



UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE

I. Position Information

Position Title:	TICAD Reporting Consultant
Agency:	UNDP Regional Bureau for Africa
Storys to:	TICAD Partnership Specialist
Type of Contract:	Individual Contract (IC)
Languages Required:	English
Starting Date:	1st April 2021
End date:	30th June 2021
Duration of contract:	45 days (for the period of 3 months)
Location:	Home based

II. Organizational Context

1. Background

With the extensive network of Country Offices, expertise in key development areas such as Poverty Eradication and Inclusive Growth, Good Governance, Environment and Climate Change, Crisis Prevention and Recovery, and Gender, as well as the integrator role for UN development assistance, UNDP has been partnering with Japan to support and enhance the Tokyo International Conference on African Development (TICAD), initiated in 1993, as one of the key forum for the advancement of dialogue and collaboration on African development. UNDP, as one of the co-organizers of TICAD along with Japan, UN-Office of Special Adviser on Africa (OSAA), the World Bank and African Union Commission (AUC), has hosted a Special Unit for TICAD, which has been progressively integrated into the UNDP Regional Bureau of Africa (RBA) with a view to enhancing integrated UNDP support for the TICAD process. Through the Special Unit for TICAD, UNDP has consistently supported the successful expansion and evolution of the TICAD process and provided critical support in all relevant areas, including strategic, substantive, programmatic, technical and operational.

Since the first TICAD welcomed 1,000 participants in Tokyo in 1993, TICAD has steadily grown into a major global platform for African development. Most recent TICAD VI, the first TICAD summit held in Africa (Nairobi, Kenya), brought together 11,000 high level participants, the largest ever recorded. Since then, two follow-up Ministerial meetings were held respectively in Maputo, Mozambique in August 2017 and in Tokyo, Japan in October 2018. UNDP's contributions to this success, including the critical role it played to ensure the success of TICAD VI, are highly appreciated by wide-ranging stakeholders.

The successful TICAD VII co-organized by the government of Japan, AUC, UNOSAA, World Bank and UNDP, that closed on the 30th August 2019 in Yokohama showcased the consolidation of partnerships between Japan and African countries. Japan welcomed around 10,000 representatives from 53 African Union Member States, including 42 Heads of States, regional and international organizations, the private sectors of both Africa and Japan, parliamentarians, civil society organizations and development partners from around the world.

The Yokohama Declaration 2019 endorses the theme of TICAD 7, "Advancing Africa's Development through People, Technology and Innovation". It also reinforces the three pillars of TICAD 7: i) accelerating economic transformation and improving business environment through innovation and private sector engagement; ii) deepening sustainable and resilient society; and iii) strengthening peace and stability. For each of these pillars, the Declaration commends achievements, highlights outstanding issues, and promotes continued collaboration and actions to advance progress.

The Yokohama Plan of Actions 2019 (YPA2019) which accompanies the Declaration, lists actions expected to be implemented by the TICAD partners in order to promote focus areas of the three main pillars of the Yokohama Declaration 2019 adopted at TICAD 7. The Yokohama Plan of Action 2019 is an evolving document which will be updated at any time after TICAD 7 by each TICAD partner.

Currently, UNDP is tasked to lead the development and operationalization of the monitoring website to update the progress made under the YPA 2019, which expects to receive inputs from the TICAD co-organizers and partners in the coming months. During the upcoming TICAD Joint Monitoring Committee to be organized around the end of June 2021, a progress needs to be consolidated and summarized in a form of report.

III. Duties and Responsibility

Under the supervision of the TICAD Partnership Specialist in Tokyo, and in close collaboration with the M&E team in the Regional Service Centre for Africa based in Addis Ababa, Ethiopia, as well as the consultant in charge of developing and operationalizing the monitoring website and in charge of communications, the TICAD Monitoring Consultant is expected to perform the following duties.

1. Coordinate and consolidate UNDP's inputs to update the YPA 2019
2. Coordinate TICAD co-organizers and partners for their quality-assured and timely inputs to update the YPA 2019
3. Analyze the progress from the consolidated inputs and draft a progress report
4. Support the operationalization of the monitoring website

- 1) Coordinate and consolidate UNDP's inputs to update the YPA 2019
 - Work with the M&E team in the RSCA and coordinate inputs to update the YPA 2019
 - Assure quality of UNDP's inputs
 - Collect narratives, photo images, video footages as relevant for the inputs

- 2) Coordinate TICAD co-organizers and partners for their quality-assured and timely inputs to update the YPA 2019
 - Contact TICAD co-organizers through the technical committee formulated to update the YPA, guide and facilitate their timely inputs, and perform quality assurance where needed
 - Contact TICAD partners, guide and facilitate their timely inputs, and perform quality assurance where needed
 - Perform as a first contact receiving queries on updating the monitoring website and respond in consultation with the TICAD unit and the consultant to develop the monitoring website
 - Collect narratives, photo images, video footages as relevant for the inputs by the TICAD co-organizers and partners

- 3) Analyze the progress from the consolidated inputs and draft a progress report
 - Consolidate all the inputs by the TICAD co-organizers and partners and draft a document necessary for the co-organizers' approval on the overall inputs
 - Coordinate the necessary approval on the progress by the TICAD co-organizers
 - Analyze the progress from the consolidated inputs
 - Draft a progress report
 - Coordinate the comments and inputs on the progress report by the TICAD co-organizers
 - Finalize the report
 - Prepare presentation contents/printing for the Joint Monitoring Committee

- 4) Support the operationalization of the monitoring website
 - Share the feedback by the TICAD co-organizers and partners on technical errors and functionalities to the consultant developing the monitoring website
 - Establish and implement a reach-out/ communication strategy to inform about the establishment of the monitoring website

