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Resilient nations.

TERMS OF REFERENCE

CONSULTANT – REVIEW AND DEVELOPMENT OF SOCIAL PROTECTION SYSTEMS IN SAMOA

A. JOB INFORMATION

Location	Apia, Samoa
Application deadline	28 July 2020
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Contract:	55 working days from mid-August 2020 to mid-October 2020
Title:	International Consultant for the Review and Development of Social Protection Systems in Samoa.

B. PROGRAMME TITLE

Strengthening Resilience of Pacific Islands States through Universal Social Protection.

C. BACKGROUND

The 'Strengthening Resilience of Pacific Island States through Universal Social Protection' programme is a joint initiative by the United Nations¹ and Governments in Samoa, Cook Islands, Niue and Tokelau. The Joint Programme is being implemented in these four Pacific Islands and Territories (PICTs), from June 2020 to December 2021.

The four PICTs are among the most fragile Small Island Developing States (SIDS) due to their isolated geography, small economies and vulnerability (to climate change and external shocks). With limited economic opportunities, quality of life for many of the local people have deteriorated with increased, poverty, social exclusion and inequality.² An increased number of local people are facing economic hardships unable to meet basic needs. Urbanisation and monetisation are changing life styles and social dynamics creating new forms of hardships, such as high costs of living and lack of access to basic services and decent employment opportunities. Increased non-communicable diseases, alcohol abuse and domestic violence are key concerns.

¹ The participating UN agencies are the UNDP (UN Development Programme), UNECAP (UN Economic and Social Commission for Asia and the Pacific), UNICEF (UN International Children's Fund), UNESCO (UN Educational, Scientific and Cultural Organisation), and ILO (International Labour Organisation).

² Approximately 13% of the population in Niue, 19% in Samoa and 28% in Cook Islands are living below the national poverty line.

Governments provide little social protection. Traditional and social systems have provided local people with social capital and protection through family and community networks, ensuring that there are no extreme cases of hunger, homeless and social disorders. However, with increased globalisation, traditional protection systems are increasingly coming under extreme pressure. Communal values of sharing and caring are continuously eroded with some communal obligations contributing to more hardships, particularly for those living in most vulnerable conditions.

Social Protection (SP) is relatively novel in the four PICTs, and existing SP initiatives are fragmented and limited in scope. The SP Joint Programme (JP) aims at increasing resilience through viable and financially sustainable SP systems that will address life cycle vulnerabilities, strengthen SP floors and enhance employability. The objective is to develop universal, evidence-based, nationally owned SP systems and introduce SP floors to help accelerate SDG progress through integrated programming and Leaving No One Behind. Government ownership and leadership are critical for sustainable inclusive SP systems. The SP governance structure involves a Multi Country Steering Committee (MCSC) and a Technical Committee (TC) for each of the four PICTs.³ The Technical Committee will be actively involved with steering the implementation of the Joint Programme.

In line with the principles of the 2030 Agenda for Sustainable Development and the outcomes of the UNDP Pacific Strategy 2018-2022, the SP will work through five strategic interventions in developing and strengthening of coherent SP frameworks and systems - data and evidence; inclusive participation and partnerships; sustainable finance; institutional coordination and capacity; and outreach. Inclusive SP systems will include fiscally sustainable social insurance schemes for the active population seeking or holding jobs, self-employed or voluntarily contributing; non-contributive social welfare (child allowance, social safety nets and social services) for all people in need; as well as labour market interventions to facilitate access to jobs and incomes. SP will be evidence based (including using digital data and innovative data systems), developed and implemented through participatory consultations, have equitable financing mechanisms, forge strong partnerships with stakeholders including faith, community based organizations and the private sector, induce smarter institutional coordination, bolster capacity for implementation, and expand outreach.

