



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE/ INDIVIDUAL CONTRACT

I. Job Information

Job title:	Facilitator on updating the UN Common Country Analysis in Uzbekistan (International Consultant)
Type of Contract:	Individual Contract
Project Title/Department:	UN Resident Coordinator Office in Uzbekistan
Duration of the service:	September-December 2020 (60 working days)
Work Status:	Full time
Duty station:	Home based
Expected places of travel:	N/A
Reports to:	Head of UN Resident Coordinator Office (Head of RCO)

II. Background Information

In 2019, the UN Country Team in Uzbekistan conducted a Common Country Analysis (CCA) to build evidence base and underpin analytically the design of the new Cooperation Framework for 2020-2025. The CCA provided with **integrated, forward-looking and evidence-based joint analysis** of the context for sustainable development in Uzbekistan. As per the UNSDG Guidance, *the UN CCA is not a one-off event. It should track situational developments and inform the UN system's work on a continuous basis; and beyond the initial CCA report for the Cooperation Framework, the CCA must be kept up to date ... with any major change in national circumstances* (e.g., new political risks, changing human rights context, disasters, population displacements, etc.).¹ At a minimum, it should be updated at least once annually so that at any point in time, the UN system should be able to obtain an up-to-date view of the country context in all its sustainable development dimensions.

The 2019 CCA covers the period until 31 December 2019 only, and hence it didn't capture the latest evidence and analysis of the disruptive impact the COVID-19 pandemic has had on the lives of the Uzbek people, the economy, employment, incomes, health, education, gender equality, human rights, and SDG progress, in general.

In May 2020, the UNCT and six International Financial Institutions developed a Socio-Economic Response and Recovery Offer (the Offer) to the Government of Uzbekistan outlining consolidated multilateral deliverables to address the impact of the COVID-19 pandemic. The offer is guided by the UN Secretary-General's policy brief "Shared Responsibility, Global Solidarity" and highlights ongoing and planned support by participating partners in seven priority areas, with the overarching aim to cushion the knock-on effects on millions of people's lives, their livelihoods and the real economy, thereby preserving positive reform momentum and progress toward the national Sustainable Development Goals (SDGs). The Offer provides a quick analysis of recent evidence on the immediate, short-, and medium-term impact of the COVID-19 induced crisis across seven priority areas – health, macroeconomic stability, social protection, jobs, education, social cohesion, and data; as well as outlines data collection and rapid analysis/assessment undertaken by UN and development partners to effectively respond and hasten recovery and build back better. The plethora of the data to be generated by development partners will provide a sound basis for the CCA update.

¹ The UNSDCF Companion, Package Attachment №1 (p.13)

In this regard, the UN RCO is hiring an *international consultant* who will facilitate the process of updating the CCA to reflect the dramatic and largely unforeseen changes in the country context caused by the COVID-19 pandemic, as well as other developments (progress and/or changes) that impact the country's sustainable development trajectory.

III. Functions / Scope of work

Under the overall supervision of the Head of the UN Resident Coordinator's Office the CCA facilitator will provide a substantive support to the UNCT Uzbekistan and UN CCA Team in updating the Common Country Analysis. He/she will have the overall responsibility for preparation of a quality COVID-19-sensitive update on the CCA report. The consultant will be guided by and work closely with the UNCT and UN CCA Team throughout the CCA update process. On a daily basis, he/she will be supervised by the Development Coordination Officer/Economist from the UN Resident Coordinator's Office.

In his/her work, the consultant will also be guided by the UN SDCF Internal Guidance and its Companion Package. Under the current assignment, the following roles and responsibilities will be carried out by the consultant:

- Familiarize with the UNSDCF Internal Guidance and its Companion Package with Annexes on in part of the CCA;
- Review the 2019 CCA, the Multistakeholder COVID-19 Socio-Economic Response and Recovery Offer (the Offer), and Uzbekistan's first SDG Voluntary National Review report²;
- Undertake close desk review of all available and relevant data, information, studies, and analysis that were produced and/or published in 2020, which highlight any significant change to the country context, risk dimensions, SDGs, as well as overall development trajectory of the country;
- In consultation with UNRCO, propose, discuss and present the structure of the COVID-19 sensitive CCA Update report;
- Hold bilateral and/or focus group discussions (online, remotely) with key stakeholders, including UNCT, UN programme staff, development partners, and national counterparts from Government and civil society, to discuss, solicit, and validate any new or emerging data, information, and trends;
- Prepare and present/discuss the draft report on COVID-19-sensitive CCA Update;
- Revise the draft CCA Update report as per the comments, questions, and feedback from UNRCO, UNCT, and DCO/PSG;
- Submit the final CCA Update report that is data-driven, evidence-based and reflects joint analysis of UNCT and stakeholders;

The CCA Update report must assess and analyze the impact of the COVID-19 crisis across the following aspects/areas/issues:

