



TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF A CONSULTING FIRM

GENERAL INFORMATION

Services/Work Description: Development of a pipeline of programmes for UN Socio-Economic Response Plan (SERP) implementation

Project/Program Title: SERP Pipeline Programmes 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 consulting firm to help UN Agencies in developing a series of integrated, joint programmes that will accelerate the implementation of the SERP along the five streams of work.

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 consultancy 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 review of relevant documents including the SERP and working with the UNCT to develop joint programmes.

A gender and human rights based approach (HRBA) together with results based management (RBM) is to be included in the development of the pipeline projects, to ensure that the project 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 methodology to be employed to carry out the assignment, using gender, RBM and human right based approach.	_5_ Working days	RCO/UNDP
2	Submission of integrated joint programmes, using gender, RBM and human right based approach for review and validation	_10_ Working days	RCO/UNDP
3	Submission of final report including integrated joint programmes using gender, RBM and human right based approach and recommendations on the way forward regarding programme implementation.	_15_ Working days	RCO/UNDP

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

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

V. DURATION OF THE WORK

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

VI. QUALIFICATIONS OF THE SUCCESSFUL CONSULTANCY FIRM

a. Academic Qualifications:

- The consultancy team should include a gender expert, a human rights expert and a Monitoring and Evaluation expert. The team should possess post graduate degrees in Project Management, Social Sciences, Development Studies, Public Policy, Economics, Gender Studies, Human Rights 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 consulting firm 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, 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
<ul style="list-style-type: none"> ▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		50*
<ul style="list-style-type: none"> ▪ Criteria b. Technical competence 		25**
<ul style="list-style-type: none"> ▪ 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 consulting 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 consulting 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 firm under the assignment shall become and remain properties of UNDP.

XII. ANNEXES TO THE TOR

- Socio-Economic Response Plan (SERP)
- Global Solutions Catalogue

This TOR is approved by:

Signature: 

Name and Designation: Abdoulie Janneh, National Economist

Date of Signing: 12-May-2021