



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF CONSULTANCY FIRM

GENERAL INFORMATION

Services/Work Description: Development of a proposal for the UN COVID-19 Response and Recovery Multi-Partner Trust Fund

Project/Program Title: MPTF Proposal Development Consultancy

Post Title:

Consultant Level: [Expert Firm](#)

Duty Station: UN The Gambia

Expected Places of Travel: [in-country travel](#)

Duration: [30 working days](#)

Expected Start Date: [May 20, 2021/ Immediately after Concluding Contract Agreement](#)

I. BACKGROUND / PROJECT DESCRIPTION

The United Nations Secretary-General set out the global framework for the United Nations' urgent socio-economic support to countries in the face of COVID-19 as one of three critical components of the UN's efforts to save lives, protect people and rebuild better, alongside the health response led by the World Health Organization (WHO) and the humanitarian response, as detailed in the UN-led COVID-19 Global Humanitarian Response Plan.

The socio-economic response framework consists of five streams of work – an integrated support package offered by the United Nations Development System to protect the needs and rights of people living under duress of the pandemic, with particular focus on the most vulnerable countries, groups and people who risk being left behind. The five streams of work that constitute this package include: **1.** Ensuring that essential health services are still available and protecting health systems; **2.** Helping people cope with adversity, through social protection and basic services; **3.** Protecting jobs, supporting small and medium sized enterprises and informal workers; **4.** Supporting the macroeconomic response and multilateral collaboration; and **5.** Promoting social cohesion and investing in community-led resilience and response systems.

It is against this backdrop that the United Nations System in The Gambia developed the UN Socio-Economic Response Plan to implement this framework at the country level over the next 12 to 18 months. Already, significant resources in the UN's existing portfolio of sustainable development programmes across all the Sustainable Development Goals (SDGs) have been adjusted and expanded towards COVID-19 related needs. Despite these repurposing and reprogramming efforts, given the scale of the socio-economic impact, additional resources and programmes will be required to fully address the pandemic.

It is in this regard that the UN seeks to engage the services of a consultancy firm to support UN Agencies in developing proposals to submit to the upcoming windows of opportunities with the below outlined timeline.

The Fund's Three Windows of Finance

- **Window 1:** Finances governments and communities to suppress COVID-19 transmission. It provides low- and middle-income countries with access to quality treatment, IPC and prevention measures through multi-sectorial aid.
- **Window 2:** Mitigates the socio-economic impact and safeguards people and their livelihoods through support for social protection mechanisms. It aims to ensure that the burden of response and recovery are not disproportionately carried by the most vulnerable.
- **Window 3** on Recover Better ensures the achievement of SDG targets by 2030, despite the current and future shocks.

2021 Calls for Proposals

2021 (Call 4) Extending the Safety Net

This call for proposals will further focus on mitigating the social and economic crises caused by COVID-19. Proposals will mainly fall under Window 2 of the Fund, as described above. Further details on this call will be developed in view of the evolution of needs as a result of the pandemic

2021 (Call 5) Building Resilience: Build back better

Further details on this call will be developed in view of the evolution of needs as a result of the pandemic.

2022 Calls for Proposals

2022 (Call 6) Leveraging the Joint SDG Pipeline

This final call for proposals, which will fall largely under Window 3, will create a pipeline of programmes and projects to feed into the Joint SDG Fund. Remaining funds will be allocated against the Joint SDG Fund Pipeline, confirmed by the SDG Joint Fund Technical Committee. Funds will be technically moved to the Joint SDG Fund and managed from there. Window 3 focuses on aiding resilience and recovery and it aims to ensure the achievement of SDG targets by 2030, despite the current and future shocks.

The United Nations COVID-19 Response and Recovery Multi-Partner Trust Fund (UN COVID-19 MPTF or the Fund) gives the Designate of the UN Secretary-General for the COVID-19 MPTF (the Designate), in consultation with the Fund's Advisory Committee, the ability to allocate funds to priority needs, encourage early donor contributions, and allow for rapid response to unforeseen demands. This fund was launched by the Secretary-General to help scale-up integrated UN support to low- and middle-income programme countries, as they respond to this crisis and recover from its socio-economic shocks. It is designed as a humanitarian to development nexus fund.

II. SCOPE OF THE WORK

The assignment will be coordinated by the UN Resident Coordinator's Office with support from UNDP as technical lead and consultations with the United Nations Country Team in The Gambia. The consulting firm will also consult relevant ministries, departments and agencies of the Government of The Gambia as necessary as well as other relevant institutions. The tasks involved will include coordinate and consolidate the inputs from UN



Agencies to submit quality proposals in a timely manner in the desired window of proposals.

A gender and human rights based approach (HRBA) together with results based management (RBM) is to be included in the development of the proposals, to ensure that they meet the needs of the most vulnerable and most at risk, including women, youth, elderly, rural versus urban population, persons with disabilities, migrants and returnees, ensuring that no one is left behind.

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report including the funding gap analysis and timeline to submit the proposal for series of window including the name of Agencies to participate relevant proposal call ensuring use of gender, RBM and human right based approach.	_5_ Working days	RCO/UNDP
2	Submission of draft proposals reflecting the inputs from the Agencies using gender, RBM and human right based approach for review and validation.	_10_ Working days	RCO/UNDP
3	Submission of final Proposals using gender, RBM and human right based approach.	_15_ Working days	RCO/UNDP

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

- a. The RCO and UNDP will manage and oversee the evaluation process. The consultancy firm will submit weekly reporting to the **RCO** and **UNDP**.
- b. **The RCO and UNDP will provide guidance and assess the quality of the programme report.**

V. DURATION OF THE WORK

- a. The duration of the consultancy is **30 working days**.

VI. QUALIFICATIONS OF THE SUCCESSFUL CONSULTING FIRM

a. Academic Qualifications:

- A post graduate degree in Project Management, Social Sciences, Development Studies, Public Policy, Economics or related discipline.

b. Years of experience:

- Minimum of ten (10) years professional experience in project management and a very good understanding of project/programme development.

c. Competencies:

- Prior demonstrated experience in developing programmes for development partners within a developing country context.

d. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions.
- Oral and written communication: Capacity to communicate fluently with different stakeholders (development partners, government authorities, local communities, project staff); and reflect results in comprehensive report.
- Computer skills: full command of Microsoft applications (Word, Excel, PowerPoint) and common internet applications will be required.

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The bidding firms is required to have the following professional and technical qualifications. **Only those who hold these qualifications** will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consulting Firms are expected to submit both the Technical and Financial Proposals. Accordingly, Consulting Firms 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%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50*
▪ Criteria b. Technical competence		25**
▪ Criteria c. Relevant Experience		25**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultancy firm shall receive service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Mobilization: Upon submission of Inception report	RR	10%
2 nd Installment	Submission of draft report	"	60%
3 rd Installment	Submission and approval of final report	"	30%

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultancy firm 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. ANNEXES TO THE TOR

- Socio-Economic Response Plan (SERP)
- Global Solutions Catalogue
- UN COVID-19 Response and Recovery Multi-Partner Trust Fund ALLOCATION GUIDELINES

This TOR is approved by:

United Nations Development Programme



Signature: *Abdoulie Janneh*

Name and Designation: Abdoulie Janneh, National Economist

Date of Signing: 12-May-2021