



TERMS OF REFERENCE

INDIVIDUAL CONSULTANT - REVIEW AND UPDATING OF KENYA COMMON COUNTRY ASSESSMENT(CCA)

1. Background and context

The Common Country Analysis (CCA) is the UN system's mandate-based independent, impartial, and collective integrated analysis that provides a holistic picture of the country context. It sets a baseline and direction for a strategic, human rights-based and risk-informed UNDAF, hence becomes a critical reference document for benchmarking and assessing the relevance of the UNDAF at the country level during UNDAF implementation and evaluation. To accurately report on progress against goals and targets, as well as to capture the UNCT's contributions, the first priority of the CCA is to establish baselines across the SDG framework, to the extent possible. The UNDAF Strategic Results Groups will use these baselines to track progress against clearly defined outcome level indicators.

The CCA is also an up-to-date source of information on the country context for the whole UN system, informed by and feeding into senior leadership discussions and decisions on emerging issues, early warning and prevention. With its heavy data emphasis, the CCA and the Cooperation Framework will shift onto a digital platform: by 2021, the CCA is envisioned to be part of the core functionality of UN Info, the online planning, implementation and monitoring platform of the UNSDG.

In 2017/2018, the UN in Kenya as part of the UNDAF development process conducted a common country assessment, that informed the UNDAF theory of change, visioning exercise and the results framework targets and benchmarks.

Recognizing that the COVID-19 pandemic is a multidimensional crisis – i.e., health crisis, care crisis, economic crisis, governance crisis and climate crisis, the UN came up with the immediate socioeconomic response framework to the crisis. The analysis is expected to provide a holistic response tailored to the country context. While the socioeconomic analysis is designed to focus on the effects of COVID-19 with a view towards optimizing the UN response, the CCA is an overarching and live document which sets the strategic direction for the UNCT and potentially other international organizations and partners. The CCA involves all the UNCT according to their technical expertise, mandated areas and focuses on in-depth analysis of the root causes while also examining and updating the analysis of the status quo. The socioeconomic analysis will feed into the analytical products of the CCA.

The new UN Cooperation framework requires the CCA to be kept light and regularly updated to track and reflect situational developments. There is therefore need to embark on the process of reviewing and updating the CCA data informed by rigorous analysis to inform evidence-based programming - especially within the COVID-19 Pandemic and the UN comparative advantage.



Objectives and scope of the CCA review exercise are outlined in the attached CCA guidelines and mapping of specific areas that the various UN agencies will cover.

2. Consultancy to review and update the Kenya 2017 Common Country Assessment (CCA)

2.1 Objectives and specific tasks of the consultancy

The UN Resident Coordinator's office in Kenya hopes to recruit a consultant to provide technical support to the UNCT and facilitate analysis and finalization of the CCA review and update for Kenya. While the UN agencies will internally compile data to review and update the CCA, the external consultant will undertake the following specific tasks:

1. **The consultant will review and analyze the data submitted /compiled by the UN agencies-** guided by the CCA thematic area ,scope and information needs as outlined in the detailed CCA guidelines and also the Agencies Mapping Report (provided as annexes to this TOR). The analysis will be further guided by “ leaving no one behind “ root cause analysis as an integrated framework of analysis across the themes and also the ongoing socio-economic analysis . The analysis will highlight , disaggregated data/information available as well as gaps that need to be filled to further inform the analysis.
2. Based on the above review and analysis, the consultant will **further work with specific agencies** (based on need) and CCA task team to further fill the data and information gaps – through light desk review .In addition, the consultant will participate in the CCA Task Team meetings to update members regarding the CCA progress as well as needed information/ data.
3. Guided by the CCA thematic areas and scope and the data in place , the consultant will work with the CCA task team to **develop an outline of the CCA analytical report**
4. **The consultant will produce a first draft of the CCA analytical report** (based on the outline developed in step 3)– while working with the agencies reports as (in number 1 and 2 above); with a specific focus on analytical findings, disaggregated data across themes, leave no one behind root cause analysis as an integrated framework and in reference to the ongoing socio -economic analysis.
5. The consultant will **make a formal presentation of the report to the CCA task team** who will provide further input on the report.
6. Upon review of the 1st draft CCA analytical report by the CCA task team – the consultant will input comments and produce **a second draft** which will be further reviewed by the CCA task team.
7. The consultant will work on the inputs from the task team on the 2nd draft and produce a **first final preliminary CCA draft report to be shared with the UNCT** and UN agencies for further review (The consultant will make a formal presentation of the CCA preliminary report to the UNCT if need be).



8. Upon approval of the UNCT on the revised preliminary report, the consultant will **make a formal presentation to broader stakeholders** (RCO working with the UN agencies to coordinate and convene the stakeholders CCA validation workshop).
9. Based on input from the stakeholder's validation workshop , the consultant will produce a **final CCA draft report** to be reviewed by the CCA task team- an make a formal presentation of the same.
10. The consultant will then produce and submit the **final CCA report to RCO**, working closely with the CCA task team to fill any analytical gaps .

