

Terms of Reference

National Consultant to Support UN in Trinidad and Tobago to conduct a Common Country Analysis 2020

(1) Introduction / Background

The Multi-country Sustainable Development Framework (MSDF) 2017-2021 was developed in the Caribbean through an inclusive and participatory process led by the Governments and representatives of 18 Caribbean countries and territories and the United Nations in consultation with civil society and development partners. The MSDF embodies the following four strategic focus or outcome areas to respond to national needs and make use of the United Nations' comparative advantages.

1. An Inclusive, Equitable and Prosperous Caribbean
2. A Healthy Caribbean
3. A Safe, Cohesive and Just Caribbean
4. A Sustainable and Resilient Caribbean

Following recent reforms repositioning the UN development system, new Cooperation Frameworks (CF) will be the most important UN planning and implementation instrument in support of 2030 Agenda in the country and will be prepared and implemented in full consultation with the national Government. In the Caribbean, the MSDF II will outline the UN's collective response to national SDG priorities agreed with national Governments for the period of 2022-2026. In this vein, it will be first and foremost a partnership with national governments, a compact for UN country teams and a commitment to national stakeholders including development partners, international financial institutions, civil society, trade unions, employers and those left behind.

As per the CF Guidelines from the UN Sustainable Development Group (UNSDG), the 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 their implications) of a country's situation for its internal use in developing the CF. Multi-disciplinary in nature, the CCA will examine progress, gaps, opportunities and bottlenecks vis-à-vis a country's commitment to achieving the 2030 Agenda. The CCA will seek to engender integrated, cross-pillar systems thinking, summarizing the interlinkages and integrated nature of the SDGs; multidimensional factors spanning the development,

and human rights spectrum; relevant regional, sub-regional and cross-border dynamics; the country's legal, institutional, policy and financial landscape. The CCA for Trinidad and Tobago will form the basis of the inputs for the Common Multi Country Assessment (CMCA) that will be used for the creation of the MSDF II.

The CCA is no longer a one-off event, but a core analytical function carried out by the UNCT. The CCA is a flagship product of Trinidad and Tobago's UNCT and a core analytical function of the UN at country, regional and global levels. This will enable the UNCT to be responsive to emerging needs and changing conditions in a country and provide a basis for making course corrections in programme implementation.

Therefore, under the guidance of the UN Resident Coordinator, the UNCT in Trinidad and Tobago seeks to hire the services of a consultant to facilitate the preparation of a high- quality, evidence-based CCA as the foundation for the new MSDF Cooperation Framework 2022-2026.

(2) Purpose and specific objectives: Duties and Responsibilities

Purpose: This consultancy is aimed to support the UNCT in Trinidad and Tobago to develop a high quality and evidence-based CCA for Trinidad and Tobago which examines the progress, gaps, opportunities and bottlenecks vis- a-vis Trinidad and Tobago's commitment to the achievement of the 2030 Agenda. The CCA must be based on the CF Guidelines (June 2019) and the companion pieces of the CF Guidelines including the framework guidance on UN Common Country Analysis (July 2019). Hence, the main elements expected of the CCA are:

- Taking stock of Trinidad and Tobago's progress towards fulfilment of the 2030 Agenda;
- Analysis of opportunities and constraints for Trinidad and Tobago in achieving SDG and targets with emphasis on those left behind.
- Examining the governance structures, legal framework, institutions, existing capacities and capacity gaps in the country
- Identification of emerging challenges, critical gaps and potential partnerships to support implementation of UNSDG commitments for Trinidad and Tobago.

