

A HUMAN IMPACT ASSESSMENT OF THE IMPACT OF COVID-19 IN MOZAMBIQUE

– TERMS OF REFERENCE FOR LOCAL EXPERTS –

I. BACKGROUND

The impact of the COVID-19 pandemic in Mozambique comes in a context of already pervasive vulnerabilities afflicting the country. These include high levels of chronic poverty, widespread malnutrition, weak health, education and social protection systems, limited employment and, more generally, income generation opportunities, enhanced exposure to climate change impacts or important gender disparities, among others. In addition, protracted violence and armed conflict afflicts several parts of the country, such as Cabo Delgado, where over the past few years an Islamist armed insurgency has taken root, or Sofala and Zambezia provinces, where the RENAMO guerrilla remains operational.

Against this background, the UNDP country office in Mozambique in partnership with the Department of Economic and Development Policy (DPED) of the Ministry of Economy and Finance intends to undertake a series of human impact assessments (HIA) to shed light on how the COVID-19 pandemic is affecting Mozambique in a context of pervasive socioeconomic and environmental vulnerabilities. With these assessments, UNDP and MEF seek to inform national debates and policy responses to COVID-19 at national and provincial level.

These assessments will be conducted in selected provinces in Mozambique, namely Sofala, Cabo Delgado and Maputo Province, where UNDP is currently implementing part of its country programme. Each of these provinces offer distinctive vulnerability features that can help enrich the understanding of how COVID-19 is impacting Mozambique, while providing a localized assessment of how the pandemic is affecting these regions. Maputo Province, located around the capital city of Maputo, is home to the largest urban and peri-urban agglomeration in the country – that conformed by Matola city, Boane and Marracuene – and is the base of important commercial, logistics and industrial activities. It is therefore, potentially one of the most exposed parts of the country to the (socio)economic impacts of COVID-19. On the other hand, Sofala and Cabo Delgado provinces, being more rural, are perhaps less exposed to the impacts that COVID-19 is having on the global economy, yet they present some of the worst living standard indicators in the country, in terms of poverty incidence or access to basic services, among others. Moreover, both provinces suffer from protracted conflicts and were also heavily affected by cyclones Kenneth and Idai in 2019, which had devastating effects in these two provinces' social and economic fabric. Hence, while potentially less exposed to the global socioeconomic impacts of COVID-19, these provinces present a profile of greater vulnerability than Maputo Province.

II. HUMAN IMPACT ASSESSMENTS – CONCEPTUAL FRAMEWORK

The human impact assessments undertaken for this assignment will broadly follow the methodology established for HIAs under the Post Disaster Needs Assessment (PDNA) framework, adapting it to the specificities of the COVID-19 pandemic crisis, as well as to the realities of the geographical areas in Mozambique in which these assessments will be implemented.

As per the 2019 [Guidelines for Assessing the Human Impact of Disasters](#) prepared by the European Union, the United Nations and the World Bank, the overall goal of human impact assessments is “*to evaluate the impact of disasters on people, their living conditions, health, access to education, livelihoods, food security, social status, as well as on overall levels of poverty and human development*”. More specifically, the objectives of such assessments are to:

- Understand the human dimension of a disaster’s impact.
- inform the recovery strategy, especially to mitigate the impact on humans.
- guide priority recovery actions and identify population groups, for example, to prioritize and target households and areas with the highest human impact or incidence of poverty.
- inform the adjustment of national development plans, poverty reduction strategies and social protection programmes.
- analyse how the impact on humans may compromise the achievement of national SDG targets and policy considerations.

In pursuing these objectives, and following standard approaches for this type of assessments, the three HIAs done for Maputo Province, Sofala and Cabo Delgado will seek to answer the following issues related to impact of COVID-19 in these three provinces:

1. What are the main demographic and socioeconomic characteristics of the areas and populations covered by the assessment?
2. Which are the main impacts and channels through which COVID-19 is affecting people, their households, living conditions, health, access to education, livelihoods and social equality?
3. How is COVID-19 affecting different population groups? who is most affected and why? and which groups are particularly vulnerable or at risk?
4. How are existing vulnerabilities in the population and underlying societal conflicts shaping and, potentially, exacerbating the socioeconomic impact of the COVID-19 crisis?
5. What are the potential future consequences of COVID-19, for example, in relation to poverty?
6. What are the main households coping approaches, as well as the main social networks and support mechanisms to cope with the impacts of the COVID-19 crisis?
7. What are the capacity and resource constraints that people and communities are facing?
8. To what extent have support measures, including social protection programmes, by government and other partners (e.g. development partners, CSOs, etc.) helped people and communities in these provinces withstand the impact of COVID-19?
9. What are people’s priorities for recovery?
10. What are the key recommendations for the recovery process, in terms of how to minimize the human impact of COVID-19 in these provinces?

