



*Empowered lives.  
Resilient nations.*

## TERMS OF REFERENCE

### The consultant for Tokelau Socioeconomic Survey

#### A. PROJECT TITLE

Strengthening Preparedness, Response, and Recovery to COVID19 in the Cook Islands, Niue, Tokelau, and Tokelau

#### B. PROJECT DESCRIPTION

On 7 January 2020, the People's Republic of China identified the Coronavirus (2019-nCoV or COVID-19) from a cluster of pneumonia cases of unknown etiology in Wuhan City, Hubei Province<sup>1</sup>. Undocumented cases of the pneumonia-like illness are believed to have facilitated the rapid spread of the novel virus throughout China and later identified in several countries around the world linked to China through travel history or close contact with a person with travel history to China. Due to the rapid spread and severity of the impacts, WHO declared the outbreak of a pandemic on 11 March 2020. As scientists around the world endeavor to learn more about the novel virus and its transmission, Governments have taken unprecedented measures to contain its evolving spread. As of 6 April 2020, the WHO recorded a total of 1,210,956 confirmed cases and 67,594 total deaths globally

Tokelau is a small Pacific country with a total land area of only 12 square kilometers, and a population of 1,647 people (2019 estimate). The country is a group of three atolls (Atafu, Fakaofu, Nukunonu) in the South Pacific Ocean, about one-half of the way from Hawaii to New Zealand. The country's small population is quite evenly distributed amongst the three atolls. Given Tokelau's small and dispersed population, and its geographic isolation the COVID-19 poses unprecedented health, social, and economic consequences if not prevented nor contained.

Although Tokelau has not recorded a single case of the coronavirus, the Tokelau Government has imposed a stringent lockdown and declared drastic border control as precautionary efforts towards prevention and containment of COVID19. These measures are expected to have negative effects on the economic and social development of Tokelau.

Taking this into consideration, UNDP in collaboration with the UNFPA and the UN Resident Coordinators Office (RCO) has solicited funds from the UN COVID-19 Response and Recovery Multi-Partner Trust Fund and UNDP MCO Trac Fund Resources funding windows to support and enhance the COVID19 preparedness and response capacities of Tokelau. Since the global widespread of the COVID19 Pandemic in early 2020. As part of the UN Agencies' joint support to Tokelau, a Socio-Economic Impact Assessment Tokelau will be undertaken and seeks to present evidence of the impact of the pandemic on lives and livelihoods in Tokelau and identify long-term solutions that will inform remedial interventions, and enhance the existing social protection systems in place.

<sup>1</sup> WHO Novel Coronavirus (2019-nCoV) Situation Report 1 – 20 January 2020

### **C. SCOPE OF WORKS**

To understand the exact impact of COVID19 on Households and affected industries in Tokelau as a result of COVID19 lockdown measures. The Survey will yield results on the impact on vulnerable households, elderly population, different genders, and most affected industries.

The Consultant is required to conduct a survey covering all the three Atolls (Atafu, Fakaofu, Nukunonu) with a Sample Size of no less than 200 respondents which corresponds to approximately 200<sup>2</sup> households and a sample of 20 businesses from most affected industries. The TA includes survey design, sample selection, , data processing & cleaning, and tabulation and analysis of results, to be completed within 8 weeks from contract signing.

The results from the COVID19 Socio-Economic Impact Survey in Tokelau would be used to formulate strategies for coordinated policies and strategic interventions from UN Agencies and other Development Partners to mitigate COVID19 impacts on vulnerable groups and to determine the effect in which related SDG targets have slipped as a result.

The scope of services for this assignment includes:

1. Discuss with UN Agencies and Tokelau government counterparts to obtain broad areas and scope to be covered in the Tokelau COVID19 Survey and to develop the Survey framework, tools, methodology, and an implementation Work Plan.
2. Conduct and obtain feedback from affected Industries to understand the extent of the COVID19 lockdown measures and how best to plan and develop a recovering strategy for Tokelau.
3. Design a survey questionnaire and collaborate closely with the Tokelau Statistician and the Office of the Council who will be administering the survey fieldwork to obtain relevant data on the following areas:
  - Employment, Labour Wages and Household Income,
  - Access to Basic Food Needs,
  - Access to health care services and
  - Identify emerging Areas for the United Nations and other development partners' assistance.
4. Enter, Tabulate and Analyze data collected from the Tokelau Covid19 Survey and
5. Produce key Survey Results and Analysis

### **D. EXPECTED OUTCOMES AND DELIVERABLES**

The selected consultant will work with UNDP and the Office of the Council of the Government of Tokelau to complete and submit the following within the timelines specified

1. An Inception Report detailing the survey plan and methodology including a work plan for execution. The methodology should identify targeted households and industries with the proposed timeline for the various phases of the survey based on when the survey fieldwork would commence. (12.5%)
2. Finalised Survey Questionnaire Tool in consultation with Government of Tokelau (12.5%)
3. Progress Report 1: Survey Questionnaire, Update on Survey Fieldwork and Expected Tables (25%)
4. Progress Report 2: Preliminary Survey Results and Survey Database. (25%)
5. Completion Report: Final Survey Tables and Analysis of Results. (25%)

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<sup>2</sup> Around 12% of Households – 2019 Population Census Estimate