(3) Specific Objectives

1. To analyze existing data and data gaps for national SDG indicators comparing official data with international sources and where possible use innovative diagnostic tools.
This analysis should build on the Voluntary National Review, that Trinidad and Tobago presented in July 2020, the country-specific assessments/findings and recommendations of UN principal organs.
2. To describe and analyze the key challenges and opportunities in relation to achieving national priorities in relation to Agenda 2030, international human rights obligations and agreed international norms and standards and regional commitments.
3. To identify multidimensional risks that could impact the development trajectory of the country, covering a full spectrum of development issues.
4. To identify key development stakeholders and describe their capacities and potential contributions to national SDG priorities. In this context, outline the UN's collective comparative advantage in Trinidad and Tobago versus these stakeholders.
5. To identify and analyze the relevant regional and sub-regional dynamics and their impact on achieving the 2030 Agenda in the context of Trinidad and Tobago.
This may include inter alia trends and risks related to economics and trade, employment and decent work, basic social services incl. education, health & nutrition, social protection and protection of vulnerable population groups, climate change and natural disasters, environmental degradation and ecosystem service, geo-political dynamics, peace and security, migration patterns, health emergencies and animal, food or sanitary emergencies, limitations/opportunities for private sector development. This will help identify opportunities for cross-border dialogue and collaboration between countries.

6. To identify and describe population groups left behind or at risk of being left behind in the country, assessing the evidence of who is left behind and to what degree and the underlying intersection of drivers of risks and vulnerabilities, sources of deprivation, discrimination, , and needs, and analysis of inequalities, including gender inequality, taking into account political, social, cultural, geography, governance, disasters, climate change, the environment or the economy related issues.
7. Assess the financing landscape for sustainable development at the country level, highlighting the existing and potential opportunities for leveraging financing for sustainable development.

(4) Scope of consultancy assignment

Guided by the national vision, national development plan, national performance framework, national budgets as well as national SDG indicator framework and international and regional commitments, the consultant will amongst others examine the following areas and identify progress, challenges, opportunities and gaps.

The assessment and the analysis are to focus on the following:

- Analysis of 2030 agenda
- Analysis of LNOB
- Risks analysis
- Capacity and gap analysis

The analysis will also take into account the three dimensions in the agenda 2030, including social, economic, and environmental risks.

4a. Multi-Dimensional Risk

Examine with an inter-disciplinary approach and:

- Shed light on the persistence of complex development challenges, and why certain groups of people and certain places are left behind or are at risk of being left behind;
- Provide an analysis of the country preparedness for a pandemic/disaster and the resulting impact;
- Provide an understanding of the different elements that are currently impacting or that risk impacting the development trajectory of Trinidad and Tobago, hindering national efforts to achieve the SDGs and their targets;
- Detail analysis of the country's efforts to reduce the patterns of inequality over the last five years, exclusion and discrimination affecting those being left behind.

4b. Political Economy

Identify progress, challenges, opportunities and gaps related to:

- Examine the political economic trajectory of the country from the past five years to the present, and the vision for its future;
- Analysis of Trinidad and Tobago economy by examining the dominating and future production and employment sectors including agricultural, industrial, service, trade and technology policies over time with an understanding of the economy in relation to its immediate neighbors and the global economy;
- Analysis of the incentives, relationships, distribution and contestation of power and resources among the different groups and individuals;
- Inclusiveness of economic growth, particularly the relationship between economic growth, employment creation and income, population access to quality public service delivery, analysis of resource allocation for public services and expenditure, distribution and contestation of power,

- labor market policies and unemployment (across age and gender), contribution of socioeconomic reforms to sustainable and decent job creation and reduction of gender and age gaps;
- Private sector development with three-pronged focus: (i) on Micro, Small, and Medium Enterprises (MSMEs), (ii) Investment Promotion (Foreign Direct Investment) with disaggregated analysis on and the activity of women-owned firms, (iii) Ability of young people, women and people with disabilities to start their own business and identify potential barriers and bottlenecks;
- Domestic, regional and international trade including volume, value and contribution to employment;
- Analysis of equality of opportunity to live the life as every individual deems important within the Trinidad and Tobago society;
- Industrial development in Trinidad and Tobago with a view to increase the contribution of the sector to the economy and employment generation with disaggregated analysis;
- Include the impact of climate change and disasters, migration, insecurity, new technologies, and urbanization in terms of what these trends mean for Trinidad and Tobago;
- Assessment of the economic transformation as regards how the intended changes to the structure of the economy will impact those being left behind or at risk of being left behind, including: the poor, women, workers, youth, minorities, migrants, internally displaced persons, stateless persons, older persons, persons with disabilities, etc.;
- Analysis of economic transformation on how it touches on important issues of political representation, civic engagement, employment patterns and labour relations and local and national development.

