

Common Country Analysis and Programme Development Consultant Terms of Reference

I. Background

The United Nations 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 Cooperation Framework guides the entire programme cycle, driving planning, implementation, monitoring, reporting and evaluation of collective UN support for achieving the 2030 Agenda. The Cooperation Framework determines and reflects the United Nations development system’s contributions in the country and shapes the configuration of the UN assets required in and outside the country. The Cooperation Framework represents a commitment to the people and country particularly the most marginalized and vulnerable.

The present Cooperation Framework for Belize, is the Multi-country Sustainable Development Framework (MSDF) 2017-2021, the business plan for UN agencies, funds and programmes in the English and Dutch speaking Caribbean, jointly prepared through inclusive consultations and implemented in 18 Caribbean countries and territories with the respective governments, United Nations agencies, funds and programmes along with civil society partners.

To inform the new Cooperation Framework for Belize, the United Nations is embarking on the preparation of a UN Common Country Analysis (CCA) the UN system’s independent, impartial and collective assessment and analysis of a country’s socio-economic and developmental situation, progress gaps, opportunities and bottlenecks vis-à-vis Belize’s commitment to achieving the 2030 Agenda. The CCA is the critical analytical foundation upon which the Cooperation Framework is developed and is an integrated, forward-looking and evidence-based joint UN analysis, prepared in such a way to be an up-to-date source of information on country context for the whole UN system to adjust UN programmatic actions and anticipate emerging issues.

The United Nations in Belize is launching the process of preparation and formulation of the 2022-2026 Multi-country Sustainable Development Cooperation Framework. This process will start with the development of the CCA for Belize.

Furthermore, the COVID-19 pandemic has precipitated the need for the United Nations to have in place a Socio-Economic Response Plan drawn from the United Nations framework for the immediate socio-economic response to COVID-19, consisting of five streams of work, representing an integrated support package offered by the UN development system to protect the needs and rights of people with particular focus on the most vulnerable. The United Nations in Belize is finalizing its Socio-Economic Response Plan which includes its package of support for the period 2020 and 2021. In this regard, the United Nations in Belize is preparing a COVID-19 programme portfolio including joint programme solutions.

The UN Resident Coordinator's Office is recruiting a consultant, with the overall objective being twofold:

1. To facilitate data collection, consultations and consolidation of the CCA report based on analysis completed by the Resident Coordinator's Office, and UN agencies, funds and programmes on specified thematic areas.
2. To directly support the Resident Coordinator Office to develop joint programme proposals aligned with the priority outcomes of the UN Socio-Economic Response Plan to COVID-19 in Belize.

II. Objective and Scope of work

The CCA/Programme Development Consultant under the supervision of the UN Resident Coordinator Office in Belize (Development Coordination Officer/Strategic Planner and Team Leader), will be guided by the following objectives:

1. To facilitate data collection, consultations and consolidation of the CCA report based on analysis completed by the Resident Coordinator's Office, and UN agencies, funds and programmes on specified thematic areas.
2. To directly support the Resident Coordinator Office to develop joint programme proposals aligned with the priority outcomes of the UN Socio-Economic Response Plan to COVID-19 in Belize.

The CCA for Belize will include the following elements:

- i. Describe the key achievements and challenges to achieving national priorities in relation to Agenda 2030, international human rights obligations and agreed international norms and standards and regional commitments.
- ii. Identify and analyze relevant trans-national, cross-border regional and sub-regional dynamics and their impact on achieving the 2030 Agenda in the context of Belize. Such dynamics may include risks related to economics and trade, employment and decent work, climate change and natural disasters, environmental degradation and ecosystem service, geo-political dynamics, peace and security, migration patterns, health emergencies and animal, food or sanitary emergencies, limitations/opportunities for private sector development.
- iii. Identify and describe population groups left behind or at risk of being left behind in the country, and to explain the full range of factors that explain their marginalization.
- iv. Identify opportunities for accelerating achievement of the above-mentioned priorities.
- v. Identify multidimensional risks that could impact the development trajectory of Belize, covering a full spectrum of development issues.
- vi. Identify key development stakeholders (including the UN) and describe their capacities and potential contributions to national SDG priorities, and the comparative advantages of each.
- vii. Assess the financing landscape for sustainable development at the country level, highlighting the existing and potential opportunities for leveraging financing for sustainable development.