- Establish and implement a reach-out/communication strategy to inform about the progress reported

IV. Corporate Competencies:

IV. Competencies and Selection Criteria	Description of Competency at Level Required (For more comprehensive descriptions please see the competency inventory)
In this section list all core competencies as well as the most relevant technical/functional competencies the role will require along with the appropriate level. A Detailed list of competencies can be accessed through the following link: https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx	
Core	
Innovation <i>Ability to make new and useful ideas work</i>	Level 4: Adept with complex concepts and challenges convention purposefully
Leadership <i>Ability to persuade others to follow</i>	Level 4: Generates commitment, excitement and excellence in others
People Management <i>Ability to improve performance and satisfaction</i>	Level 4: Models independent thinking and action
Communication <i>Ability to listen, adapt, persuade and transform</i>	Level 4: Synthesizes information to communicate independent analysis
Delivery <i>Ability to get things done while exercising good judgement</i>	Level 4: Meets goals and quality criteria for delivery of products or services
Technical/Functional	Detailed list of competencies can be accessed through https://intranet.undp.org/unit/ohr/competency-framework/SitePages/Home.aspx and hiring managers are encouraged to familiarize themselves for more information
Primary	
UN System <i>Knowledge of the UN System and ability to apply to strategies and/or practical situations.</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Representation <i>Ability to productively share UNDP knowledge and activities (at UN and other venues)</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Relationship management/partnerships <i>Ability to engage with other parties, agencies, donors, and other development stakeholders and forge productive working relationships</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Brief and Speech Writing <i>Ability to prepare quality briefs and/or speeches</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Secondary	
Quality Assurance <i>Ability to perform administrative and procedural activities to ensure that quality requirements and goals are fulfilled</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Negotiation <i>Ability to reach an understanding, resolve point of difference, or gain advantage in the outcome of dialogue</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Crisis Assessment <i>Ability to use methods and tools to determine impact of various elements for crisis and post crisis situations</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise
Results-based Management <i>Ability to manage programmes and projects with a strategy aimed at improved performance and demonstrable results</i>	Level 4: Apply & Adapt: Contributes skills and knowledge with demonstrated ability to advance innovation and continuous improvement, in professional area of expertise

V. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> University's degree in Public Administration, Economics, Law, Social Sciences or related field.
Experience:	<ul style="list-style-type: none"> Minimum of 3 years of relevant experience in international development in reporting and monitoring Experience in monitoring and project management at international organizations is a strong asset Working experience in UN agencies is a strong asset Familiarity with TICAD is a strong asset
Language Requirements:	<ul style="list-style-type: none"> Fluency in English.

Financial Proposal

Consultant must send a financial proposal based on Lump Sum Amount with detailed breakdown. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR.

The contract amount will be fixed regardless of extension of the herein specified duration. Payments will be done three times upon completion of the deliverables 1), 2) and 3).

Milestone	Payment
1) Deliverables as specified below by 30 April 2021 <ul style="list-style-type: none"> Coordinate and consolidate inputs by UNDP Coordinate and consolidate inputs by the TICAD Co-organizers Inform the TICAD partners on the upcoming launch of the TICAD monitoring website 	30 % of the contract amount upon satisfactory completion of the deliverable.
2) Deliverables as specified below by 31 May 2021 <ul style="list-style-type: none"> Coordinate and consolidate inputs by the TICAD partners Finalize a necessary document for the approval by the TICAD Co-organizers Draft a progress report 	30 % of the contract amount upon satisfactory completion of the deliverable.
3) Deliverables as specified below by 30 June 2021 <ul style="list-style-type: none"> Coordinate inputs by the TICAD co-organizers on the progress report and finalize it Disseminate the progress report Prepare presentation contents/printing for the Joint Monitoring Committee 	40 % of the contract amount upon satisfactory completion of the deliverable.

Evaluation

Cumulative analysis:

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals

Criteria	Points	Percentage
Technical criteria		70%
i. Qualification		10%
<ul style="list-style-type: none"> University's degree in Public Administration, Economics, Law, Social Sciences or related field.. 	10	
ii. Experience		60%
<ul style="list-style-type: none"> Minimum of 3 years of relevant experience in international development in reporting and monitoring 	15	
<ul style="list-style-type: none"> Experience in monitoring and project management at international organizations 	15	
<ul style="list-style-type: none"> Working experience in UN agencies 	10	
<ul style="list-style-type: none"> Familiarity with TICAD 	10	
<ul style="list-style-type: none"> Excellent spoken and written English 	10	
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy

Proposals

- The following documents may be requested: Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- CV**
- Technical proposal** outlining the proposed methodology and approach for completing all the tasks outlined in the TOR.
- 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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP .

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon

completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Submission Instructions

Completed proposals should be submitted to undptokyo.hr@undp.org, no later than 02 April 2021 . For any clarification regarding this assignment please write to chika.kondoh@undp.org

Please be guided by the instructions provided in this document above while preparing your submission. Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

CONFIDENTIALITY

Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP/TICAD. This assignment will be administrated by the UNDP/TICAD, and all relevant rules, policies and procedures will apply.

The use of logo for any items/events/Labeling must be coordinated with UNDP/TICAD and the written approval must be obtained prior to any use.

All data gathered and produced under this contract and all deliverables of this contract are to be considered of propriety nature. The use, copy, publication and distribution of the entire or any portion of such deliverables without the expressed written consent of UNDP/TICAD is forbidden.

Approved by:



Izumi Morota
TICAD Programme Advisor
TICAD unit/RBA

Date: 24-Mar-2021