

TERMS OF REFERENCE Long Term Agreement

1. Assignment Information

Assignment Title:	Economist / Statistician Consultant (SP Pilot and Covid-19)
Cluster/Project:	Graduation-based Social Protection (GBSP) Project
Post Level:	Senior International Specialist
Contract Type:	Long Term Agreement (LTA)
Duty Station:	Home-Based
Expected Place of Travel:	None, potentially visits will be required to Cambodia in year 2 & 3
Contract Duration:	Initial contract from 1 st September 2020 to 30 August 2021 (up to 54 days per year with a possibility of extension up to 3 years)

2. Context

Cambodia is undergoing many transitions – an emergent Middle-Income Country, with a growing middle class supported by a rapidly growing economy; and deeper level changes given by societal modernization and the twin processes of industrialization and urbanization. Its development transformation from a near-history of conflict and social dislocation is dramatic. With economic growth (pre-Covid19), topping 7 per cent per year and a relatively equitable income distribution, poverty has declined dramatically to just 13.5% in 2014, and is likely to be below 10% today. This is a time of opportunity, but also one of turbulence. Two key social policy challenges are the emergence of: (1) a large group of near-poor and vulnerable households, with incomes just above the poverty line; and (2) a remaining group of hard-to-reach extreme poor, often living in remote areas. The Royal Government of Cambodia (RGC) has recognized these issues with the launch of the National Social Protection Policy Framework (NSPPF).

Among other measures, UNDP has responded by developing research on the adoption of graduation-based social protection programmes. These innovative interventions offer assets and a support package to poor households in place of cash alone, enabling the poor to escape poverty through their own productive efforts. During 2020, UNDP will deliver a large operational pilot under which a Cambodian graduation package would be field-tested using a rigorous Randomized Control Trial (RCT) methodology. RCT results and operational learnings will be used to enable and inform the adoption of a similar approach by RGC at scale.

Additionally, in recent weeks, Cambodia, is set to face a severe economic downturn due to the global Covid-19 pandemic. While there has not been a major outbreak in Cambodia, the demand shock will have significant consequences for livelihoods and poverty. UNDP, with other UN agencies, is supporting RGC policy response, and the graduation pilot will likely require adaptations to enable delivery under restricted conditions, and to meet post-Covid social protection policy objectives.

3. Scope of Work and deliverables

The consultant is tasked to support the successful delivery of GBSP Project. This would include various tasks and ad hoc inputs, with the LTA holder to serving as a retained economics and statistical adviser to the project. A list of examples ordered by each stage of the project cycle is attached as an Annex 1.

Offerors should also consult the GBSP project document (the Pro-Doc is available on request).

The 4 cycles (given on the attached and in the Pro-Doc) correspond to the project outputs: project set-up, delivery of the RCT (under UNDP and contractor-based management), delivery of follow-on round (likely to be under RGC management), and reporting/ assessment. The precise outputs are given in the Pro-Doc are:

- *Output 1:* Finalization of the RCT and scheme design, and selection of localities - made up of village selection, participant selection methods and rules; and design of analytics, base, mid and end-line questionnaires and the local economy-wide study.
- *Output 2:* Provision of technical inputs for the delivery of a pilot graduation-based social protection programme with 2,400 extreme poor household participants (with 1,600 households receiving assets and/or cash transfers), with randomized selection, delivering clear results on livelihood and poverty impacts
- *Output 3:* Provision of the technical inputs on the follow-on graduation trials, of similar size and shape (but more efficiently), to ensure future RGC deliverability
- *Output 4:* Provision of statistical and economic analyses of data collected at base, mid-line and 2 end line surveys for household and economy-wide impacts

Note also, in line with standard LTA procedures, individual assignments (covering relevant bundles of tasks) would be supported by detailed TORs and supported by a purchase order.

4. Institutional Arrangement

The international consultant will work under the direct supervision of the GBSP Project Manager, as advised by Country Economist and Social Protection Specialist. The LTA would be overseen by the Assistant Resident Representative (Programmes), and by the GBSP Project Board. The latter includes representatives of UNDP, the Government of the Russian Federation (as the principal donor); and the National Social Protection Council, along with other relevant line ministries.

This LTA is one of the two appointments to offer technical support to the project, the other being on SP operations. The LTA holders are expected to cooperate with each other, share all information and data, and coordinate their activities.

5. Duration of Work

The initial assignment is up to 54 days per year expected from 01 September 2020 to 30 August 2021, with a possible extension up to 03 years based on the needs and satisfactory performance of the consultants. The proposed professional fee remains valid for up to 03 years.

6. Duty Station

This is a home based (i.e. a remote) duty station assignment. However, it is possible that in later years (specifically, after the current Covid-19 crisis has abated) field visits to Cambodia (Phnom Penh and two rural project locations) may be needed. Subsistence and accommodation expenses, travel, and all other related costs will be covered by the project, prior to any field mission taking place. The reimbursement of the associated costs will be made through an F-10 reimburse form.