The analysis undertaken for these human impact assessments will be organised around the following four domains, in line with standard HIA practices – albeit with some modifications to cater to the specificities of the COVID-19 crisis:¹

- i. **Living conditions, health and education:** Based on the multidimensional poverty approach, work under this domain will examine how COVID-19 has impacted access to food and other basic household goods and assets, people's mobility, as well as access to health and education services.
- ii. **Livelihoods:** Assessed in terms of people's access to livelihoods, income generating opportunities, jobs and productive assets, as well as to resources that might be made available as part of the national response to COVID-19.
- iii. **Gender impacts:** Measured in terms of the differentiated gender impact of COVID-19 and the access to resources and decisions. Work under this domain will also look at issues of family care, life/work balanced and gender-based violence.
- iv. **Social inclusion:** Measured in terms of unequal access, unequal participation, denial of opportunities, including support opportunities such as social protection programmes, and the identification of vulnerable populations that are particularly at risk of being left behind as a result of COVID-19.

The analysis undertaken under each of these four domains will look not only at the impact that COVID-19 might have had in each of these areas, but also at the measures that have been put in place by government and others (e.g. development partners, CSOs, etc.) during the past months to help communities and people in these three provinces withstand the impact of the COVID-19 crisis. This will include measures such as social protection interventions, hygiene and sanitation, school closures, etc.

III. METHODOLOGICAL APPROACH

The implementation of these three HIA assessments will involve a combination of desk-based research of existing secondary literature and data sources, as well as fieldwork in these three provinces, involving mainly qualitative research. The latter will include, among others, stakeholder engagements, key informant interviews and focus group discussions, and will be based on the use of both structured and semi-structured approaches. To the extent possible, the team working on these assessments might make use of the data that might be coming out of the 2020 national household survey, the *Inquérito aos Orçamentos Familiares* (IOF), which is currently being implemented across the country, as well as data from the 2017 national population census.

Stakeholder engagements/meetings and key informant interviews undertaken as part of the fieldwork for these assessments will provide an overall understanding of conditions existing in these provinces and of key issues to be taken into account in examining the impact of COVID-19. They will also help identify groups of the population that might be particularly vulnerable to the health and socioeconomic impacts of the COVID-19 pandemic. Focus group discussions, on the other hand, will allow to zoom in on specific

¹ Typically, HIAs include Food Security as a stand-alone fifth dimension. However, this dimension will be integrated as an element of the domain examining living conditions, health and education, owing to the fact that, unlike with standard disasters where food availability can be seriously affected by supply disruptions or damaged crops, these effects are presumed to be of a smaller scale in the context of COVID-19.

issues of interest. To the extent possible these focus group discussions will seek to provide some element of “representativeness”, involving specific groups of interest (e.g. women, children, informal sector workers, etc.), or parts of the province (e.g. undertaking district-specific focus groups). In addition, the team working on these focus group discussions will seek to systematically collect data on specific topics that can be later quantified and used as HIA indicators.

The exact methodological and operational details for this assignment will be defined during an initial “inception phase”, which will serve to prepare and set up this HIA project and ensure that it conforms with international standards and best practices for Human Impact Assessments. During this inception phase, the experts hired for this assignment will meet with key national stakeholders, train on HIA principles and methodologies, prepare fieldwork material and agree on a detailed workplan for this exercise. All these elements will be captured in an Inception Report to be submitted to UNDP and DPED/MEF for approval outlining all methodological and operational aspects of the HIA exercise.

The assignment will be undertaken by a team of national researchers together with a team of international experts with proven experience in conducting human impact assessments. This will ensure that work undertaken for this exercise conforms with international standards and best practices for this type of assessments, while ensuring it benefits from the contextual knowledge of local experts. The research team will work under the guidance of the UNDP Senior Economist in Mozambique and the official(s) designated by DPED/MEF for this purpose and will work closely with authorities and other relevant actors in Maputo Province, Sofala and Cabo Delgado. A small steering committee composed of representatives of the Ministry of Economy and Finance and UNDP will provide overall oversight support to this exercise.