4c. Monetary and Fiscal Policy

Drawing on data from World Bank, International Monetary Fund and other regional/and or international financial institutions:

- Analyze how Trinidad and Tobago generates revenues through productive activities and manages its finances, creates the conditions for public and private, domestic and foreign investment;
- Examine the monetary and fiscal policies of Trinidad and Tobago with reflection on the corruption, rule of law and the impacts on investments;
- Assess the financial sector reforms in the country, the depth of the domestic capital markets, the health of the financial services industry, and a review of factors that may hamper economic and financial growth;
- Identify the greatest opportunities to re-orient all sources of financing for SDGs in the country;
- Identify the financial instruments and key factors to develop strong, stable, competitive and inclusive financial system that provides access to financial services for the entire population and contributes to growth by efficiently channeling domestic and foreign savings toward productive investments;
- Assess development finance in a changing local and global context including the role of private sector in financing development;

4d. Governance and Institutional Structures including Rule of Law

Assess the status, quality, progress, challenges, opportunities and gaps related to the following:

- Governance structures, starting from the State as the main duty-bearer for rights, mapping the trajectory from the past to the present and the projections into the future;
- Legal and policy frameworks relevant to human rights promotion and protection and in line with international standards;

- Vertical structure and decentralization of public administration, and the authority vested in local governments to administer public services and collect revenue and inclusiveness of vulnerable groups to be part of decision-making;
- Security, corruption, rule of law and access to justice for assessing the effectiveness of public administration and the capacity of the State to respect, protect and fulfil human rights;
- State/society relations, including the legal and de facto status of civil society organizations, minority, youth and women's groups, community organizations, volunteer groups, professional associations, organized labour, cooperatives, etc., including the means available for the participation of marginalized groups in decision-making processes;
- Facilitation of economic activities by an effective legal system and rule-of-law-based governance structure in which property and contract rights of all citizens, particularly of women, are reliably respected and enforced and addressing social inequalities;
- Analysis of the adequacy of the labour administration systems and institutions in line with International Labour Standards and norms, with a view to establishing sound labour market governance
- Judiciary sector reform including conformity with international and regional human rights standards, predictability, transparency, non-discrimination and impartiality of laws affecting the population, and their application by the judiciary, particularly with focus on children and juvenile offenders, migrants, and women as some of the most vulnerable groups;
- Implementation of national programmes on human rights devised in accordance with international human rights commitments including recommendations received by UN human rights mechanisms;
- Accountability systems for the use of funds and development results including the effective and independent functioning of oversight institutions (electorate and by the legislature and judiciary);
- National budget process that prioritizes reaching the furthest behind and utilizes tools such as Gender and Child Responsive Budgeting.
- Key policy and programmatic areas for promotion of good governance, human rights and deepening democratic culture;
- The decentralization process and the local government system and to what extent this is responsible to local needs, inclusive in terms of gender and age contributions, and the potential increase of their role in SDG implementation;
- Current ability of the Trinidad and Tobago government, including law enforcement Agencies, to prevent and respond to the spread of extremist ideologies, the informal networks arising to recruit vulnerable people including young people, and ways this threat is being addressed;
- The adequacy and quality of the government's drug and crime prevention programmes, particularly with focus on children and young people through the national education system.

