



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

TERMS OF REFERENCE (TOR)

Development Editor for the 2020 Common Country Analysis (CCA)

Location:	Gaborone, Botswana or home-based
Type of Contract:	Individual Contract
Post Level:	International Expert
Languages Required:	English
Expected Duration of Assignment:	October- December 2020
Number of working days:	30 days over a 10-week period

1 BACKGROUND AND PURPOSE

The United Nations Sustainable Development Framework (UNSDF) 2017 defines and facilitates the delivery of a partnership between Botswana and the UNDS that reflects the requirements for achieving the 2030 Agenda as adapted to national and local contexts and reflected in the Botswana Vision 2036. Aligned to NDP 11, the UNSDF 2017-2021, focus is on inclusive partnerships for the delivery of a broadly shared agenda to achieve sustained and inclusive economic growth, social development and environmental protection. It reflects a stronger partnership between the Government of Botswana and the United Nations to achieve the SDGs.

The United Nations in Botswana is conducting the Common Country Analysis (CCA). The CCA is to provide an up-to-date assessment of progress, gaps, opportunities and bottlenecks vis-à-vis a country's commitment to achieving the 2030 Agenda and the SDGs. This will be a live document that is updated periodically.

Taking its cue from the UNSDCF Guiding Principles, the analytical framing of the CCA report will focus on;

- (i) Present current development situation in Botswana against sustainable development benchmarks". Identifying opportunities/gaps in terms of achieving the SDGs by 2030;
- (ii) Collate assessments/surveys / data that may contribute to updating the Botswana development agenda
- (iii) Highlighting the integrated nature of the SDGs; the UN norms and standards underpinning the Agenda; and
- (iv) Emphasizing the Agenda's promise to leave no one behind and reach those furthest behind first.

Detailed guidance on the CCA, its scope and objectives are provided in the **Cooperation Framework Companion Package** (May 2020). It mentions that “the CCA needs to be beyond past or “snapshot” analysis to be **forward-looking** and anticipatory, estimating, modelling and projecting to 2030 and beyond. With a heightened focus on risk and foresight analysis, the CCA will be more relevant and valuable for countries seeking to “future proof” their sustainable development strategies. This imperative also speaks to the UN Secretary-General’s reference that “*we spend far more time and resources responding to crises rather than preventing them.*”⁷ The CCA thus examines, through a risk analysis, the underlying and structural factors affecting the lives and livelihoods of women, men, girls and boys, and addresses historical, current and emerging political, security, social, economic, disaster and environmental risks. As such the CCA needs to draw upon the expertise, information and knowledge across the development, peace and security, human rights and, where relevant, humanitarian pillars of the UN system. As the **joint analysis of the development context by the UN system**, the CCA will identify the underlying structures and root causes of inequalities, vulnerability, human rights violations, and crisis.”

2 SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

2.1 PURPOSE

The main objective of this consultancy is to review and contribute to analyses undertaken by UN Staff and to consolidate these analyses into one document—The Common Country Analysis (CCA). There is ample guidance that will be shared with the consultant that outlines the requirements of the CCA and the editorial standards which the document needs to meet. The consultant will have to ensure that the consolidation process leads to one consistent narrative. There are critical themes as well as UN norms and standards, that need to be emphasized. A ‘Leave no one Behind’ approach will be mainstreamed throughout the document. Agenda 2030 and the Sustainable Development Goals (SDGs) help provide the normative framing and a risk analysis/assessment is to be evident in the analyses.

The consultant will be briefed in detail about the CCA and will be expected to read up on all the guidance pertaining to it.

2.2 OBJECTIVES AND SCOPE

The consultant and/or team of consultants is expected to

- Lead under the guidance of UN staff, the drafting of a consistent narrative for the CCA building on the analyses led by UN agency staff.
- Combine, edit and consolidate existing pieces of analyses and articulate it as a coherent and consistent CCA report;

- Focus on overall structure and flow of distinct pieces of analysis and bring them together into an easy and comprehensible narrative that speaks to the development priorities of Botswana;
- Consult RCO staff and authors of analysis pieces to ensure critical messages and issues are captured;
- Work closely with any other consultant and staff that are part of the CCA process, with a focus on developing a consistent narrative/story-line for the CCA.
- Draft and revise the CCA report in line with the findings from the validation session as well as UN Development System review/feedback;
- Ensure that final document adheres to key aspects of the guidance offered in the Cooperation Framework Companion Package document;
- Discuss and incorporate feedback to the draft report (2 rounds of comments).

2.3 DELIVERABLES

- Annotated outline of draft CCA report informed by table of contents, analytical research pieces, guidance in Cooperation Framework Companion Package, and other documents as required.
- Annotated outline of the report (5 pages).
- First draft of CCA report (40-50 pages).
- Second draft of CCA report.
- Final Draft of CCA report.

The submission of the final report should be in electronic copy. The Report should be submitted with an executive summary in English and should be of high quality in terms of presentation, relevance and utility, presented in Times New Roman Text, font size 12 and have the following attributes:

- Concision: The report should cover the required material without being irrelevant and unwieldy.
- Readability: The report should be written in jargon-free language. Its language should be simple, clear and reader friendly.

The report should be produced in English.

3 MANAGEMENT OF THE CONSULTANCY PROCESS

The CCA process is a participatory and consultative process involving consultation with Government and other implementing partners along with UN Agencies. The process is commissioned by UN-RCO and will be jointly led by the UN-RCO and UNCT.