The scope of work for the consultant will include inter alia the following areas:

1. Support the RCO in the implementation of inter-agency activities related to the implementation of the CCA workplan with the inputs of UN agencies, funds and Programme, both resident and non-resident.

2. Assist in the development of thematic analysis, with the inputs of relevant UN and external stakeholders.
3. Support RCO coordination and data collection in the preparation of thematic assessments and analysis.
4. Support the drafting of the CCA document.
5. Provide both substantive and organizational support for stakeholder consultations and engagements with the CCA preparation process, including with government, academia, international development partners, private sector and civil society stakeholders.
6. Aligned to the priority outcomes of the UN Socio-Economic Response Plan to COVID-19 in Belize the Consultant will prepare joint programme proposal(s) in consultations with UN agencies, funds and programmes including costed results framework.

The UN Resident Coordinator Office will provide overall guidance to the consultant by making available:

- Cooperation Framework Companion Package – May 2020
- Guiding Principles: Cooperation Framework Companion Piece – May 2020 inclusive of Consolidated Annexes.
- UN Belize Socio-economic Response Plan to COVID-19
- List of stakeholders for participation in consultations
- Any other information relevant and essential to the completion of deliverables

The consultant will work in collaboration with the Resident Coordinator Office and UN agencies, funds and programmes leading the preparation of specific assessments and analysis, government, civil society representatives and other stakeholders as may be necessary.

III. Expected Outputs and Deliverables

The consultant is expected to carry out key activities during the assignment to ensure timely completion of the following outputs and detailed deliverables:

- a) **Consultations with key stakeholders:** Design of suitable methodology for consultations, draft of group-specific questionnaires, organization of consultation events (virtual), reports of the consultation events.
- b) **Common Country Analysis:** Contributions to the Draft CCA and thematic analysis, including inter alia compilation and incorporation of observations, comments and inputs from UN agencies, funds and programmes and the Resident Coordinator Office in draft documents, contributions to analysis, data annexes, participation in the drafting process.
- c) **Two (2) joint programme proposals** in prescribed format and on selected themes in coordination with the UN agencies, funds and programmes under the guidance of the Resident Coordinator Office.

No	Deliverables	Work Programme Period
1	<p>Prepare stakeholder consultation annotated agenda, methodology and report: The consultant will support as part of the RCO to organize and focused online/in-person discussions with the UN country Team, Programme Management Team including resident and non-resident UN agencies, government, academia, civil society, development partners, private sector and other national stakeholders identified.</p>	<p>October – November</p> <p>(approx. 15 working days)</p>
2	<p>Synthesizing and consolidating draft reports: Provide support to the RCO writing team with technical and editorial inputs and feedback on the submissions.</p> <p>Draft CCA part 1: SDG Progress Assessment <i>Max 15 pages (English) in word format</i></p> <p>Multi-Dimensional Risk Assessment <i>Max 15 pages (English) in word format</i></p>	<p>November</p> <p>(approx. 15 working days)</p>
3	<p>Synthesizing and consolidating draft reports: Provide support to the RCO writing team with technical and editorial inputs and feedback on the submissions.</p> <p>Draft CCA part 2: 1.0 Executive summary (1 page) 2.0 Introduction (1 page) 3.0 Progress towards 2030 Agenda and SDGs in the Country (30 pages) 3.1. National Vision vis-à-vis the 2030 Agenda with links to regional and global frameworks/goals. 3.2 Political and institutional analysis 3.3 Economic transformation analysis 3.4. Environment and climate change analysis 3.5. Social exclusion analysis 3.6. Analysis of compliance with international human rights, norms and standards 3.7 Development- humanitarian – peace linkage analysis 3.8. Multidimensional SDG Risk Analysis 3.9. Financial landscape analysis. 4.0 Conclusion (4 pages) 4.1. The key challenges and opportunities for advancing 2030 Agenda/SDG in the country. 4.2. The groups persons left furthest behind. Premise from the above analysis Leave no one behind analysis. <i>Max 50 pages (English) in word format</i></p> <p>Statistical Annex: Support the compilation and incorporate the essential annexes (excel tables and graphs) necessary to support the Common Country Analysis.</p>	<p>November</p> <p>(approx. 10 working days)</p>

