



UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference

GENERAL INFORMATION

Services/Work Description:	International Consultant to support in the review and analysis of the Ethiopian Diaspora Trust Fund as part of the UNOSSC <i>South-South in Action</i> series
Project/Program Title:	Ethiopian Diaspora Trust Fund Review and Analysis
Duty Station:	Home-based
Type of the Contract:	Individual International Consultancy
Duration:	6 months
Expected Start Date:	Immediately after concluding the contract agreement

I. BACKGROUND / RATIONALE

The United Nations Office for South-South Cooperation (UNOSSC) aims to be a robust knowledge hub providing advisory and consulting services to United Nations Member States, fellow United Nations entities, intergovernmental organizations, non-governmental organizations, civil society, and other stakeholders on South-South and triangular cooperation. It enables developing countries to effectively face their development challenges and harness opportunities to address them, while monitoring progress on the implementation of the Buenos Aires Plan of Action, New Directions Strategy and the Nairobi outcome document.

UNOSSC engages with stakeholders globally, regionally, as well as within the UN system to facilitate practical expressions of Southern solidarity towards the achievement of internationally agreed development goals. UNOSSC ensures that our Southern constituencies have timely access to high quality analytical planning, mapping, programming, and reporting on data, trends and opportunities that will propel South-South and triangular cooperation in ways that ensure success.

South-South in Action (SSiA) is UNOSSC's flagship report series. It is an opportunity for partners to publish their successful policies, initiatives, and activities that led to the achievement of some of their development goals.

Objective of the Assignment

The objective of the assignment is to together with the EDTF team, analyse their diaspora engagement model as a tool for development. This will involve the review and analysis of the EDTF model, systems, goals and objectives, its reach and impact, current status and future aspirations. By doing the analysis through the South-South Cooperation lense, EDTF is viewed as a best-practice case study that can be emulated by other African countries and other countries in the Global South in their engagement of the diaspora for economic development.

II. SCOPE OF THE WORK

The Consultant is expected to undertake this assignment through desktop study, face-to-face interviews, telephone interviews and where necessary, conference calls, as well as site visits to funded project sites in Ethiopia. Specific tasks include:

- Design of methodology and conceptual approach on how the assignment will be performed,
- Together with the EDTF team, carry out data collection including review of available documents, one-on-one interviews and focus groups discussions with the different stakeholders
- With support from the EDTF team, carryout data analysis and prepare draft report for review and validation
- Prepare final SSiA report on EDTF as case study

III. EXPECTED OUTPUTS / DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals
1	Methodology and conceptual approach of assignment	15 working days	EDTF Director and UNOSSC Africa Regional Chief
2	Progress report on data collection activities	1 month	EDTF Director and UNOSSC Africa Regional Chief
3	First draft of SSiA report	3 months	EDTF Director and UNOSSC Africa Regional Chief
4	Final SSiA report to be submitted to Editor in New York (with consultant available to make any changes recommended by Editor)	1.5 months	EDTF Director and UNOSSC Africa Regional Chief

Key performance indicators:

Concise and well-organized assignment methodology:

>90% Completed: Excellent (1); 80-90% completed: Satisfactory (2); less than 80% completed – Poor (3)

Effective data collection and analysis

>90% Completed: Excellent (1); 80-90% completed: Satisfactory (2); less than 80% completed – Poor (3)

Detailed and well-presented final report

>90% Completed: Excellent (1); 80-90% completed: Satisfactory (2); less than 80% completed – Poor (3)

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The UN will be the contracting agency. The assignment will be carried out under the oversight of the UN Office for South-South Cooperation and the Ethiopian Diaspora Trust Fund

- The consultant will be directly responsible to, work with, seek approval of output from the Ethiopian Diaspora Trust Fund and the UNOSSC-Africa Regional Chief
- The frequency of reporting will be based on the deliverables as highlighted above
- The Consultant will be expected to liaise and work closely with the Ethiopian Diaspora Trust Fund management team and UNOSSC-Africa team while performing the work.
- The Ethiopian Diaspora Trust Fund and the UNOSSC-Africa teams will work closely with the Consultant in ensuring that there is coherence in the tasks being carried out. This will involve one-on-one meetings as well as online (email, Skype) discussions. The UNOSSC Africa office in consultation with the EDTF team will be the approving authority for the deliverables as well as the evaluation of the consultant's general performance.

V. LOGISTICAL SUPPORT

- The UNOSSC Africa office will ensure the consultant has access to the UNOSSC team while EDTF will ensure that the consultant has access to their stakeholders in the duration of the consultancy
- There will be no administrative support offered to the Consultant.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

This consultancy assignment will be homebased with interviews and data collection happening online. The consultancy will start on immediately and will end after 6 months.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

Master's degree in International Development, Development Studies, Economics or related courses required

b. Experience:

- Minimum 5 years of experience with a Master's degree working in international development required
- Comprehensive knowledge and understanding of South-South and Triangular Cooperation issues and approaches-required
- Experience in case-study analysis and report writing- required
- Familiarity with the SSiA and other knowledge sharing publications desired
- Understanding and knowledge of innovative instruments for financing Development desired
- Comprehensive knowledge and understanding of the UN system desired

c. Language:

- Fluent in both written and spoken English required

d. Functional Competencies

- Communication
- Planning and coordination
- Teamwork

e. Core Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

f. Additional Requirements

Interested candidates are requested to submit the following documents for UNOSSC's consideration:

- Sample written research work/ report
- Curriculum Vitae of the Consultant
- Letter of motivation

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**

Financial Criteria weight is **30**

Technical Competence (based on CV, Proposal)	Weight	Max Points
Technical Competence (based on CV, Proposal)	70%	100
Sample written Research Work		25 points
Familiarity with the SSiA and other knowledge sharing publications		25 points
Understanding and knowledge of innovative instruments for financing Development		25 points
Knowledge and understanding of the UN system		10 points
General Education and Qualification		15 points
Financial (Lower Offer/Offer*100)	30%	
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

Schedule of Payments:

- Payment will be made as per the schedule below based on deliverables and upon submission of a certificate of payment request indicating outputs achieved and days worked to be verified and cleared for payment by the supervisor.

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment/ end of month 1	Methodology and conceptual approach of assignment and data collection plan	Yes	20%
2 nd Installment / end of month 4	First report draft	Yes	40%
3 rd Installment / end of month 6	Final SSiA EDTF Report	Yes	40%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference
- 1.7 Academic Credentials

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto) – use separate pdf file

Annex b. Duly Signed Personal CV's/P11 (use the template hereto) – use separate pdf file

Annex c. Financial Proposal – BREAKDOWN OF COSTS Template (use the template hereto) use separate pdf file

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

XII. HOW TO APPLY

Interested consultant with required qualification and experience must submit their applications through: <https://etendering.partneragencies.org> UNDP/ETH10/Event ID: **ETH2432**