4e. Human capital development

With a gender perspective, analyze the progress, challenges, opportunities and gaps related to:

- Analysis of national policies and service delivery that affect universal access to health care and quality of health services, including reproductive health, childhood health and nutrition and prevention and treatment of tuberculosis and malaria, and other communicable and non-communicable diseases, geriatrics as well as mental health and environmental health risk factors;
- Examine access, efficiency, effectiveness, inclusiveness and gender sensitivity of services pertaining to education, including comprehensive sexuality education (CSE), Early Childhood Development (ECD) and adult literacy programs;
- Effectiveness of skills development and technical vocational and higher education services with

- a view to promote comprehensive systems development needed for the achievement of Vision 2030 or Agenda 2030 and address the unemployment levels in particular for the young people and women;
- Assess the situation of malnutrition in Trinidad and Tobago, its root causes, and whether health system capacities to adequately address the issue in a child and gender sensitive manner;
- Promoting access to and quality of water and sanitation services and if gender dimension is properly addressed;
- The adequacy and effectiveness of the national social protection system, including the capacity of the national system to address the challenges facing the most vulnerable, including children and young people affected by violence, abuse and neglect, availability of adequate services for women and girls (especially those affected by violence incl. sexual violence), men and boys, with a view to identify areas for more effective planning and service delivery;
- Efficiency and effectiveness of multi-sectoral essential more effective planning and service package for victims and survivors of gender-based violence; Social inequality levels and geographic disparities across the territory, identify key policy and programmatic priority areas to address inequality, prevent violent extremism and promote social cohesion among various groups in society.

4f. Environment, climate change, resilience, and natural resources management:

- Critically assess the profile and trends of disaster risk in Trinidad and Tobago with specific focus on the impact of climate change on the economy and health outcomes of its population including migrants, as well as the adequacy of policies and legal frameworks of the country to adapt and mitigate climate change, as well as critically review the disaster risk reduction approach of the country to the changing disaster risk circumstances;
- A country risk analysis, looking at the government's and its support structures' capacity to adequately prepare and respond to the negative impact of climate change and natural disasters, particularly with regards to the most vulnerable groups: women, children, people with disabilities;
- Examine the effectiveness of environmental policies to foster the sustainable use and management of natural resources (i.e. water, waste, conservation management, marine and coastal zones management, biodiversity, and natural resources management);
- Examine the issues related to renewable energy and energy efficiency and the main challenges and opportunities to the country;
- Examine the impact of urbanization on the environment and sustainability of growth in the country and how these might impact various groups in society in different ways
- Examine use of nature based solutions to build back better and greener;
- Examine issues related to pollution, waste and chemicals and their impact on the country and opportunities for e.g. circular economy.
- Examine emergency plans to see if they address the needs of the most vulnerable and have included international mechanisms such as the Minimum Initial Service Package (MISP) for sexual and reproductive health in emergencies.

(5) Methodology

The consultancy team will develop a technically sound methodology in accordance with human rights approach to data, international data protection standards and the UN Principles on Personal Data Protection and Privacy. The methodology will be, amongst others:

- Collect and synthesize secondary and primary data and add to existing data, statistics, analyses, reviews, research, studies and resources from within and outside the UN system. These include national and sector-specific development visions and strategies, national budget allocations, and

- development financing from domestic and international, private and public sources, regional and global reports;
- Ensure a highly participatory CCA process involving a wide range of national stakeholders – government, development partners, international financial institutions, private sector, civil society, international NGOs, trade unions, youth, women, children, people with disabilities, and other vulnerable groups of persons at risk of or already left behind;
- Employ innovative approaches to inclusive and participatory data collection and analytical processes that also takes advantage of the high internet and mobile coverage and usage in the country;
- The CCA design and tools will facilitate identification of those left behind or at risk of being left behind across all the themes examined;
- The evidence and data, where it is possible, needs to be disaggregated not only by income, gender, geography and age, but also other grounds of discrimination prohibited under international law. Social, cultural, economic, political, legislative and other systemic drivers of exclusion should be examined and described.