IV. DUTIES AND RESPONSIBILITIES

To undertake this work, UNDP is seeking to hire the services of a Mozambican-based research institute, policy think tank or consultancy firm. The selected contractor will make available its services and its internal expertise and capacities to undertake the following tasks:

- Under the overall guidance and support of the HIA international experts, lead the implementation of the three provincial human impact assessments in Cabo Delgado, Sofala and Maputo Province.
- In coordination and with support from the HIA international experts, prepare all relevant fieldwork material (questionnaires, interview guides, reporting templates, etc), based on the workplan defined for the preparation of these studies.
- Contribute to the preparation of the Inception report and workplan.
- In coordination and with support from the HIA international experts, collect background and secondary information and data and prepare a summary of critical themes derived from a joint desk review of relevant documents, as part of the inception phase of the project.
- Organize all operational aspects (meetings, venues, etc.) relating to the initial inception phase taking place at the beginning of the project.
- Manage all operational and logistical requirements of the HIA fieldwork in in Cabo Delgado, Sofala and Maputo Province, including liaising with local counterparts, authorities, etc.

- Produce the three, standalone provincial HIA reports for Cabo Delgado, Sofala and Maputo Province, as per the methodologies and workplans outlined in the HIA Inception Report.
- Supports the work by the International HIA Advisor with inputs to the HIA Synthesis report while it is being drafted, outlining work plans and defining specific deliverables.
- Engage with UNDP, MEF, provincial authorities, local CSOs and other relevant stakeholders, as per the requirements of the assignment.
- Participate and contribute to the dissemination of findings and recommendations coming of the HIA exercise in Mozambique.

In addition to the work to be done by the Mozambican-based research institute, policy think tank or consultancy firm contracted for these HIA studies, UNDP will hire the services of two international experts who will be responsible for the following tasks:

- Guide the overall implementation of the HIA assignment in Mozambique, ensuring coherence throughout the exercise and providing a common narrative of all aspects and parts of this assignment.
- In close coordination with the team of national experts hired to work on this HIA project, work together on methodological aspects relevant to the HIA during the inception phase, and contribute to the preparation of the Inception report and workplan.
- Conduct a desk review of documents as part of the inception phase of the project.
- Advise the team of national experts on methodological matters and ensure the HIA conforms to international standards for this type of assessments.
- Advise the national team of experts regarding the preparation of the three provincial human impact assessments, providing technical advice and quality assurance support where necessary.
- Provide backstopping support during the fieldwork phase for the three human impact assessments in Cabo Delgado, Sofala and Maputo province.
- Coordinate the preparation of the synthesis report and be the penholder for the preparation of the synthesis report.
- Lead on the sections in the synthesis report on “A DRR perspective to COVID-19” and “The long-term consequences of COVID-19”.
- Conduct qualitative interviews in Mozambique with the NGO and IO sector organisations, such as WHO, UNICEF, UNDP, World Bank, EU Echo, Save the Children, World Vision, Oxfam, Care, national Mozambican NGOs, etc. to try to document the impact of COVID-19 on smaller NGOs providing social assistance and social protection services to vulnerable populations.
- Participate and contribute to the dissemination of findings and recommendations coming of the HIA exercise in Mozambique.

The HIA exercise will be undertaken as a joint effort of the international and national experts hired for this assignment. All experts will work together as a team in collegial manner with a view of achieving the objectives set out in the present terms of reference. Detailed roles and responsibilities will be defined during the inception phase within the parameters set below. The national and international experts will jointly draft a Joint Team Agreement during the Inception Phase of the project to guide their working relationship throughout the duration of the project.

V. EXPECTED DELIVERABLES AND PAYMENTS

The Mozambican-based research institute, policy think tank or consultancy firm hired for this HIA assignment will be responsible for providing the following deliverables:

- In coordination with the HIA Coordinator and under his/her leadership, an Inception Report outlining all methodological and operational aspects of the HIA exercise.
- Three standalone human impact assessment reports for Cabo Delgado, Sofala and Maputo Province.
- In coordination with the HIA Coordinator and under his/her leadership, a final Synthesis Report for the HIA exercise.

In addition, institute or firm hired for this assignment will be expected to participate in policy dialogue and dissemination events that may be organized following the completion of this HIA exercise.

