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Resilient nations.

## TERMS OF REFERENCE (TOR)

### GENERAL INFORMATION

<b>Services/Work Description:</b>	Evaluation of and comments on papers submitted for African Economic Conference 2020 and compilation of long list
<b>Project/Program Title:</b>	Review of papers submitted to African Economic Conference 2020
<b>Duty Station:</b>	Home-based
<b>Type of the Contract:</b>	Institutional Contract or Contract for Professional Services
<b>Duration:</b>	40 working days
<b>Expected Start Date:</b>	31 August 2020

### I. BACKGROUND / RATIONALE

The Coronavirus (COVID-19) pandemic is projected to have devastating effects on Africa's economy that is expected to contract by up to 2.6% in 2020 according to United Nations Economic Commission for Africa. Africa's response includes containment measures to curb the spread of the virus that have affected growth, livelihoods and revenues from disrupted movement, trade and supply-chains. Workers in the non-formal sector have seen their incomes drop substantially, consequently increasing poverty and widening inequalities. Limited fiscal space and the decline in export revenue while funding a rising health and socio-economic response have heightened African countries' vulnerability to a debt distress.

The socio-economic impact of COVID-19 on African countries is high and still unfolding. Massive job losses are expected and foregone income for self-employed workers. Underlying inequalities in access to resources and technology have amplified the impact of the crisis on segments of society including those living in informal settlements and those in vulnerable employment. It is estimated that the level of poverty will rise by 29 million more people<sup>1</sup>. UNDP estimates show that 86 percent of children in primary education are now effectively out-of-school in countries with low human development—compared with just 20 percent in countries with very high human development. The triple shock to health, education and income -- would be equivalent to erasing all the progress in human development of the past six years in Africa and across the world<sup>2</sup>. Promoting more equity in capabilities and access to resources and technology during the recovery has the potential to mitigate the negative impacts of COVID-19 and build resilience for future shocks.

#### *The Conference*

The 2020 African Economic Conference (AEC), which is jointly organized by the African Development Bank (AfDB), the Economic Commission for Africa (ECA) and the United Nations Development Programme (UNDP), will be held physically in Addis Ababa, Ethiopia, or virtually if COVID-19 does not permit physical gatherings, from 8<sup>th</sup> to 10<sup>th</sup> December 2020. The theme of this year's conference is "*Africa beyond COVID-19: acceleration towards inclusive sustainable development.*" This theme, coming at a time when African countries are struggling with the Coronavirus (COVID-19) pandemic, will bring together different stakeholders including policy makers and researchers to examine the socio-economic impact of the COVID-19 and measures needed to mitigate and recover from the ill effects of the shock. In particular, the conference will focus on how African countries can build resilience and be better

<sup>1</sup> [https://www.uneca.org/sites/default/files/PublicationFiles/sg\\_policy\\_brief\\_on\\_covid-19\\_impact\\_on\\_africa\\_may\\_2020.pdf](https://www.uneca.org/sites/default/files/PublicationFiles/sg_policy_brief_on_covid-19_impact_on_africa_may_2020.pdf)

<sup>2</sup> <http://hdr.undp.org/en/hdp-covid>

prepared to tackle future similar shocks. Amidst the negative impact of COVID-19, researchers, policy makers and other participants, are urged to conduct analysis, learn from best practice from Africa and elsewhere and provide policy recommendations on how African economies could return to the path of accelerating progress towards achievement of the Sustainable Development Goals (SDGs) and Agenda 2063 aspirations.

The main objectives of the African Economic Conference series are:

- To promote knowledge generation and dissemination as an important driver of policy dialogue, good policy planning and implementation;
- To foster dialogue that promotes the exchange of ideas and innovative thinking among researchers, development practitioners and African policymakers;
- To encourage and enhance research on economic and policy issues related to the development of African economies;
- To provide an opportunity for young African researchers, Africans in the diaspora, regional and sub-regional organizations to disseminate their research findings as well as share information with African policymakers on the work they do in the region.

The AEC 2020 will advocate for and provide clear policy guidance based on research and best practices to address Africa's recovery from COVID-19 and discuss pathways to building back stronger while preventing the erosion of SDG gains. The Conference will comprise a number of plenary sessions, which will feature presentations, and discussions by prominent academics, policy makers, business actors and opinion leaders, as well as representatives from development partner organizations.