(6) Working arrangements

- The Consultant will work under the overall guidance of UN Resident Coordinator, the UNCT, RDCO and the PSG through the UNCT Focal Points Task Force which will be chaired by the Head of UN Resident Coordinator's Office (UNRCO).
- The Consultant will be supervised by the Head of UNRCO, under the overall guidance of the UN Resident Coordinator.
- The Consultant will work on a daily basis with the RCO and the UNCT Focal Points Task Force who will oversee and guide their work.
- Responsibilities of the UNCT:
Under the leadership of UN Resident Coordinator, the UNCT will be responsible for the successful execution of the CCA process by managing and quality assuring the work and deliverables of international consultant. In particular, they will:
 - Guide the consultant in preparing the CCA Inception report;
 - Facilitate the review of the CCA Inception report, proposed data collection tools and CCA methodology;
 - Provide the consultant with all available key Government, UN and other stakeholder documents pertinent for understanding the country situation. All UN Agencies will make available all necessary documents for review in the context of this exercise.
 - Identify all the key stakeholders to be consulted during this study;
 - Organize meetings and focus groups and arrange transportation for the consultant;
 - Provide timely feedback on the evolving draft of the CCA so that it meets the desired quality;
 - Prior to finalization of the CCA report, facilitate the necessary consensus building with key stakeholder and final approval by the UNCT;
 - Through the UNRCO, draw upon the technical capacities, assets and expertise of UN global and regional levels for a high quality CCA right from design of the TOR to finalization of CCA.
- Responsibilities of the Consultant
Under the overall guidance of the UNCT Focal Points Task Force, the Consultant will lead in facilitating the CCA process and will be specifically responsible for the following:
 - Lead the design and presentation of the Inception Report, detailed CCA methodology

and tools including for data collection and analysis, review and reporting to fulfil the consultancy objectives;

- Engage with the Statistical Consultant to extract analyses from the SDG Data Repository;
- Conduct consultations with key stakeholders (Government, international development partners, civil society, private sector and municipalities) in very close consultation with the RCO;
- Design, conduct and facilitate a CCA retreat for the UN Country Team
- Lead in preparing a high quality analytical CCA report following the UN Sustainable Development Cooperation Framework Guidelines for UN Common Country Analysis;
- Prepare presentations to UNCT and national stakeholders as may be needed;
- Integrate into research design, analysis and report the UN Guiding/Programming Principles: i) Leave no one behind; (ii) Human rights-based approach; iii) gender equality and women's empowerment; iv) resilience; v) accountability; and vi) sustainability;
- Preparation of a high quality, evidence based and analytical CCA report for Trinidad and Tobago;

(7) Deliverables

Deliverable - 1 Desk Review

Desk review of all the available studies, reports, evaluations, surveys produced by the country, including the MSDF 2017-2021 annual reviews and final evaluation, Annual One UN Results Reports and Final Evaluation Report and develop an Inception Report, that includes detailed CCA Work Plan for completing the assignment, tools and methodologies, as well as other data collection methods proposed for in-country visits and out-country (on-line surveys, Big Data). Develop questionnaires and guidance for the national consultant's visits to the stakeholders.

Location: **Home Based**

Duration: 5 working days (August 2020)

Payment schedule: 10%

Deliverable 2 – Data collection and preliminary findings Report

In-country travel and Focus Group discussions, including UN Resident Coordinator, UNCT, Non-Resident UN Agencies, Government, Civil Society, Development Partners, and others, as identified by the UNCT.

The Consultant will lead, design and present the preliminary CCA report for validation by the UNCT. The collective UN comparative advantage of UN in Trinidad and Tobago in support of the 2030 Agenda for Sustainable Development will be analyzed.

Location: **In-country travel**

Duration: 10 working days (August 2020)

Payment schedule: 20%

Deliverable 3 - Draft CCA Report

This must include discussion of findings, conclusions and recommendations from desk review and primary data gathered. This must address all the objectives of the study.