The SP-JP has four outcomes, all of which UNDP will be contributing to:

- **Outcome 1:** Universal, inclusive & equitable SP systems Leave No One Behind. Introduction of SP floors and design of contributive and non-contributive schemes to respond to multidimensional vulnerability.
- **Outcome 2:** SP floors are efficiently and effectively administered (financial management, institutional framework and capacity, evidence-based planning drawing on robust information management systems). Digital data and information management systems in all four countries will strengthen integrity of the SP system, keep SP equitable, responsive and geared to inclusive distribution of resources while increasing efficiency and effectiveness of delivery set up. Data innovation will be used including through the mechanisms that the Pacific Pulse Lab will develop to measure poverty and address vulnerability of 250,000 people in the four countries.
- **Outcome 3:** Financial inclusion enables low transaction cost transfers of SP benefits. Payment system for all benefits through banks and involving mobile banking will be designed. Individual

³ includes representatives of the Ministry of Women, Community and Social Development; Ministry of Finance; Ministry of Commerce, Industry and Labour; Samoa Bureau of Statistics; Ministry of Communications and Information Technology; Ministry of Health; Ministry of Education, Sports and Culture; Samoa National Provident Fund; Samoa Umbrella of NGOs; Nuanua ole Alofa; Samoa Chamber of Commerce and Industry; Samoa National Youth Council; and Samoa National Tripartite Council.

accounts will also collect remittances. Monthly revenues will be used to guarantee borrowing for small business start-ups. Efficiency gains due to low transaction costs will be an indirect benefit.

- **Outcome 4:** Increased resilience as disability, gender, youth and climate related contingencies are being mainstreamed. While SP floors will be developed, emphasis will be placed on labour market integration of job seekers including persons living with disabilities, school dropouts, women and youth more generally. Also, as natural hazards and other climate change-related risks impact the poor more significantly, recognizing the solidarity nature of the SP systems, specific benefits will be designed to help individuals and households recover from disasters.

Owing to its wide scope that spans life-cycle vulnerabilities, the developed SP floors are expected to improve Human Development indices, reduce inequalities; and support skills development and employment generation. Income security will reduce poverty and hunger, minimize inequalities and ensure equitable access to basic services. Inclusive, rights-based SP floors will empower women, remove discrimination in access to services and facilitate access to decent work for all including persons with disabilities, school dropouts, youth and women.

To assist with the implementation of the **Samoa** SP component, UNDP is seeking the service of a qualified consultant to work with the UNDP and the SP Samoa Technical Committee in the review of existing Social Protection Systems in Samoa and to develop a Social Protection Policy for Samoa.

D. SCOPE OF WORK

Objectives

The objectives of the consultancy are to:

- i). Undertake a comprehensive stock take and review of SP Systems in Samoa; and
- ii). Develop a SP System for Samoa.

Tasks

To achieve the above objectives, the consultant is expected to ensure the effective and efficient performance and completion of the following tasks:

- i). Carry out a complete stock take of all SP systems in Samoa, both in the formal and informal sectors.
- ii). Carry out a comprehensive assessment and review of the SP systems in Samoa. The review must encompass the following areas/components:
 - Views of key stakeholders on the SP systems in Samoa.
 - Gap analysis of existing SP systems.
 - Strengths and weaknesses of SP systems.
 - Literature reviews of existing SP systems in the region and at the global level – including an assessment and identification of what has worked and has not worked, and the lessons learnt.
 - Cost-benefit analysis of existing SP systems including a benchmark of these systems against universal SP systems.

- iii). Carry out the required consultations with stakeholders on the review and of social protection systems in Samoa, as well as for the development of a proposed social protection system for Samoa.
- iv). Develop the proposed SP System for Samoa in close consultations with key stakeholders and the SP Samoa Technical Committee. The proposed SP System must encompass and address the following areas/components:
 - Social Protection Framework and Policy.
 - Social Protection Floors – which will include contributive and non-contributive measures.
 - Contributions of both the formal and information systems to Samoa social protection – identifying areas for the development and strengthening of a contextualized and sustainable SP system for Samoa.
 - Gender-sensitive fully costed SP system.
 - Cost-benefit analysis of the proposed SP system.
 - SP system administration and implementation requirements.
 - Capacity development needs and requirements for the adoption and implementation of the proposed SP system.
 - Communication and outreach strategy for the proposed SP system.
 - Multi-year Implementation Plan, Budget, and Monitoring and Evaluation Framework.
 - SP package prioritisation for implementation.
- v). Seek other expert inputs on the proposed Social Protection System for Samoa.
- vi). Present the review of the existing SP systems and the proposed SP system for Samoa to the key stakeholders including the Samoa Technical Committee and the Multi Country Steering Committee (MCSC).
- vii). Ensure incorporation of expert, stakeholder, MCSC and Technical Committee inputs into the finalisation of the SP Reviews and Proposed SP system for Samoa.
- viii). Prepare a Business case for the submission and presentation of the SP System to the Government of Samoa for decision-making.