4	Final CCA Report: The final CCA Report will consist of max. 50 pages (English)	December (approx. 5 working days)
5	Prepare two (2) Joint Programme Proposals: the consultant will lead the drafting of joint programme proposals	October and December (approx. 15 working days)
	TOTAL	60 working days

IV. Duration of Assignment and form of payment

The consultant will be engaged over a period of 4 months October 2020 to January 2021 (approximately 60 working days)

Payment will be completed upon satisfactory completion of the deliverables and by target deadlines as follows:

Deliverables/Outputs	Payment	Target Due Dates
1. Prepare stakeholder consultation annotated agenda, methodology and reports	25%	13 November
2. Synthesizing and consolidating draft reports: CCA part I	25%	20 November
3. Synthesizing and consolidating draft reports: CCA part 2	15%	30 November
4. Final CCA Report	10%	31 December
5. Joint Programme Proposals	25%	15 December
Total	100%	

V. Duty Station

The work assignment is expected to take place from the RCO with remote working. The duty station is Belmopan, Belize, with possibility of limited travel for meetings if permissible.

VI. Institutional Arrangement

The consultant will be directly supervised by and report to the UN Resident Coordinator for approval/acceptance of deliverables and working in close collaboration with managerial support from the RCO Team Leader.

VII. Qualifications of the Successful Individual Contractor

- Advance degree in development statistics, economics, policy development or related field,
- 7 years of professional working experience in conducting multi-disciplinary country/national level situational analysis related in relevant fields and similar activities as the ones of the terms of Reference;
- Previous and existing research on topics related to the TORs;

- d) Experience in the production of technical reports in Risk Assessment, and/or Foresight Analysis for policy makers in the last five years;
- e) Substantial professional application of human rights, gender equality, environmental sustainability, result-based management and capacity development in research;
- f) Experience working with international organizations, particularly on UN Common Country Analysis, country programming related to the 2030 Agenda for Sustainable Development and the SDGs, SDG nationalization and reporting processes is an asset;
- g) Ability to design and implement participatory, inclusive, and innovative methods and tools;
- h) Ability to deliver a high-analytical report in a very short time and ability to lead a research team and work effectively and constructively in a multi-agency setting;
- i) All-round understanding of the UN's mandate and modus operandi is required;
- j) At least 5 years' experience in the Caribbean highly desirable;
- k) Knowledgeable of Results Based Management programming;
- l) Fluency in spoken and written English is essential;
- m) Excellent writing skills and proven ability to produce quality documents/reports.
- n) Excellent communication skills demonstrated ability to facilitate/conduct meetings, ability to communicate with wide range of stakeholders, including government, civil society, senior level UN staff and international development partners.
- o) Knowledgeable in the usage of online platforms to facilitate consultations and engagements
- p) Available immediately

VIII. Recommended Presentation of Offer

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Technical Proposal with brief description of why the individual considers him/herself as the most suitable for the assignment and a methodology, on how they will approach and complete the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP

IX. Evaluation criteria for selection of best offer

All offers shall be evaluated by a combined scoring method – whereas qualification and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

No.	Description	Weighting
1	Technical proposal	30%
2.	Qualification and profile	40%
3.	Financial offer	30%

An interview may be requested as part of the selection process.

X. Submission of Application Package:

Proposals are required to submit by email or in 1 sealed envelope clearly labeled *RFP: Common Country Analysis and Programme Development Consultant*.

United Nations Development Programme
Attn: Procurement Associate
3rd Floor, Lawrence Nicholas Building. Belmopan
Cayo District, Belize, C.A.
Tel: (501) 822-2688, 0467, 4228
Email: procurement.bz@undp.org

Deadline for Submission is Wednesday October 7, 2020 at 5:00pm (Central Time)