On the basis of the above, payments will be made in three separate tranches, as per the following payment schedule and taking into account no longer than 5 working days for technical validation and approval by UNDP of submitted deliverables:

1. A first payment, equivalent to 30% of the total contract amount, to be made upon submission and validation by UNDP of the initial Inception Report.
2. A second payment, equivalent to 50% of the contract amount, to be made upon submission and validation by UNDP of the three (3) standalone human impact assessment reports for Cabo Delgado, Sofala and Maputo Province.
3. A final payment, equivalent to 20% of the contract amount, to be made upon submission and validation by UNDP of the HIA Synthesis report.

VI. DURATION OF THE WORK

The studies will be conducted over a period of two and a half months, starting in March 2021 and finishing by mid May 2021, and are expected to involve fieldwork in provinces where these HIA will be undertaken, namely Cabo Delgado, Sofala and Maputo Province. Table 1 below provides details of key activities and milestones for the implementation of this human impact assessment of the impact of COVID-19 in Mozambique, as well as tentative timelines for its undertaking. After the submission of the final synthesis report, DPED/MEF and UNDP may organize a dissemination and policy dialogue event to share the findings and recommendations of this study.

Table 1: Timelines, main tasks and activities, and deliverables²

I. Inception phase	
• Briefing on HIA methodology	By March 12th
• Meetings with key stakeholders at national level (PNUD, MEF)	
• Preparation of HIA workplan	

² The tasks and activities listed in this table are only presented for illustrative purposes. Offerors may suggest alternative, complementary or additional tasks and activities as part of their proposal for this assignment.

<ul style="list-style-type: none">• Preparation and submission of an Inception Report outlining key methodological and operational elements of the HIA exercise	
<ul style="list-style-type: none">• Desk review of relevant literature	By March 26th
<ul style="list-style-type: none">• Meetings with key stakeholders at national level (other stakeholders)	
<ul style="list-style-type: none">• Preparation of fieldwork material (e.g. interview schedules)	
II. Field research	
<ul style="list-style-type: none">• Stakeholders engagement workshop (1 per province)	By April 9th
<ul style="list-style-type: none">• Collection of background and secondary data	
<ul style="list-style-type: none">• Key informant interviews (in each province)	
<ul style="list-style-type: none">• Focus group discussions (in each province)	
III. Report writing phase	
<ul style="list-style-type: none">• Production of zero draft provincial HIA reports and submission to international team	By April 23rd
<ul style="list-style-type: none">• Production and submission of first draft of HIA provincial and Synthesis reports	By April 30
<ul style="list-style-type: none">• Submission of final drafts of provincial and Synthesis reports	By May 14th
IV. Dissemination and discussion	
<ul style="list-style-type: none">• National policy Dialogue event with participation of provincial authorities	t.b.d.

VII. PROFILE AND EXPERIENCE OF CONTRACTOR

The research institute, policy think tank or consultancy firm should have previous experience in carrying out similar work and should have the following experience:

- A proven track record of conducting field-based, applied policy research and assessments in Mozambique on leading development topics.
- The team of experts put forward by the selected institution will have demonstrated expertise in designing and conducting field-based research and assessments.
- Proven expertise in the application of qualitative and participatory methods to field-based research.
- Proven experience undertaking assignments for governments and/or international organizations would be desirable.
- Ability to produce high quality reports, in both English and Portuguese.
- A track record of publications and related materials on relevant development policy related matters and demonstrated ability to promote and inform national policy debates through outreach and advocacy efforts and the organization of policy dialogue events.

VIII. TECHNICAL AND FINANCIAL PROPOSAL

Technical Proposal

The technical proposal should indicate in detail how the work will be carried out. In doing so, it should demonstrate the relevance of the proposed approach to the ToRs defined for this assignment, as well as a clear understanding of how project deliverables will be attained. The technical proposal should include a detailed work plan including but not limited to:

The proposal should be organized according to the outline below:

i. Cover Page: the cover page should include the name of the offeror, proposed activity name, name of team leader and contact information.

ii. Executive Summary: A maximum two-page executive summary clearly stating the offeror's understanding of the assignment and a proposed strategy to undertake this work. This should include an outline of the proposed methodology, management approach, implementation plan and expected results.

iii. Background and profile: The Offeror should introduce in this section its organization. It should highlight those capacities, partnerships and areas of expertise that are of relevance for the assignment and include a list of relevant projects undertaken by the offeror during at least the previous five (5) years that may be of relevant to the HIA assignment.