Expected outputs and deliverables

In line with the scope of work outlined above, the Consultant is expected to ensure the effective and efficient completion and submission of the outputs and deliverables within the timelines specified in Table 1 below:

Table 1: Outputs, deliverables and timelines

Outputs	Deliverables	Timeline
i) Inception – detailing how the consultant will carry out the consultancy within the required scope and timelines.	Inception report outlining the approach, methodology and work plan for the consultancy.	2 days
ii) Stock take of all SP systems in Samoa.	A brief written outline of existing SP systems in Samoa.	5 days
iii) Assessment and review of the SP systems in Samoa – encompassing the areas and components stipulated under C.2 above.	Draft Assessment and Review of SP systems in Samoa Report.	20 days

iv) Address inputs from stakeholders, experts, Samoa JP-SP Technical Committee and Multi Country Steering Committee on the Draft Assessment and Review of SP systems in Samoa Report.	Final Assessment and Review of SP systems in Samoa Report.	3 days
v) Proposed SP System for Samoa – encompassing the areas and components stipulated under C.2 above.	Draft Proposed SP System for Samoa.	15 days
vi) Address inputs from stakeholders, experts, Samoa JP-SP Technical Committee and Multi Country Steering Committee Draft Proposed SP System for Samoa.	Final Proposed SP System for Samoa.	5 days
vii) Business case for the submission and presentation of the SP System to the Government of Samoa.	Draft Cabinet Submission on the Business Case on the SP System for Review by Technical Committee.	5 days
Total		55 days

Timeframe of the consultancy

Within the timelines specified in Table 1 above, the Consultant is expected to commence this consultancy in mid-August 2020 and to complete it by mid-November 2020.

Payment Schedule

The Consultant will be remunerated in accordance with the effective completion and submission of the required deliverables within the timelines of the required timelines in Table 1. The payment schedule will be processed in accordance with the payment schedule given in Table 2:

Table 2: Payment schedule

Deliverables	Target Due Date (days)	Amount (USD) to be paid upon UNDP Certification of Deliverable Satisfactory Performance
i). Inception report outlining the approach, methodology and work plan for the consultancy.	3 weeks and 2 days from the effective date of contract.	1 st Payment: 10% of ^{Total} Fee
ii). A brief written outline of existing SP systems in Samoa.	4 weeks from effective date of contract.	
iii). Draft Assessment and Review of SP systems in Samoa Report.	7 weeks from effective date of contract.	
iv). Final Assessment and Review of SP systems in Samoa Report.	9 weeks from effective date of contract.	2 nd Payment: 25% of Total Fee
v). Draft Proposed SP System for Samoa.	11 weeks from effective date of contract.	
vi). Final Proposed SP System for Samoa.	13 weeks from effective date of contract.	3 rd Payment: 35% of Total Fee
vii). Draft Cabinet Submission on the Business Case on the SP System for Review by Technical Committee.	16 weeks from effective date of contract.	4 th Payment: 30% of Total Fee
Total	16 weeks	Total Amount – 100%

E. INSTITUTIONAL ARRANGEMENTS

The Consultant will be recruited for up to 16 weeks from the effective date of the contract.

Counterparts and line of reporting

The Consultant will work directly with the UNDP ARR GPRU, the UNDP Chief Technical Adviser and the Samoa Technical Committee, focal points in the other UN Participating Organizations and the Government of Samoa.