- The country context with regards to the SDGs and progress towards achieving the 2030 Agenda.
- National vision for sustainable development, the key national priorities and main challenges in achieving the SDGs.
- Leave No One Behind Principle: situation of groups left behind or at risk of being left behind, as well as the root causes for these groups and the legal barriers that exclude them as well as the key issues related to human rights, gender equality and women's empowerment.
- The country's implementation of its commitments under all relevant internationally agreed norms and standards, UN Charter values, as instrumental to achieving Agenda 2030.
- Regional, subregional and cross-boundary factors affecting the country's progress in the 2030 Agenda, as well as the synergies and complementarities with regional and continental strategies and frameworks.
- The multi-dimensional risks and threats that could potentially impact the country's development trajectory across the political, development, humanitarian, peacebuilding and human rights spectrum.
- Any other potential risks, gaps and challenges that may set back the country's progress on the 2030 Agenda and prevent resilience, stability, long-term inclusive development, human rights and peace.

² <https://sustainabledevelopment.un.org/index.php?page=view&type=30022&nr=2180&menu=3170>

IV. Deliverables and Deadlines														
<ul style="list-style-type: none"> • Inception Report, with detailed Work Plan on COVID-19 sensitive CCA update, an outline of the CCA Update report, resources, tools, and methodologies on data collection and analysis methods • Presentation document on preliminary findings to be shared with UNRCO/UNCT; • A draft CCA update for review and feedback by UNRCO/UNCT; • A final report on COVID-19 sensitive CCA update 														
Duration of the work and duty station <p>The initial duration of the assignment is 60 working days (home-based). The consultancy will start in September 2020 and must be completed by December 2020 with the submission of a final report</p> <table> <tr> <th>Deliverables/Output</th><th>Installment</th><th>Deadlines</th></tr> <tr> <td>Submission of the Inception Report with the proposed outline of the CCA Update report</td><td>33%</td><td>29 September 2020</td></tr> <tr> <td>First draft of the CCA Update report</td><td>34%</td><td>23 October 2020</td></tr> <tr> <td>Final CCA Update report</td><td>33%</td><td>10 December 2020</td></tr> </table> <p>The output should be submitted by the consultant to UN RCO and to be considered as accepted upon written confirmation from the UN RCO.</p> <p>This is a lump sum contract that should include costs of consultancy; payment will be released upon satisfactory provision of respective output and acceptance by the Head of UN RCO.</p> <p>The USD lump sum amount will be paid in three installments upon completion and acceptance by the UN Coordination Officer of the above indicated outputs by the due dates.</p>			Deliverables/Output	Installment	Deadlines	Submission of the Inception Report with the proposed outline of the CCA Update report	33%	29 September 2020	First draft of the CCA Update report	34%	23 October 2020	Final CCA Update report	33%	10 December 2020
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V. Monitoring and control														
<p>Activities and progress will be monitored through regular contacts and review of the deliverable by UNCT, UN CCA Team and other relevant partners. Consultant is requested to inform UN RCO on progress by via weekly video-conference calls, and/or via e-mail.</p> <p>In case a deliverable is deemed to be of standard that does not fully satisfy UN quality criteria, the UN reserves the right to withhold the payment in part or in full. No interim payments will be executed.</p>														
VI. Qualification Requirements														
Education:	Advanced degree in social sciences, preferably economics, political science, international development, public or business administration, human rights or similar.													
Experience:	<ul style="list-style-type: none"> • A minimum of 10 years of professional experience specifically in the area of international development initiatives and development organizations; • Extensive knowledge of, and experience in applying, qualitative and quantitative analytical methods and in a wide range of analytical approaches; • Robust technical competence in undertaking complex analysis which involve use of mixed methods; • Strong comprehension of sustainable development concept and knowledge of the 2030 Agenda and the SDGs; • Excellent writing and analytical formulation skills with demonstrated experience in preparing CCAs or similar analytical documents; • Strong understanding of the development and political context and working experience in Uzbekistan or in the CIS region or Central Asia; 													

	<ul style="list-style-type: none"> • Knowledge of UN role, UN reform process and UN programming at the country level; • Grounded familiarity with and application of participatory and innovative methods of data gathering and 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.
Language Requirements:	Excellent knowledge of the English language, spoken and written. Knowledge of Russian or Uzbek is an advantage
Competencies:	<ul style="list-style-type: none"> • Shares knowledge and experience and provides helpful feedback and advice; • Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate; • Ability to identify beneficiaries' needs, and to match them with appropriate solutions; • Excellent communication and interview skills; • Excellent report writing skills; • Responds positively to critical feedback and differing points of view; • Ability to handle a large volume of work possibly under time constraints; • Focuses on result for the client and responds positively to feedback
<p>UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Gender Balance in Management Policy promotes achievement of gender balance among its staff at all levels.</p>	
V. Signatures- Post Description Certification	
Incumbent	
_____	Signature Date
Simon Hacker Strategic Planning and Coordination Officer Head of UN RCO	Signature Date
Zarif Jumaev Economist RCO Uzbekistan	Signature Date