2.2 Deliverables

Specific deliverables of the consultancy include:

1. Analytical report of disaggregated data/information available as well as gaps that need to be filled to inform the analysis (Based on Task 1 above)
2. An outline of the CCA analytical report
3. First draft of the CCA analytical report with a specific focus on analytical findings, disaggregated data across themes, leave no one behind root cause analysis as an integrated framework and in reference to the socio -economic analysis.
4. Second draft CCA analytical report with input from the CCA task team –
5. First final preliminary CCA draft report based on input on the second draft report
6. A formal presentation to broader
7. Final CCA draft report Based on input from the stakeholder's validation workshop
8. Final CCA report submitted to RCO .

Payment for the consultant will be based on the above deliverables broken down in two schedules. The first schedule will be upon receipt of deliverable 3, the first draft CCA analytical report, while the second and final schedule will be based on deliverable 8, submission of the final CCA report.

2.3 Timelines

The consultant is expected to commence from the second week of October and finalized by 31st of December. The assignment will be undertaken virtually for a period of 40 working days guided by the road map below:

Table A: Road map and timelines for delivering the CCA

Activity and deliverable	Time Range	Actual Number of consultancy working days (Total 40)
Review and analyze the data submitted by UN agencies-guided by the CCA thematic area ,scope and information needs as outlined in the detailed CCA guidelines and the Mapping Report.	October 6-8	3
Based on the above review and analysis, the consultant will further work with specific agencies (based on need) and CCA task team to further fill the data and information gaps – through light desk review	October 9-30 th October	10



Based on the CCA thematic areas and scope and the data in place , the consultant will work with the CCA task team to develop an outline of the CCA analytical report	October 30 th	1 day
Develop a first draft of the CCA analytical report – working with the agencies reports and make a formal presentation of the report to the CCA task	November 1-10	5 days
review of the 1 st draft CCA analytical report by the CCA task team – the consultant will input comments and produce a second draft which will be further reviewed by the CCA task team.	November 10-15	3 days
With inputs from the task team on the 2 nd draft and produce a first final preliminary CCA	November 15-20	3 days
formal presentation to broader stakeholders (Including preparation for the presentation)	November 20-25	2 days
Task 8 produce a final CCA draft report to be reviewed by the CCA task team Based on input from the stakeholders	November 25-10 December	3 days
consultant will then produce and submit the final CCA report to RCO, working closely with the CCA task team to fill any gaps and further analysis	December 10- 31	10 working days

2.4 Working modalities

The consultant will work closely with the UN Resident Coordinators Office (RCO), with day to day supervision by the monitoring and data specialist who will also be the task manager for the assignment. The consultant will technically work closely with the CCA task team under the chair – Deputy Representative UNFPA. RCO will provide the relevant working documents to the consultant upon signing the contract. **The duty station is home- based and no travel is expected.**

3. Qualifications of the Consultant

Qualifications of the consultant (who may be based locally in Kenya or internationally) are outlined below:

- Post-graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field
- Minimum 15 years' experience working in the field of development in developing countries (Working in the UN and Delivering as One is an added advantage).
- Documented international experience in developing, managing, and working on Common Country Assessments (CCA), broad based situation analysis, including substantive knowledge of development issues and the SDGs framework (Agenda 2030) – sample work done on CCA will be required
- Demonstrated capacity in strategic thinking, problem solving, high level facilitation of visioning exercises and policy advice



- Strong inter-personal, teamwork and organizational skills demonstrated by working with multi-disciplinary teams, broad stakeholder including Government
- Excellent presentation and drafting skills, especially writing programme documents, drafting strategic plans among others (Sample documents done from previous evaluations is a mandatory requirement)
- Fluency in written and spoken English is essential

5. Evaluation Criteria for Consultant

The following criteria will be used to select consultant suitable for the assignment (Minimum to qualify for financial evaluation is 70%)

Criteria	Weight	Max. Point
	100%	100
Post-graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field	5%	5
Minimum 15 years' experience working in the field of development in developing countries	20%	20
Documented international experience in developing, managing, and working on Common Country Assessments (CCA), broad based situation analysis, including substantive knowledge of development issues and the SDGs framework (Agenda 2030) – sample work done on CCA will be required	40%	40
Demonstrated capacity in strategic thinking, problem solving, high level facilitation of visioning exercises and policy advice	20%	20
Excellent presentation and drafting skills, especially writing programme documents, drafting strategic plans among others (Sample documents done from previous evaluations is a mandatory requirement) ,including fluency in written and spoken English	15%	15
Total (Maximum obtainable points)	100%	100

6. Financial Criteria (Maximum 30 points)

Submission of the Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in USD. For Consultants based in Kenya, if successful, payment will be made in the local currency. Please use the provided financial proposal template to submit your proposal.

The term 'all-inclusive' implies that all costs (professional fees, travel related expenses if applicable, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.



Financial evaluation

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, 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

Application process

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications must be received through the UNDP e Tendering Portal on or before Monday, 31 August 2020 by 11.59 P.M (GMT+3.00)

Firms are not eligible for this consultancy assignment. Open to individual consultants only. Incomplete applications will be disqualified automatically.

Applying through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:
Business Unit: **UNDP1**
Event ID:
- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:
Username: **event.guest**
Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notice/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org