iv. Technical Approach: This section should describe the proposed technical approach to the assignment, based on the main elements of the Mozambique HIA assessment, as outlined in the ToRs, as well as informed by the [guidelines for assessing the human impact of disasters](#), and other material regarding HIA approaches the offeror may find available.³ The technical section should:

- Comprehensively address how the offeror will achieve the objectives outlined in the ToR and provide a concise description of the approach, indicating proposed research and data collection methods for the project, as well as other relevant information.
- Outline a tentative workplan for the fieldwork to be undertaken for the assignment.
- Include a list of the core project team of experts with the corresponding CVs, with roles and responsibilities clearly outlined.
- Include particular approaches, methods, or techniques that the offeror proposes to use for efficiently and innovatively delivering this scope of work and expected support for UNDP.

v. Monitoring and Evaluation Section: The M&E Section should describe how progress will be measured and what benchmarks will be used to measure progress. It should also describe the steps the firm will take to ensure high quality of information and data collected for this assignment. The offeror should demonstrate their ability to reach stated project objectives within the required time of performance by including illustrative timelines for the effective implementation of project components.

vi. Team members: Curriculum vitae of key personnel and a matrix that charts the skills and expertise to be brought to bear in delivering the scope of work should be provided.

vii. Management arrangements: The offeror must provide a clear and brief description of how the activity will be managed, including the approach to addressing potential problems and process for communication with the UNDP team.

viii. A duly filled and signed Letter of Confirmation of Interest and Availability, using the template provided by UNDP.

³ It is important to note that, while standard HIA exercises are heavily data driven and based on quantitative research approaches using primary generated data, the three provincial HIA assessments to be undertaken under this assignment are expected to rely mainly on secondary data and qualitative research methods.

Financial Proposal

The offeror shall submit a summary cost performance-based proposal for the 2.5 months operating period. The following minimum cost breakdown should be provided: salary and wages with details of time commitment, consultants (if needed), travel, transportation, equipment and supplies, training, overhead, and any other indirect or direct costs. The budget shall be supported with sufficiently detailed information so as to allow a complete analysis of costs. A budget narrative must also be included, providing details of the cost element, as well as the basis of estimate for each budget line item. The offeror must propose costs that are realistic and reasonable and propose an efficient and effective budget to achieve the project objectives and targets.

IX. EVALUATION METHODOLOGY AND CRITERIA

Methodology

The evaluation is based on a qualification (pass/fail) assessment to determine whether proposals meet the eligibility and qualification criteria described in the evaluation criteria table below. Proposals determined to meet the eligibility and the qualification criteria shall then be considered for the next stage. Proposals not meeting the qualification criteria shall be rejected.

The selection process will follow on a weighted technical and financial evaluation procedure where:

- The Technical Criteria weights 70 percent; and
- The Financial Criteria weights 30 percent

The Selection of bidders will be based on a combined technical and financial evaluation. Only offers with a technical score equal or exceeding 49 points, equivalent to 70 percent of the total points possible for the technical evaluation, will be considered for the financial evaluation.

The final score shall be calculated as follows:

$$\text{Final Score (NG)} = (\text{Nt} \times \text{T} \%) + (\text{Nf} \times \text{F} \%)$$

The contract will be awarded to the firm scoring the highest overall score, among all technically qualified proposals.

Evaluation criteria table Technical evaluation criteria	Points
Bidder's General experience: Demonstrated technical experience in similar work undertaken in Mozambique.	15
Technical quality of the proposal, including understanding of the work, methodology and approach for undertaking the scope of work/achieving the deliverables, implementation plan, quality assurance processes and management arrangements, monitoring indicators, and overall originality and innovativeness of the proposal.	30
Bidder's specific experience and qualification of proposed team of experts	25

Description of the Offeror's Cost effective and cost efficient, including substantiation of the proposed budget, reasonableness of requested items and amounts, evidence of quality of financial and organizational management	30
Total	100

X. APPLICATION PROCEDURE

The application should be done by e-mail and submitted to the following email address
bidsubmission.mz@undp.org.

Signature and approval of the ToRs:



Alex Warren-Rodriguez

UNDP Senior Economist

04-Feb-2021

Date: _____



Francisco Roquete

UNDP Deputy-Representative

04-Feb-2021

Date: _____