Conference papers will be selected based on key solutions in relation to the following three thematic areas underpinned by the requirement to leave no one behind in the Africa we want: the socio-economic impacts of COVID-19; the response, recovery and rebuilding after COVID-19; and the acceleration towards inclusive sustainable development.

**The Socio-economic impact of COVID-19:** Papers will analyse the socio-economic impact of COVID-19 on African countries and the spectrum of segments of its societies/citizenry (population) and country groupings (fragile states, landlocked, (small) islands, lower income, lower middle income, middle income and high income countries, natural resource dominated economies, net-food importers, tourism dependent etc); analysing the underlying factors which dampened or exacerbated the impact of the pandemic's shock on African countries, the effects of the shock on the spectrum of society, economic transformation infrastructure, environment, and economic outcomes of the countries.

**Response, Recovery and Building back better from COVID-19:** Papers in this pillar will examine how (in)adequately African countries responded to the pandemic's shock, drawing on the lessons learnt e.g from deploying stimulus packages, lockdowns etc, to inform strategies for more effective future responses; how (in)adequately African countries have prepared for the recovery from the shock drawing on lessons learnt from the pandemic; and how African countries are poised to build back better supporting African research and development, adopting efficient and effective non-aligned (e-)governance, promoting economic transformation through transformative infrastructure ensuring leaving no one behind towards an inclusive sustainable development.

**Acceleration towards inclusive sustainable development:** Papers in this pillar will analyse factors and strategies African countries must adopt to accelerate progress towards achievement of inclusive sustainable development. It will analyse how African countries could leverage the fourth industrial revolution's innovations and the digital space to respond to emergencies and spur inclusive growth and development; how economic transformation efforts including access to transformative infrastructure (energy, health, transport (airports, ports, rails and roads), water, ICT, etc.) and effective (e-)governance strategies, could adequately prepare the continent

to address emergencies, recover and build resilience better as well as return to the path of inclusive sustainable development of the continent; how the continent could leverage the recently agreed Africa Continental Free Trade Area (AfCFTA) to rekindle transboundary African research and development, inclusive value chains and industrialization (including pharmaceuticals), boost high-value intra-African trade, inclusive financing of Africa's regional transboundary projects (value chain, infrastructure etc), and strengthen internal African demand through strong regional markets to spur inclusive sustainable development of the continent.

#### *Papers Selection Process*

Selected papers for presentation will comprise original work not previously published. The organizers are particularly interested in policy-oriented papers that are linked to the overall theme of resilience to COVID-19, inclusive and sustainable development

The selection process will take place in two stages. At the first stage, the institution selected under the present Terms of Reference (referred to hereafter as "the consulting institution") will assist in preparing for the 2019 conference by providing **an anonymous, independent and objective review of the full papers submitted for presentation at the conference**. Then at the second stage, based upon the consulting institution's recommendations, the AEC partners will finalize the selection so as to limit the number of papers and establish an interesting agenda for the AEC 2020.

### **II. OBJECTIVES OF THE SERVICE / WORK**

- a. To produce a selection of approximately 60 papers of superior quality from among the submitted papers, to be sent to AfDB, ECA and UNDP **by 30 October 2020**.

### **III. SCOPE OF THE SERVICE / WORK**

The specific tasks assigned to the consulting institution will include:

- a. The selected institution is required to draw on its network of researchers, policy makers, resource persons, universities, research institutions, trainers and Africans in the Diaspora to constitute a panel of experts to peer-review and recommend suitable full papers for presentation at the AEC;
- b. The selected institution is required to provide ratings on all papers submitted via the AEC website within the specified timeframe in the present Terms of Reference;
- c. The selected institution is required to provide comments on all papers submitted via the AEC website within the timeframe specified in the call for papers;
- d. The selected institution is required to officially transmit the reviews with a list showing the rating of each full paper along their specific comments/observations to AfDB, ECA and UNDP by **30 October 2020**.