The major role of the consultant will be to review and analyze relevant documents from implementing partners; collect any additional relevant information; preparing and presenting the draft report based on the information collected at various levels and finalizing the consolidated report with actionable recommendations.

The UNCT will support and guide the overall conduct of the CCA. The UN-RCO focal point for the consultancy is the RCO Team Leader, supported by the UN Botswana Country Team (UNCT).

4 REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

4.1 ACADEMIC QUALIFICATIONS:

The consultant/s working on the assignment are expected to have an appropriate Master's Degree (for example Economics, Social Sciences, Public Administration, Governance, Development and Public Policy, Political Science or other relevant topic).

4.2 YEARS OF EXPERIENCE:

- At least 10 years of editorial experience working and drafting documents related to development, economics or related social sciences.

4.3 COMPETENCIES:

- Ability to write complex development ideas in a simple and easily comprehensible manner.
- Good grasp of development concepts and theories and past experience writing similar documents for UN agencies.
- Prior experience of working with the UN, international organization, government or a think tank would be desirable.
- A solid grasp of development theories and frameworks such as the SDGs, 2030 Agenda, Paris Agreement, etc.
- Prior experience editing technical UN papers and reports
- Demonstrate knowledge in one or more of the UN methodologies of Risk Analysis, LNOB Approach or related.
- Prior experience of working on development issues of Upper Middle-Income Countries
- Prior experience of working on Southern African countries
- Familiarity with Botswana's socio-economic and political context.

Languages

- Excellent command of written and spoken English and demonstrated ability to communicate effectively in a multi-cultural environment.

5 DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a. Technical Proposal – this should include the following:
 - Profile of consultant and an outline of recent experience on assignments of a similar nature.
 - References from the consultant's clients for similar assignments.
 - The consultant's interpretation and demonstrated understanding of the assignment as per the TORs (interpretation of the TORs)
 - A clear description of the methodology and work plan that the consultants propose to execute the assignment with illustrations - describing the objectives, tasks and deliverables.
 - A work plan with indicative timelines that the consultant proposes to employ in executing the assignment, with graphical illustrations where appropriate.
- b. Financial proposal:
 - Lump-sum consultancy fee
 - The lump sum should be broken down to clearly indicate travel, per diems, and actual consultancy fees (daily fee)
 - An indication of whether this rate is flexible
- c. Personal CV including past experience in similar projects and contacts of at least 3 referees

6 TRAVEL

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

7 EVALUATION

- Stage 1: Preliminary evaluation of the proposals will be based on yes/no response as per the table below. If the response is “no” for any of the 3 criteria, the consultant will be disqualified from further evaluation.
- Stage 2: Technical Capability of the Consultant to deliver or prove the required consultancy outputs (D to F) evaluated on a scale of 0-100 points wherein the qualifying mark is 70%. The criteria to be used are shown below:

Technical Criteria	70% of total evaluation	
Criteria A	Relevant education background: A Masters degree in relevant fields or additional relevant experience - social sciences, development studies, international development among others.	Yes/No
Criteria B	The consultant must have prior experience of working on documents/reports on southern African countries.	Yes/No
Criteria C	Adequate work and/or professional experience: Have at least 5 years of professional experience in editing flagship documents for development/international organizations.	Yes/No
Criteria D	Provide 2 written samples of prior work. Jointly edited work not acceptable.	50 points
Criteria E	Demonstrate knowledge in one or more of the three (3) UNSDF 2017-2021 Strategic Priorities (i.e. SDG Policy and Programme Design; Implementation of SDG oriented policies and programmes; and/or data for planning, monitoring, evaluation and decision making.	20 points
Criteria F	Knowledge and understanding of the UN reform processes, Delivering as One and Leave No One Behind SOPs, and SDGs.	30 points

Individual consultants will be evaluated based on the Cumulative Analyses Methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive / compliant / acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - Technical Criteria weight; (80%)
 - Financial Criteria weight; (20%)

Only Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation. The total number of points allocated for the price component is 100. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those technical qualified candidates who have attained a minimum of 70% score in the technical evaluation. All other price proposals will receive points in inverse proportion to the lowest price.

The United Nations Office applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their price proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores.

UN Botswana retains the right to contact references directly.

8 REMUNERATION

The consultant will be recruited and paid in accordance with UNDP terms and conditions of remuneration for individual consultants. The payments to the consultants will be pegged on the attainment of certain milestones as per the agreed Work Schedule within a working period of 30 days spread over 10 weeks.

UN-RCO will cover prior agreed costs related to the Evaluation services. The fees will be paid in line with the following schedule and upon acceptance of key deliverables:

- Annotated outline of the report: 20%
- First draft of CCA report: 30%
- Second draft of CCA report: 30%
- Final Draft of CCA report. 20%

9 EVALUATION ETHICS

This evaluation will be conducted in accordance with the principles outlined in the UNEG 'Ethical Guidelines for Evaluation'. The consultant must safeguard the rights and confidentiality of information providers, interviewees and stakeholders through measures to ensure compliance with legal and other relevant codes governing collection of data and reporting on data. The consultant must also ensure security of collected information before and after the evaluation and protocols to ensure anonymity and confidentiality of sources of information where that is expected. The information knowledge and data gathered in the evaluation process must also be solely used for the evaluation and not for other uses with the express authorization of UN-RCO and partners.