

TERMS OF REFERENCE (ToR)
FOR THE RECRUITMENT OF AN INDIVIDUAL CONSULTANT (IC)
Statistician to Support the Preparation of the Common Country Analysis Report (CCA) for
Trinidad and Tobago

GENERAL INFORMATION

Services/Work Description:	The Consultant to provide statistical support to the preparation of the Common Country Analysis Report for Trinidad and Tobago
Project/Program Title:	CCA/Statistics
Post Title:	Statistician Individual Consultant
Consultant Level:	1 Consultant
Duty Station:	Port of Spain, Trinidad and Tobago
Expected Places of Travel:	Trinidad and Tobago
Duration:	6 months (with the possibility of an extension)
Expected Start Date:	As contained in Individual Consultant Contract

I. BACKGROUND/PROJECT DESCRIPTION

The United Nations Sustainable Development Cooperation Framework (UN Cooperation Framework) represents the key instrument for planning and implementation of the UN development activities with Government and its agents at country level in support of the implementation of the 2030 Agenda for Sustainable Development (2030 Agenda). The UN Cooperation Framework is nationally owned, and anchored in national development priorities, the 2030 Agenda and the principles of the UN Charter. It outlines the UN development system's contributions sought by national stakeholders to reach the SDGs in an integrated manner, with a commitment to leave no one behind, human rights and other international standards and obligations. Through the Cooperation Framework, the UN development system articulates the highest priority and most sustainable development choices for a country. It adopts a more integrated approach and advises on pathways to maximize synergies across the goals and minimize the opportunity costs of leaving people behind.

Within the Caribbean region, the UN Cooperation Framework has been adapted as the United Nations Multi country Sustainable Development Framework (UN MSDF), covering the period January 2017 to December 2021. It represents the overarching strategic framework for the UN agencies, funds and programmes in 18 English and Dutch speaking Caribbean countries including Trinidad and Tobago. As part of the process of planning the new Cooperation Framework for these 18 Caribbean countries to cover a new five-year term, each country must now prepare Common Country Analysis (CCA) reports to guide the planning of this Framework.

The United Nations (UN) Common Country Analysis (CCA) is the UN system's independent, impartial and collective assessment (i.e., a description of a country situation) and analysis (i.e., a description of causes and implications) of a country's situation for its internal use in developing the Cooperation

Framework. It examines progress, gaps, opportunities and bottlenecks vis-à-vis a country's commitment to achieving the 2030 Agenda, UN norms and standards and the principles of the UN Charter, as reflected in the Cooperation Framework Guiding Principles.

The CCA is intended to both reflect and support the ambitious and transformational change called for in the 2030 Agenda and offers guidance on how the UN could further that Agenda in the prevailing conditions of a given country. It seeks to engender integrated, cross-pillar thinking, summarizing the interlinkages and integrated nature of the SDGs and the linkages with the human rights framework; multidimensional factors spanning the development, humanitarian, environment, peacebuilding and human rights spectrum; relevant regional, sub-regional and cross-border dynamics; the country's legal, institutional, policy and financial landscape as it pertains to the 2030 Agenda and; the root causes of crises – potential or actual – in order to prioritize our support in preventing these.

The core output of the CCA process is to establish and maintain a United Nations Country Team Data and Analysis Repository, which will then provide source material for more frequent analytic products, one of which is the CCA Report for the Cooperation Framework. The Data and Analysis Repository should provide a means to track situational developments and inform the UN system's work on a more regular basis, generating evidence and analysis that is responsive to emerging needs and changing conditions in a country, including needed course corrections in programme implementation. The Repository will provide country-relevant statistics, data, and analytic outputs, featuring linkages to dynamic UN and external data platforms, and capitalizing on the abundance of new data sources and approaches across the UN system.

In this regard, the CCA for Trinidad and Tobago requires the preparation of a sound data and evidence base that establishes an overview of data and trends of relevance with respect to the SDGs; and that contributes to the development of the theory of change of the new Cooperation Framework. To accurately report on progress against goals and targets, as well as to capture the UNCT's contributions, the priority of this project is to establish the Data and Analysis Repository with data sets across the SDG indicator framework, to the extent possible. The UNCT can then use these baselines to track progress against clearly defined outcome level indicators over the duration of the new UN MSDF.

To facilitate the preparation of Trinidad and Tobago's CCA report, the United Nations Resident Coordinator Office (UN RCO) seeks the services of a statistician to support the CCA data review and the development of the Data and Analysis Repository.

II. FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANT

Under the direct supervision of the UN RCO Strategic Planner and Team Lead, supported by the Data Management and Results Monitoring/Reporting Officer, the candidate will provide support to the preparation of the CCA by undertaking the following tasks:

- the development of the Data and Analysis Repository Report and Matrix for the SDGs by collating high-quality disaggregated data available (to the extent possible) for the approved SDG indicators, in accordance with the tier classification and metadata for each indicator. Data collation can include citizen-generated alternative data sets (big data) on SDG progress that satisfy ethical guidelines in accordance with the Fundamental Principles of Official Statistics and Principles for International Statistics, to complement data beyond the scope of national statistics;
- where gaps in the SDG indicator framework exist, identify proxy indicators, data sources and data sets; develop metadata and identify strategies for the collection of necessary data for these proxies if not immediately available;

The Consultant is encouraged to:

- propose meaningful recommendations and strategies to improve the real time collection and updating of the Data and Analysis Repository; including but not limited to ICT and other technological applications.

III. EXPECTED, DELIVERABLES, PAYMENT MILESTONES AND DURATION

The contract duration is for six months. The expected deliverables are:

No	Deliverable	Payment Milestone (%)	Due Date
1	Inception Report detailing the approach and methodology, including the workplan to complete the assignment	10%	Two weeks after date of contract signing
2	Feasibility Report on compiling data for SDG indicators and proxy indicator development	25%	Eight weeks after date of contract signing
3	Draft of Data and Analysis Repository Matrix and Report	45%	Twenty weeks after date of contract signing
4	Six monthly project updates to RCO Team Lead, (one for each month of the contract)	20%	Monthly

VI. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will report contractually to the Resident Coordinator and be technically guided by the UN RCO Strategic Planner and Team Lead, supported by the Data Management and Results Monitoring/Reporting Officer.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Mandatory

- Minimum 15 years of relevant work experience with expertise in conducting high quality statistical research related to government;
- Extensive experience conducting research on behalf of UN and other international and regional organizations within the region;
- Strong working relationship with National Statistical Office as evidenced by relevant professional experience;
- Academic qualifications in statistics, economics, sociology, or applicable social science;
- Knowledge of statistical calculation;
- Knowledge of the 2030 Agenda for sustainable development and the sustainable development goals in Trinidad and Tobago;
- Excellent writing skills. Good inter-personal, networking, partnership building, team building, presentation and communication skills;
- Fluency in written and spoken English.

Competencies

Management & Leadership

- Has leadership qualities and motivates teams well, inspiring confidence in others;
- Flexibility in carrying out responsibilities and responsiveness to complex needs and demands;
- Develops creative solutions to particularly challenging situations and is an effective influencer; and Promotes a knowledge sharing and learning culture within the project.

Teamwork

- Works effectively in cross-functional teams, as well as through networks of diverse and dispersed people.

Building Partnerships

- Cultivates productive relationships with partners and other important institutions and individuals; mobilizes additional resources to achieve strategic results;
- Speaks confidently and exercises diplomacy in dealing with governments, UN system and national partners; and

- Can think strategically, develop initiatives as well as provide innovative solutions and advice through learning and partnerships.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Method: Highest total score of weighted desk review and financial criteria: The price proposals of all consultants, who have attained a minimum 70% score at the Desk Review, will be compared. UN RCO will award a contract to the individual who receives the highest score out of a predetermined weighted, Desk Review and Financial criteria as follows: 70% Desk Review criteria, 30% Financial criteria.

Evaluation Criteria		Maximum points*
1	Relevance of Education/ Degree	30
2	Years of Relevant Experience	50
3	Adequacy of Competencies for the Assignment	40
4	Local knowledge (related to country and engagement with the Public Sector)	30
Total		150

Once the candidates have attained a score of at least 70% on the desk review, based on the requirements in the Terms of Reference, only then, their financial proposals to be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring: $p = y (\mu/z)$,

Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal μ = price of the lowest priced proposal

z = price of the proposal being evaluated

IX. GUIDELINE FOR SUBMISSION OF PROPOSAL

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested prospective individual consultant must submit the following documents/information to demonstrate their suitability:

- **Proposal:** Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the prescribed period;
- **Personal Information:** (Personal History Form/CV) including past experience in similar projects and three reference name and contact information/email address.

- **Offeror's Letter to UNDP** Confirming Interest and Availability for The Individual Contractor (IC) Assignment
- **Financial Proposal:** (in TTD, specifying the total lump sum amount as well as the requested amount of the fee per day).

X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall remain the property of the UN RCO.