### **IV. EXPECTED OUTPUTS / DELIVERABLES**

- a. Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers
- b. A list showing the rating of each full paper along their specific comments/observations

### **V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)**

- a. The selection criteria are the following: (i) Adequacy of research questions and literature review (ii) Methodological innovation, originality (iii) Recommendations justified by the results (iv) Policy relevance for Africa and (v) Clarity in language and presentation. Rating scale for these criteria ranges from 1 (worst) to 5 (best) (see attached rating sheet). The rating sheet should be completed for each paper. The consulting institution will provide a list of detailed comments and suggestions in order to improve the work when assessing (i) the substance (including the theme, the ideas, the conclusions as well as the originality of the

paper and the updating of information and data), (ii) the analytical quality (methodology, scientific rigor, references) and the writing quality (presentation, framework, clarity, etc.). Comments should be made in the original version of the paper (French or English).

#### **VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT**

- a. The location for the work is home-based. No travel will be required.
- b. The service provider is not required to report, aside from posing any clarificatory questions as needed

<b>No.</b>	<b>Deliverables</b>	<b>Implementing Partners (IP) if any</b>	<b>Location and Action to be Undertaken</b>	<b>Duration (approx.)</b>
1	Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers		Home-based	35 working days
2	A list showing the rating of each full paper along with their specific comments/observations			5 working days
<b>Total Working Days</b>				<b>40 working days</b>

#### **VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

- a. Reporting will be to Ms. Angela Lusigi and Ms. Eunice Kamwendo
- b. Reporting is to take place once, at the end of the assignment
- c. The service provider is not expected to liaise or interact with any other institutions, organizations or individuals during the assignment
- d. Identify institutions/organizations/individuals with whom the Service Provider is expected to liaise/interact/collaborate/meet with in the course of performing the work (e.g., other agencies, project co-implementors, donors, communities, local government units, etc.)
- e. AfDB, ECA and UNDP will all be involved in evaluating the contractor's performance
- f. The AEC partner institutions will not provide any support personnel, support services, or logistics.

## VIII. PAYMENT MILESTONES AND AUTHORITY

- a. Specify the key outputs or milestone activities for which payments will be made, the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<b>Installment of Payment/ Period</b>	<b>Deliverables or Documents to be Delivered</b>	<b>Approval should be obtained from:</b>	<b>Percentage of Payment</b>
1 <sup>st</sup> Installment	Submission of plan of work including staff assigned to paper review one week after signature of contract.	Ms. Angela Lusigi	20%
2 <sup>nd</sup> Installment	Reviews of all papers submitted via the AEC website within the timeframe specified in the call for papers and a list showing the rating of each full paper along their specific comments/observations	Ms. Angela Lusigi	80%

## IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

### 9.1 Minimum Organization Requirements

- a. The type of firm required is one with technical expertise in African development issues in general (in all its economic, social, political, environmental dimensions) and in socio-economic resilience, inclusive and sustainable development in particular.
- b. The ability to review and evaluate hundreds of academic papers on the theme of the conference. The firm should have at least 10 years of relevant experience undertaking work related to the topic. The minimum annual turnover for the past three years is \$0 (zero dollars). The minimum net working capital for the past three years is \$0 (zero dollars).
- c. Proven experience in reviewing academic papers, dissertations or theses will be advantageous and vital to the success of the work implementation.
- d. Other qualities of the ideal entity would be a several number of academic staff, either qualified to PhD level or undertaking a PhD, specialized in the area of inclusive, equitable and sustainable development. The maximum number of team members is 100 but not less than 2 reviewers per paper.
- e. The prospective Service Provider is expected to meet the following minimum requirements:
  - It must have at least 10 years of practical experience in the academic study of socio-economic resilience as well as inclusive and sustainable development
  - Knowledge of relevant sectors and access to stakeholders and relevant information sources, especially of the African region.
  - Experience working with UN or other international organizations beneficial.
  - Capability to deploy strong analytical aptitude, communication and presentation expertise.
  - Capability to deploy good communication expertise in English and French language(s)
  - It must have experience in the African Region
  - It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach
  - The team leader and all team members and other experts must either hold a PhD or be currently enrolled in a PhD programme in either African studies, development studies, economics or political science. The minimum number of years of work experience in the preferred field of practice is 5 years. Experience in

reviewing academic papers, dissertations or theses will be advantageous and vital to the success of the work implementation.

