumulative analysis

Using this weighted scoring method, the award of the contract will 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 pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight: 70%

\* Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

<b>Evaluation Criteria</b>	<b>Maximum Point</b>
<b>Technical</b>	<b>100</b>
<b>1. Criteria A: qualification requirements as per TOR:</b> <ul style="list-style-type: none"> <li>• Master's degree or Ph.D. degree in Economics</li> </ul> <b>Years of Relevant Experience</b> <ul style="list-style-type: none"> <li>• A minimum of 10 years of relevant experience in applied policy-oriented economic research and analysis.</li> <li>• Previous work experience with government and private sector or academia.</li> <li>• Previous work experience processing official households and firm-level surveys desirable.</li> <li>• Experience in high-level policy advice is an asset</li> <li>• Experience working in Jamaica or other Caribbean countries desirable.</li> </ul>	<b>Pass/Fail</b>  20 10 15 20 10
<b>2. Criteria B: A short summary statement highlighting the consultant's skills and experience relevant to the job (Technical Proposal)</b>	<b>25</b>

### Financial Evaluation

The lowest financial offer among technically compliant candidates will be given the maximum score of thirty (30) points and the remaining offers will be assigned a score in inverse proportion. The candidate who obtains the highest cumulative score by adding both the weighted technical score and the financial score will be selected.

**UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.**

**Incomplete applications will not be considered. Please make sure you have provided all requested materials.**

Approval

Signature



Name

Denise Antonio, UNDP Resident Representative

Date

07-May-2020