

Terms of reference



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GENERAL INFORMATION

Title: Development of a Common Country Assessment (CCA) for Jamaica

Type of Consultant – National/Local Consultant – based in Jamaica

Type of Consultancy – Individual Consultancy

Reports to: RCO Economist

Duty Station: Home-based in Jamaica

Duration of Assignment: 25 working days over a two-month period

REQUIRED DOCUMENTATION FROM CONTRACTOR

| | |
|---|--|
| X | Letter of presentation highlighting main qualifications and experience relevant to this TOR CV |
| X | CV or P11 form |
| X | Copy of education certificate |
| X | Completed financial proposal |
| X | Sample of Work |

I. BACKGROUND

The UN General Assembly resolution 72/279 elevated the United Nations Development Assistance Framework (now renamed the United Nations Sustainable Development Cooperation Framework) as “the most important instrument for planning and implementation of the UN development activities at country level in support of the implementation of the 2030 Agenda for Sustainable Development (2030 Agenda)”.

The UN Sustainable Development Cooperation Framework (Cooperation Framework) is nationally owned, and anchored in national development priorities, the 2030 Agenda and the principles of the UN Charter. It outlines the UN development system’s (UNDS) contributions sought by national stakeholders to reach the SDGs in an integrated manner, with a commitment to leave no one behind, human rights and other international standards and obligations.

The Multi-country Sustainable Development Framework (MSDF) 2017-2021 was developed in the Caribbean through an inclusive and participatory process led by the Governments and representatives of 18 Caribbean countries and territories and the United Nations in consultation with civil society and development partners. The MSDF embodies the following four strategic focus or outcome areas to respond to national needs and make use of the United Nations’ comparative advantages:

- An Inclusive, Equitable and Prosperous Caribbean
- A Safe, Cohesive, and Just Caribbean
- A healthy Caribbean
- A Sustainable and Resilient Caribbean

Following recent reforms repositioning the UN development system, new Cooperation Frameworks (CF) will be the most important UN planning and implementation instrument in support of the 2030 Agenda in the country and will be prepared and implemented in full consultation with the national Government. In the Caribbean, the next MSDF will outline the collective UN response to national SDG priorities agreed with national Governments for the period of 2022-2026. In this vein, it will be first and foremost a partnership with national governments, a compact for UN Country Teams and a commitment to national stakeholders including development partners, international financial institutions, civil society, trade unions, employers and those left behind.

As per the CF Guidelines from the UN Sustainable Development Group (UNSDG), the UN Common Country Analysis (CCA) is the UN system's independent, impartial and collective assessment (i.e., a description of a country situation) and analysis (i.e., a description of causes and their implications) of a country's situation for its internal use in developing the CF. Multi-disciplinary in nature, the CCA will examine progress, gaps, opportunities and bottlenecks vis-à-vis a country's commitment to achieving the 2030 Agenda. The CCA will seek to engender integrated, cross-pillar systems thinking, summarizing the interlinkages and integrated nature of the SDGs; multidimensional factors spanning the development, and human rights spectrum; relevant regional, sub-regional and cross-border dynamics; the country's legal, institutional, policy and financial landscape. The CCA for Jamaica will form the basis of the inputs for the Common Multi Country Assessment (CMCA) that will be used for the creation of the next MSDF.

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 United Nations Country Team (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 that CCAs are to be kept light and regularly updated to track and reflect situational developments. There is need to embark on the process of reviewing and updating CCA data informed by rigorous analysis to inform evidence-based programming especially within the COVID-19 Pandemic and the UN comparative advantage.

Therefore, under the guidance of the UNCT, the Office of the Resident Coordinator (RCO) is launching the development of CCAs for each country as the UN system's independent, impartial and collective analysis of the country's situation. The development of separate country specific CCAs for Jamaica will be inclusive, participatory, co-led by the UN System and each country's Government and premised on the tenets of Sustainable Development Goals (SDGs), including as reflected in the UN Cooperation Framework Internal Guidance. The companion package guidance for the CCA is attached to this ToR for reference.

The UN RCO is recruiting a national consultant for the overall purpose of supporting the international consultant in developing a high-quality and evidence-based UN CCA as the foundation for the new Cooperation Framework.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Under the overall supervision of the international consultant and directly reporting to the RCO Economist, the national consultant will contribute to the development of a high quality and evidence-based CCA for Jamaica which examines the progress, gaps, opportunities and bottlenecks vis- a-vis Jamaica's commitment to the achievement of the 2030 Agenda and the National Development Plan, Vision 2030. Working towards this effort, the selected national consultant will, in cooperation with the RCO and the members of the UNCT, support the international consultant in the collection of detailed national data and the establishment of political contacts at the national level. The role of the national consultant in the development of the CCA will entail, but not be limited to the following:

1. Collecting relevant data from national and international sources, in cooperation with the RCO and the UNCT;
2. Providing contextualized analysis of specific development plans, including but not limited to the SDGs and the Vision 2040 National Development Plan;
3. Establishing and facilitating contacts with national stakeholders, including but not limited to government organizations, Non-Governmental Organizations (NGOs), private sector and other interest groups;
4. Facilitating discussions with key national and international stakeholders as required, on the draft CCA to validate and enrich the findings;
5. Supporting the international consultant in the completion of the CCA within the estimated timeframe.

The selected national consultant will have be responsible for supporting the international consultant in the development of the CCA, under supervision of the RCO. Throughout the CCA process, the national consultant will be expected to ensure that all data collection activities are in compliance with ethical and safety standards applicable to researching, documenting and evaluating programmes and with the Standards for Evaluation in the system of United Nations Evaluation Group¹.