Inputs by stakeholders, UN agencies and other development partners

All key stakeholders, UN agencies and other development partners will make available to the consultant all relevant information which may assist the consultant in carrying out and completing the Terms of Reference.

Duty station

Home-based with travel to Samoa (for overseas consultant as required).

The consultant will be responsible for making his/her mission travel arrangements in line with UNDP travel policies. Such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance. The consultant will be responsible for their own laptop.

F. COMPETENCIES OF THE REQUIRED CONSULTANT

Functional Competencies:

- Strong policy knowledge and skills.
- Strong analytical skills and critical thinking skills.
- Excellent research and evaluative skills.
- Excellent report writing skills.
- Excellent inter-personal and teamwork skills, networking skills, and proven ability to work well in multicultural environments.
- Excellent facilitation and presentation skills.
- Demonstrated ability to communicate effectively with various partners including government, civil society, the private sector, UN agencies, development partners, and communities.
- Strong interpersonal and cross-cultural skills and ability to foster relationships with key stakeholders.
- Ability to work under pressure, effectively coordinate others and meet tight deadlines without compromising the quality of work.

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Treats all people fairly without favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Qualifications and Experiences:

- Minimum Master's degree in Political Science, Sociology, Economics, Law, Public administration, Social Policy and/or related social sciences.
- At least 10 years of work experience at international level in Social protection, Social sciences, Sociology, Development economics, Poverty reduction, and/or Labour market and skills development at theoretical and practical levels in the field.
- Proven experience in providing policy and programming advice in the area related to Social Protection, Social Security, Welfare and Well-being.
- Proven track record of experience in undertaking policy development and strengthening work.
- Substantial experience in research related to social protection, poverty reduction, analysing poverty and vulnerability, etc.
- Relevant work experience in the Pacific Islands is a strong advantage.
- Relevant work experience in developing countries in a multi stakeholder environment with a development organization, Government, civil society, private sector, or a research/academic institution.
- Sound understanding of project results-based management would be an asset.
- Proficiency in written and spoken English required.

Assessment of competencies

The assessment of individual consultants will be in accordance with the evaluation criteria below:

- 70% for Technical; and
- 30% for Financial.

Technical Evaluation Criteria will be based on the information provided in the CV and relevant documents that are to be submitted as evidence to support the above required criteria.

Only the top 3 candidates that have achieved a minimum of 49 points (70% of 100 points) will be deemed technically compliant and considered for the interview assessment;

The technical competencies will be assessed as per criteria and scoring outlined in Table 3:

Table 3: Evaluative criteria for the consultancy

Competency	Evaluative points
• Minimum Master's degree in Political science, Sociology, Economics, Law, Public administration, Social Policy and/or related Social sciences.	10%
• At least 10 years of work experience at international level in social protection, social sciences, sociology, development economics, poverty reduction, and/or labour market and skills development at theoretical and practical level in the field.	25%
• Proven experience in providing policy and programming advice in the area related to Social Protection, Social Security, Welfare and Well-being.	15%
• Proven track record of experience in undertaking policy development and strengthening work.	10%
• Substantial experience in research related to social protection, poverty reduction, analysing poverty and vulnerability, etc.	10%
• Relevant work experience in developing countries in a multi stakeholder environment with a development organization, government, civil society, private sector, or a research/academic institution.	10%
• Relevant work experience in the Pacific Islands is a strong advantage.	10%
• Sound understanding of project results-based management would be an asset.	5%
• Proficiency in English.	5%
Total	100%

G. Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. Proposals must include:

- CV or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment.
- 3 professional references most recent
- A brief methodology on how you will approach and conduct the work,
- Financial Proposal specifying the daily rate and other expenses, if any
- Letter of interest and availability specifying the available date to start and other details including the breakdown cost of financial proposal (please refer to Annex for the template)

Kindly note you can **upload only ONE document** to this application (scan all documents in one single PDF file to attach).

Proposals must be submitted by **28 July 2020**.

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Queries about the consultancy can be directed to the UNDP Procurement Unit via procurement.ws@undp.org.