Max. 20 pages (English), including Executive Summary (2.5 pages), the assessment of country context and the 2030 Agenda, including a consideration of existing data and data gaps and the enabling political, policy and legislative environment, the rights-based analysis of the drivers of inter-sectoral and development challenges, including the underlying and root causes of inequalities and discrimination, capacity gaps of rights holders and duty bearers, the UN comparative advantage and the UN and national capacity development assessment, the risk and opportunities, future scenarios and contingencies (risk-analysis disaggregated), identification of priorities areas of development intervention, of key issues and challenges and suggestions of areas of opportunity for the UN intervention.

Location: **Home-based**

Duration: 10 working days (September-October 2020)

Payment schedule: 30%

Deliverable 4 - Final CCA Report

Max. 20 pages (English) plus essential annexes and 1,500 words Executive Summary (submitted in hard and soft copy). To be assessed using UNSDG Quality Checklist for CCA developing.

Location: **Home-based**

Duration: 10 working days (October-November 2020)

Payment schedule: 40% of total value of contract (upon approval of the CCA final report)

(8) Competencies

Education:

- Advanced university degree (Master's and equivalent) in development studies, economics, social sciences, international relations or any other related field;

Experience:

- At least 10 years' experience of conducting country/national level situational analysis, UN common country programming processes, some of which must be related to 2030 Agenda for sustainable development/SDGs; and SDG nationalization and reporting processes;
- Work experience in the United Nations system at large and close familiarity with UN system planning and programming processes
- Previous experience of conducting UN Common Country Analysis is desired;
- Substantial professional application of human rights, gender equality, women's empowerment, environmental sustainability, results-based management, resilience, and capacity development in research; with excellent understanding of inclusive economic growth, decent work, development risks, hazards, vulnerabilities and challenges of upper-middle income countries, including those linked to climate change;
- Experience in the discourse around UN development system reforms and related trainings/workshops of the UN System Staff College and other UN entities;
- Ability to design and implement participatory, inclusive, and innovative methods and tools;
- Ability to deliver a high-analytical report in a very short time and ability to lead a research team and work effectively and constructively in a multi-agency setting;
- Experience in Trinidad and Tobago and/or the Caribbean highly desirable;

(9) Languages

Excellent analytical writing and oral presentation in English. Application procedure & documents to be submitted in English.

Interested Consultant must submit the following documents/information to demonstrate their qualifications on or before suggested deadline online through the jobs.undp.org electronic portal.

1. **Technical Proposal** - explaining why they are the most suitable for the work, providing a brief methodology on how they will approach and conduct the work, and highlighting their relevant work experience and skills for the assignment. The consultant's curriculum vitae, outlining detailed qualifications, experience and skills should be presented.
2. **Financial proposal** – This will include the fees and incidental costs considered inherent to the consulting.

The UNDP will enter into a contract based on a lump sum amount. The financial proposal shall represent a detailed, justified and “all inclusive” amount. In order to assist UNDP in the comparison of financial proposals, the financial proposal shall be explained as the total daily cost for the duration (maximum 35 days) of the consultancy period.

Proposals not meeting the above requirements will be rejected.

(10) Evaluation criteria

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. UNDP 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	Relevant educational background	20
2	10 years' experience of conducting multi-disciplinary country/national level situational analysis related to 2030 Agenda or SDGs	30
3	Previous experience working in Trinidad and Tobago and/or the Caribbean	10
4	Previous experience of conducting UN Common Country Analysis	10
5	Substantial professional application of human rights, gender equality, environmental sustainability, result-based management and capacity development in research	20
6	Knowledge of English	10
Total		100

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

Additional requirements for recommended contractor:

Recommended contractors aged 65 and older, and if the travel is required, shall undergo a full medical examination including x-ray, and obtain medical clearance from the UN-approved doctor prior to taking up their assignment. The medical examination is to be cleared by the UN physicians, and shall be paid by the consultant.