

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	Senior International Social Protection (SP) Technical Adviser
Cluster/Project:	Graduation-based Social Protection (GBSP) Project
Post Level:	Senior Specialist
Contract Type:	Long Term Agreement (LTA)
Duty Station:	Home-Based
Expected Place of Travel:	None, potentially visits will be required to Cambodia in years 2 & 3
Contract Duration:	Initial contract is from 19 June 2020 to 18 Jun 2021 (up to 50 days/year over 3 years)

2. Context

Cambodia is a country undergoing many transitions – an emergent Middle-Income Country, with a growing middle class supported by a rapidly growing economy; and deeper level changes given by societal modernization and the twin processes of industrialization and urbanization. Its development transformation from a near-history of conflict and social dislocation is dramatic. With economic growth topping 7 per cent per year and a relatively equitable income distribution, poverty has declined dramatically to just 13.5% in 2014, and is likely to be below 10% today. This is a time of opportunity, but also one of turbulence. Two key social policy challenges are the emergence of: (1) a large group of near-poor and vulnerable households, with incomes just above the poverty line; and (2) a remaining group of hard-to-reach extreme poor, often living in remote areas. The Royal Government of Cambodia (RGC) has recognized these issues with the launch of the National Social Protection Policy Framework (NSPPF).

UNDP has responded by developing research on the adoption of graduation-based social protection programmes. These innovative interventions offer assets and a support package to poor households in place of cash alone, enabling the poor to escape poverty through their own productive efforts. During 2020, UNDP will deliver a large operational pilot under which a Cambodian graduation package would be field-tested using a rigorous Randomized Control Trial (RCT) methodology. RCT results and operational learnings will be used to enable and inform the adoption of a similar approach by RGC at scale.

3. Scope of Work and deliverables

This LTA specifies the role akin to a chief technical adviser to support project management in the following areas of work:

- a) Technical assignments to support successful delivery of GBSP Project:** This would include various tasks and ad hoc inputs to support the project manager, with the LTA holder to serving as a retained lead technical adviser to the project on setting up and operationalization of the GBSP pilots. A list of examples ordered by each stage of the project cycle is attached as an Annex. Offerors should also consult the GBSP project document (the Pro-Doc is available on request).

The 4 cycles (given on the attached and in the Pro-Doc) correspond to the project outputs: project set-up, delivery of the RCT (under UNDP and contractor-based management), delivery of follow-on

round (likely to be under RGC management), and reporting/ assessment. The precise outputs are given in the Pro-Doc are:

- *Output 1:* Institutional and management arrangements, and analytical tools are in place to deliver a graduation-based social protection pilot (which is nationally affordable and capable, of being scaled-up)
- *Output 2:* Delivery of a pilot graduation-based social protection programme with 2,400 extreme poor household participants (with 1,600 households receiving assets and/or cash transfers), with randomized selection, delivering clear results on livelihood and poverty impacts
- *Output 3:* Carry-out a follow-on graduation trial, of similar size and shape (but more efficiently), to ensure future RGC deliverability
- *Output 4:* Review and analysis of experiment and follow on round completed

Note also, in line with standard LTA procedures, individual assignments (covering relevant bundles of tasks) would be supported by detailed TORs and supported by a purchase order (see part X below).

4. Institutional Arrangement

The international consultant will work under the direct supervision of the GBSP Project Manager, as advised by Country Economist and overseen by Programme Analyst and ARR-Programme. Each payment will be released based on confirmation of satisfactory outputs from the above-mentioned persons.

5. Duration of the Work

This LTA covers a number assignments over a 36 month (3 year) period. The equivalent number of person work-days for the LTA is 150 days (provisionally based 40 days or 2 months full time for each of the 3 years). The start date is 19th Jun 2020 (with possibility of extension). The agreed proposed professional fee should remain valid for the whole period.

6. Duty Station

This is a home based (i.e. a remote) duty station assignment. However, it is possible that in later years) field visits to Cambodia (Phnom Penh and two rural project locations) may be needed . Cost related to approved missions to Cambodia will be covered by UNDP following UNDP's rule and procedure. The reimbursement of the associated costs will be made through an F-10 reimburse form.

Selected individual contractor(s) expected to travel to the Country Office (CO) in country (Cambodia) is (are) required to undertake the (BSAFE) *training*. The course accessible is here: <https://training.dss.un.org/course/category/6>

7. Minimum Qualifications and Criteria for Evaluation of the Individual Contractor

The following is to be applied in judging the technical quality of offers, within a two-part appraisal process (see part 8 below).