DELIVERABLES/OUTPUTS	TARGET DUE DATES	AMOUNT IN (USD) TO BE PAID UPON UNDP CERTIFICATION OF DELIVERABLE AND SATISFACTORY PERFORMANCE
1. An Inception Report detailing the survey plan and methodology including a work plan for execution). The methodology should identify targeted households and industries with the proposed timeline of when survey fieldwork would commence.	Due 10 working days after signing of the contract 12.5%	XXXX
2. Finalized Survey Questionnaire Tool in consultation with the Government of Tokelau.	Due 15 working days after signing of Contract 12.5%	XXXX
3. Progress Report 1: Survey Questionnaire, Update on Survey Fieldwork and Expected Tables	Due 30 working days after signing of the contract 25%	XXXX
4. Progress Report 2: Preliminary Survey Results and Survey Database.	Due 35 working days after signing of the contract 25%	XXXX
5. Completion Report: Final Survey Tables and Analysis of Results.	Due 40 working days after signing of the contract 25%	XXXX
<b>TOTAL DURATION</b>	<b>40 Days</b>	XXXX

#### E. DURATION OF WORK

This assignment is based on deliverables. The duration of contract will be 8 weeks and maximum of **40 working days**.

#### F. DUTY STATION

Due to COVID19 Travel Restrictions, the consultant will be home-based, but virtual consultations and meetings with the Tokelau Affairs are required.

#### G. COMPETENCIES

##### Corporate Competencies

- Possesses an understanding of vulnerable communities and their development needs in terms of socioeconomics.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

##### Functional Competencies

- Knowledge Management and Learning
- Innovative and ability to think outside the box while maintaining cultural integrity
- Shares knowledge and experiences
- Excellent project management, leadership, and team coordination skills
- Proficient in virtual means of communications

#### Leadership and Self-Management

- Focuses on result for the client responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrate openness to change and ability to manage complexities
- Good interpersonal and teamwork skills, networking aptitude, ability to work in a multicultural environment

### **H. QUALIFICATIONS AND EXPERIENCE OF THE SUCCESSFUL CONTRACTOR (SHOWING ASSESSMENT VALUE)**

#### **Education**

- Advanced University Degree in Social Sciences disciplines with special focus on statistics, monitoring and evaluation, data management and analysis and survey implementation;

#### **Experience**

- Minimum of 5 years' experience and demonstrated knowledge in the application of statistical theory and techniques.
- Experience in designing, planning, and implementation of large-scale surveys.
- Strong knowledge and experience in data management, data extraction, and presentation of data.
- Strong knowledge and experience in producing key relevant and reliable survey results and analysis
- Prior working experience with agencies of the UN system would be an asset.

### **I. EVALUATION PROCESS & CRITERIA**

The applicants will be evaluated based on Cumulative Analysis.

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as;

- I. Responsive/ Compliant/ Acceptable, and,
- II. Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

**TECHNICAL CRITERIA WEIGHT – 70%**

**FINANCIAL CRITERIA WEIGHT – 30%**

Only candidates obtaining a minimum of 70% out of 100 points in technical evaluation (49 points) will be considered for the Financial Evaluation. Interviews may be conducted as part of the technical assessment for the shortlisted proposals.

#### **Technical Proposals (70%)**

##### **Technical Approach & Methodology (30 points)**

- This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out of the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt, highlight the compatibility of those methodologies with the proposed approach, and provide an indicative Workplan and total budget.
- The candidate is required to propose the breakdown of cost by deliverables (section D). This will include a breakdown of the total project costs.

##### **Qualification and Experience (40 points) – Evaluation of CVs for Shortlisting**

- Education **(10 points)**
- Minimum of 5 years' experience and demonstrated knowledge in the application of statistical theory and techniques **(10 points)**
- Experience in designing, planning, and implementation of large-scale surveys **(7 points)**

- Strong knowledge and experience in data management, data extraction, and presentation of data **(7 points)**
- Strong knowledge and experience in producing key relevant and reliable survey results and analysis **(6 points)**

### **Financial Proposal (30%)**

The financial proposal should follow the UNDP template provided. The individual consultant must send a financial proposal based on the Lump Sum Amount. I.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee and other related cost and any other applicable cost to be incurred by the individual consultant (IC in completing the assignment)

The method of payment is an output-based lump-sum scheme.

The total amount quoted shall be all-inclusive and include ALL costs component required to perform the deliverables identified in the TOR in USD for the contract period.

NOTE: UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel to a higher class, he/she should do using their resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, before travel and will be reimbursed.

## **J. RECOMMENDED PRESENTATION OF PROPOSAL**

Interested Individual Consultants must submit ALL the following documents/ information to demonstrate their qualifications in **one single PDF document**;

1. Technical Proposal (Methodology & Workplan)
2. Duly Accomplished confirmation of interest in using the template provided by UNDP
3. Personal CV or P11
4. Financial Proposal (please refer to Annex for the required template)

*Incomplete proposals will NOT be considered, they will be disqualified automatically*

Queries about the position can be directed to [procurement.ws@undp.org](mailto:procurement.ws@undp.org)

All proposals should be submitted through the UNDP job site. **Email submission proposals will not be accepted.**