The multi-disciplinary team should comprise members with the following educational qualifications, experience and competencies:

## **9.2 Task Manager / Team Leader**

### **Academic Qualification:**

- At least a PhD degree or being enrolled in a PhD programme in African studies, development studies, economics or political science or related fields.

### **Experience:**

- A minimum of 10 years of relevant professional experience in either African studies, development studies, economics or political science.

### **Competencies:**

- Ability to provide general leadership and direction to the work;
- Excellent understanding of resilience, socio-economic resilience and recovery, inclusive and sustainable development
- Strong organizational skills;
- Strong communication skills;
- Proficiency should be in English or French;

## **9.3 Lead Consultant / Senior Expert**

### **Academic Qualification:**

- A PhD degree or being enrolled in a PhD programme in African studies, development studies, economics or political science or related fields or a related discipline.

### **Experience:**

- A minimum of 7 years of proven experience of working in African studies, development studies, economics or political science or related fields. Experience in research and policy advisory services for sustainable development planning, implementation and monitoring will be an advantage

### **Competencies:**

- Excellent understanding of socio-economic recovery, inclusive and sustainable development.
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Proficiency should be in English.
- Excellent command on both written and spoken English or French is essential.

## **9.4 Project Staff / Associate Consultants / Team Members**

### **Academic Qualification:**

- A minimum of a University PhD Degree or enrolment in a PhD programme in African studies, development studies, economics or political science or a relevant area.

### **Experience:**

- A minimum of 5 years of professional experience and proven expertise and experience in African studies, development studies, economics or political science or related fields or a related discipline.

### **Competencies:**

- Strong understanding of socio-economic recovery, inclusive and sustainable development
- Strong communication skills;
- Proficiency should be in English and/or French, and the team must include sufficient members who are fluent in English and sufficient members who are proficient in French such that the team is able to review

all of the papers submitted for the conference in accordance with the other provisions of these terms of reference

#### **X. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly, the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is 70%
  - b. Financial Criteria weight is 30%

#### **XI. LOGISTICAL SUPPORT**

List logistical support the Requesting Unit will offer to prospect Service Provider such as:

- UNDP will ensure that the Consultancy Firm receives an electronic copy of each of the papers to be reviewed and email addresses to send the paper evaluations and accompanying list of evaluations.

#### **XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, the Service Provider is advised to use a proposed Table of Contents. Hence, the Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

#### **XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.

#### **XIV. ANNEXES TO THE TOR**

The concept note and call for papers are annexed to this ToR.

**PROPOSED STANDARD TECHNICAL PROPOSAL EVALUATION CRITERIA**

Herewith please find the **Standard Technical Proposal Evaluation Criteria** along with respective allocated weight template for Requester's subsequent review. As per the relevance of the proposed criteria it can either:

- Redistribute the allocated weight;
- Delete specific criteria if you find it irrelevant or less relevant; or
- Replace with new criteria along with corresponding allocated weight

<b>Summary of Technical Proposal Evaluation Forms</b>		<b>Score Weight</b>	<b>Points Obtainable</b>
<b>1</b>	Quantity and technical expertise of the personnel to be assigned to review papers	100%	1000
<b>TOTAL</b>		<b>100%</b>	<b>1000</b>

<b>Technical Proposal Evaluation (FORM I)</b>		
<b>Quantity and technical expertise of the personnel to be assigned to review papers</b>		<b>Points Obtainable</b>
<b>1.1</b>	Mean average level of expertise in socio-economic resilience and recovery inclusive and sustainable development of staff to be assigned to review papers	<b>333</b>
<b>1.2</b>	Mean average level of experience in drafting or reviewing academic papers in African studies, development studies, economics or political science of staff assigned to review papers	<b>333</b>
<b>1.3</b>	Assignment of either: a) team members sufficiently proficient in English and team members sufficiently proficient in French to ensure that papers can be reviewed in both languages, or b) team members proficient in both English and French to ensure that papers can be reviewed in both languages.	<b>334</b>
<b>SUB TOTAL</b>		<b>1000</b>
<b>Aggregate</b>		<b>1000</b>

**This TOR is approved by:**

**Name:** Angela Lusigi

**Designation:** Strategic Advisor, Strategy and Analysis Team, UNDP Africa

**Signature:** \_\_\_\_\_

*Angela Lusigi*

**Date Signed:** 28-Jul-2020