Selected individual contractor(s) expected to travel to the Country Office (CO) in country (Cambodia)

is (are) required to undertake *the* BSAFE training via <https://training.dss.un.org/course/category/6>

7. Minimum Qualifications and Criteria for Evaluation of the Individual Contractor

The following is to be applied in judging the technical quality of offers, within a two-part appraisal process (see part 8 below).

	Technical Evaluation Criteria
Education:	<p>Master’s degree in economics/ development economics/ econometrics and/ or statistics is essential. A PhD in these subject areas is desirable.</p> <p>Further documented study of social protection and RCT research modalities is highly desirable.</p>
Experience/ Knowledge:	<p>Extensive experience (over 10 years) at international level in research, analysis, and provision of technical assistance on social protection interventions or similar statistical assignments.</p> <p>Experience of social protection assignments in Cambodia and/ or very similar development contexts.</p> <p>Experience of project systems design and management (including M&E systems) and reporting results.</p> <p>Policy development and advocacy skills, given by extensive experience with LIC/ MIC governments, in the field of social protection.</p>
Competencies:	<p>Technical (econometrics, statistics) and field research skills (sampling, quantitative surveys, RCTs).</p> <p>Capacity to engage with senior decision/ policy makers, and to synthesize and present complex arguments in easily understood terms.</p> <p>Ability to work collaboratively with stakeholders, specifically including government agencies.</p> <p>Superior written/ oral communication skills, with the ability to convey complex development concepts and recommendations.</p> <p>On demand availability during the project.</p> <p>Positive and results-oriented attitude, able to meet targets/deadline.</p>
Languages:	Fluency in written and spoken English

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

In line with standard practice, selection appraisal will be based on:(1) the technical quality of applicants (meeting the requirements given in the table below), at a threshold of 70%; and (2) financial criteria will be taken into account for technically qualified offerors (with lowest qualified bid receiving 30 marks, and others a pro-rata share) . The total score would then be calculated in the ratio technical 70% to financial 30%.

Evaluation Criteria (as detailed in table above)	Obtainable Score
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Education: Master's degree in economics/ development economics/ econometrics and/ or statistics is essential. A PhD in these subject areas is desirable. Further documented study of social protection and RCT research modalities is highly desirable.	20
Extensive experience (over 10 years) at international level in research, analysis, and provision of technical assistance on social protection interventions or similar statistical assignments.	40
Experience of social protection assignments in Cambodia and/ or very similar development contexts	10
Experience of project systems design and management (including M&E systems) and reporting results	10
Policy development and advocacy skills, given by extensive experience with LIC/ MIC governments, in the field of social protection.	20
Total	100 points

9. Payment Milestones

Payments will be made based on the actual number of days for each assignment agreed prior to each taking place multiplied by the pre-agreed daily rate (excluding other costs). The amounts and deliverables will also be specified within individual assignment TORs.

While selection will be initiated by acceptance of the LTA, the contractor can begin working *only* after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office (and as given in assignment TORs). The contractor takes his/her own responsibility for performing any service which is out of the scope of this ToR.

The full payment amount will be paid within 30 days after satisfactorily completion of work and receiving of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

10. Tendering requirements

Offerors should quote a single daily professional fee (for 54 days), and this rate shall be inclusive (excepting DSA terminal and travel costs which will be agreed on an assignment by assignment basis). The IC's daily rate, however, will be fixed during the contract period and lump-sum agreements will be made for each assignment (to be specified on the purchase order).

Offerors should also provide details of their skills and experience (on a CV or by completing a standard UNDP P11 application form) and a covering letter (specifically confirming their approximate availability for the specified period and the future ability to travel).

Annex: Schedule of example tasks under each stage of the project
Available: GBSP Project Pro-Doc

Annex: Schedule of example tasks to be undertaken under the LTA

Component 1: Project Set-up

Design of beneficiary selection process with inclusion of extreme poor households, based on Randomized Control Trial (RCT) norms. To be accompanied by protocols for operation staff.

Assisting finalization of cash transfer values, asset choices and menus.

Note on assessment methods and metrics, covering future survey instruments, their content and conduct.

Design of method for calculating economy-wide effects of the pilot (if possible), and taking of base-line.

Component 2: Delivery of the RCT

Balancing of the control and treatment groups, and design and delivery of later survey instruments.

Supervision and reviewing efforts to ensure randomization/ selection and avoidance of biases; and of survey instruments.

Documenting lessons learned and mechanisms for speedy course correction as required.

Component 3: Delivery of the Follow Round

Design of survey instruments (simplified for round 2), supervision of taking of surveys.

Analysis of data (for previous round) of household survey data.

Analysis (if possible) of wider economy impacts (mid line).

Component 4: Reporting and building adoption case

Final (terminal) quantitative analysis of the RCT – household, and (if possible), the wider economy impacts (end-line).

Supplementary analysis of follow-on round.

Completion of final evidence-based case, including policy conclusions and recommendations.

Supporting inputs for the case for national government adoption and scale-up, including costing and funding options