Under the overall guidance of the international consultant and the RCO, the national consultant will be specifically responsible for the following:

- Engage with the RCO to extract analyses from the SDG Data Repository and the related analysis;
- Conduct consultations with key stakeholders (Government, international development partners, civil society, private sector and municipalities) in very close consultation with the international consultant and the RCO;
- Contribute to the preparation of a high quality analytical CCA report following the UN Sustainable Development Cooperation Framework Guidelines for UN Common Country Analysis;
- Integrate into research design, analysis and report the 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.

Expected Outputs and deliverables

¹ <http://www.uneval.org/login?returnurl=/document/detail/81>

Overall, the process of developing the CCA is expected to take two months, covering the period of October 2020 to November 2020.

The indicated number of working days is tentative and should be used for orientation only. In the financial offer the consultant should indicate the number of working days per deliverable.

| No. | DELIVERABLE | DUE DATE | Suggested number of working days (Total 25) |
|-----|--|----------|---|
| 1. | Review and analyze the data submitted by UN agencies-guided by the CCA thematic areas, scope and information needs as outlined in the detailed CCA guidelines. | October | 3 |
| 2. | Based on the above review and analysis, the consultant will further work with specific agencies (based on need) and IPT to further fill the data and information gaps – through light desk review and to develop an outline of the CCA analytical report | October | 15 |
| 3. | Develop a first draft of the CCA analytical report and make a formal presentation of the report to the IPT. | November | 1 |
| 4. | Review of the 1st draft CCA analytical report by the IPT – the consultant will input comments and produce a second draft which will be further reviewed by the CCA task team. | November | 3 |
| 5. | Formal presentation to broader stakeholders (including preparation for the presentation) | November | 1 |
| 6. | Produce a final CCA draft report to be reviewed by the IPT, based on input from the stakeholders | November | 2 |

III. WORKING ARRANGEMENTS

Reporting Arrangements and Payment Structure

The national consultant will contractually report to the RCO Economist. He/she will be technically guided by the international consultant, RCO and UNCT.

All costs directly related to this contract will be covered through the Office of the UN Resident Coordinator. The assignment will be a combination of field and home-based work (subject to the changing and ongoing COVID-19 pandemic).

All instalments will be processed subject to UNCT assessment of the basic requirements of completeness and quality of content in line with the Terms of Reference. The Consultants' payment shall be made in five instalments of:

- 20% upon submission of the first draft CCA document;
- 20% upon submission of a revised draft CCA document;
- 20% upon presentation of draft CCA report for multi-stakeholder validation;

- 40% upon submission of the Final CCA document (including validation workshop with national stakeholders).

Duration of the Work

- a) Consultant is expected to be engaged for 25 working days over a two-month period with the final deliverable to be submitted on or before 18 November 2020
- b) The RCO and UNCT will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

Duty Station

- a) Consultant is expected to work from home to support the completion of deliverables.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- Advanced university degree (Masters and equivalent) in development studies, economics, social sciences, international relations or related field.

Skills and experience:

- A minimum of five years of progressively responsible experience supporting the implementation of projects/research in the social science field;
- Previous experience in the area of social/socioeconomic analysis in Jamaica;
- Understanding of the development environment in the Caribbean Region;
- Experience in gathering and systematizing large amounts of data, evaluation of public policies, analysis of development indicators and other related issues;
- 2-3 years' experience in quantitative or qualitative research and data analysis;
- Experience with a UN organization/agency is preferable but not mandatory;
- Excellent command over the English language;
- Experience in data mapping is an asset;
- Experience coordinating and liaising with government agencies and/or donors in Jamaica is an asset.

The consultant should also be able to work in a culturally diverse environment and should be well-versed in local language and customs. In addition to the relevant qualifications and experiences, the consultant should have a proven track record and technical expertise in their field.

Language

- Fluency in spoken and written English.

Please note that the consultant will be expected to provide a sample of work preferably a previously written socio-economic analytical document or a country-level situational analysis or something similar where the consultant is the lead author.

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, 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; 70% (alignment with the candidate profile and educational/experience requirements)*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

| Criteria | Weight | Maximum Point |
|--|--|----------------------|
| <u>Technical</u> | 70 | 70 |
| <p>1. Criteria A: qualification requirements as per TOR:</p> <p>Relevance of Education/ Degree</p> <ul style="list-style-type: none"> <i>Minimum Bachelor's degree in development studies, economics, social sciences, international relations or related field.</i> | Pass/Fail | Pass/Fail |
| <p>Years of Relevant Experience</p> <ul style="list-style-type: none"> <i>A minimum of five years of progressively responsible experience supporting the implementation of projects/research in the social science field;</i> | 10 points for having the minimum requirement, 5 points for each additional to a max of 20 points | 20 |
| <ul style="list-style-type: none"> <i>Previous experience in the area of social/socioeconomic analysis in Jamaica;</i> | 10 | 10 |
| <ul style="list-style-type: none"> <i>Experience in gathering and systematizing large amounts of data, evaluation of public policies, analysis of development indicators and other related issues;</i> | 10 | 10 |

| | | | |
|---|-----------|-----------|--|
| <ul style="list-style-type: none">• <i>Minimum of 2-3 years' experience in quantitative or qualitative research and data analysis;</i> | <i>10</i> | <i>10</i> | |
| <ul style="list-style-type: none">• <i>Criteria B: Assessment of Sample work submitted</i> <i>Previously written socio-economic analytical document or a country-level situational analysis or something similar where the consultant is the lead author.</i> | <i>20</i> | <i>20</i> | |

Approval

Signature

Garry Conille

Garry Conille, Resident Coordinator

Date

23-Sep-2020