Technical Evaluation Criteria	
Education:	Master's degree in social sciences, development studies or similar

	Further documented study of social protection and/or pilot or RCT research modalities is desirable.
Experience/ Knowledge:	<ul style="list-style-type: none"> • Extensive experience (over 7 years) of graduation-based social protection interventions. This must include direct experience of providing technical advice and hand-on experience in implementing a major pilot or field programme (at executive or chief of party level). • Experience of social protection assignments in Cambodia and/ or very similar development contexts. • Experience of social protection systems design and management (including M&E systems) and reporting results • Policy development and advocacy skills, given by extensive experience with LIC/ MIC governments, in the field of social protection.
Competencies:	<ul style="list-style-type: none"> • Strong management skills – planning/ scheduling, delivery, M&E and reporting • Capacity to engage with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms. • Sound contract management skills and ability to work collaboratively with stakeholders. • Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations. • On demand availability during the project. • Positive and results-oriented attitude, able to meet targets/deadline.
Languages:	Fluency in written and spoken English

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

In line with standard practice, selection appraisal will be based on:(1) the technical quality of applicants (meeting the requirements given in the table below), at a threshold of 70% ; and (2) financial criteria will be taken into account for technically qualified offerors (with lowest qualified bid receiving 30 marks, and others a pro-rata share) . The total score would then be calculated in the ratio technical 70% to financial 30%.

Evaluation Criteria	Obtainable Score
Master's degree in social sciences, development studies or similar essential. Further documented study of social protection and/or pilot or RCT research modalities is desirable.	20
Over 7 years of graduation-based social protection interventions. This must include direct experience of managing a major pilot or field programme (at executive, lead adviser or chief of party level).	40
Experience of social protection assignments in Cambodia and/ or very similar development contexts.	20

Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations. <i>(A sample of writing in a similar context is required to be submitted)</i>	20
Total score	100 points

9. **Payment Milestones**

Payments will be made based on the actual number of days for each assignment agreed prior to each taking place multiplied by the pre-agreed daily rate (excluding other costs). The amounts and deliverables will also be specified within individual assignment TORs.

While selection will be initiated by acceptance of the LTA, the contractor can begin working only after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

The full payment amount will be paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

10. **Tendering requirements**

Offerors should quote a single daily professional fee (for 150 days), and this rate shall be inclusive (excepting DSA terminal and travel costs which will be agreed on an assignment by assignment basis). Noting that offeror is required to be responsible for own insurance or it can be considered including the cost together with professional fee.

The IC's daily rate, however, will be fixed during the contract period and lump-sum agreements will be made for each assignment (to be specified on the purchase order).

Offerors should also provide details of their skills and experience (on a CV or by completing a standard UNDP P11 application form) and a covering letter (specifically confirming their approximate availability for the specified period and the future ability to travel).

11. **Approval**

Signature:

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Name:

Rany Pen

Title/Unit/Cluster:

ARR - Programmes

Date:

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Annex: **Schedule of example tasks under each stage of the project**
Available: **GBSP Project Pro-Doc**

Annex: Schedule of example tasks to be undertaken under the LTA

Component 1: Project Set-up

Design of a fair beneficiary selection process (for both villages and participants) with inclusion of extreme poor households, based on Randomized Control Trial (RCT) norms

Advising on the finalization of cash transfer values, asset choices and menus

Advising on devising detailed delivery arrangements for asset bundles, and advising subsequent modifications informed by project learning

Setting up modalities (i.e. contracts, SLAs, MOUs) for partnerships with, UN agencies, NGOs/CSOs and the private sector, including contracting of a major NGOs to deliver field operations

Advising on the integration of financial inclusion, skills training and behaviour change communication in mainstream project delivery

Setting up linkages with public service delivery (such as veterinary services) and private sector

Setting up the Management Information System, with monitoring responsibilities and reporting

Component 2: Delivery of the RCT

Design and delivery of survey instrument – at base-line, mid-line and 2 end-lines.

Finetuning of management arrangements and institutional structures, with partners/ contractors, and other stakeholders especially at local level

Advising on the continuous refinement of project delivery through innovative practices and approaches

Overseeing selection into the programme, advising on management of process and community relations

Reviewing efforts to ensure randomization and avoidance of biases

Safeguarding an enabling environment for various aspects of gender equity and women's empowerment

Documenting lessons learned and mechanisms for speedy course correction as required (as part of MIS) and presentation/diffusion of knowledge products

Component 3: Delivery of the Follow Round

Setting up a system to inform national policy based on project experience, especially focused on RGC management, and later take-up

Enabling transfer of the project to RGC delivery of follow-on round, identifying and correcting delivery weaknesses, and capacity issues

Component 4: Reporting and building adoption case

Building the policy and optional case, synergizing findings and offering solutions

Reporting on project lessons, building the case for national government adoption and scale-up, including costing and funding options

Preparing an exit plan (in the final year of project implementation)