

TERMS OF REFERENCE (TOR)
INDIVIDUAL INTERNATIONAL CONSULTANT



A. SERVICE DETAILS

Title of Service	: Development and Adoption of the cross-sectoral Mozambican UN LIA Implementation Plan
Language	: English, Portuguese
Agency/ Project Name	: UNDP, Legal Identity Agenda
Country of Assignment	: Maputo, Mozambique
Starting Date	: 1 July 2021
Period of assignment/services	: Deliverables based

B. DESCRIPTION

UN Legal Identity Agenda (UN LIA) is a joint programme implemented by the UN departments and agencies active in the area of civil registration, vital statistics and identity management, under mandate from the Deputy-Secretary-General. UNDP is co-chair, along with UNICEF and UNDESA, of the UN Legal Identity Agenda Task Force, mandated by the DSG to assist in implementation of the UN LIA. In close cooperation with the World Bank and other identity providers, the goal of ‘Legal Identity for All’ is to assist UN Member States achieve SDG Target 16.9 – “Legal identity for all, including birth registration, by 2030.” Technical assistance will be provided to UN Member States in order to strengthen their capacity to develop comprehensive, holistic, birth-to-death civil registry, vital statistics and identity management systems (including, where relevant, support to national population registers/national identity card schemes).

Mozambique was selected as a United Nations Legal Identity Agenda (UN LIA) pilot country based on the country’s low civil registration indicators, especially death registration (12.1 per cent), birth registration (49 per cent) (National Statistics Institute [INE], 2017) and identification coverage (38 per cent) (NID, 2020). In Mozambique, a rapid assessment was undertaken by United Nations Economic Commission for Africa (UNECA) on behalf of the United Nations Legal Identity Task Force (UN LIA TF), from 17 to 21 February 2020. The mission conducted the assessment and presented the report aimed at establishing Mozambique’s degree of preparation for the implementation of an integrated civil registration and vital statistics (CRVS) and ID system. To this end, the mission carried out desk reviews and individual/institutional consultative

meetings. Consultations were held with government institutions, the United Nations agencies of Mozambique, the United Nations Country Team (UNCT), the World Bank Group, development partners and academia. The rapid assessment aimed to provide insight into the Lusophone system of civil registration and identity management, and the challenges with the integration and interoperability of CRVS and ID systems.

According to the rapid assessment, Mozambique made great progress towards improving the civil registration system, with the recently launched e-CRVS, which is currently operational in 80 per cent of the civil registration sites. However, in all the key legal identity indicators (birth registration, civil registration and issuance of identity cards), almost half of the target populations have not been reached. The systems in the legal identity ecosystem are fragmented, and there is a lack of interoperability with the civil registration.

In addition, there is also a lack of clarity on the corporate responsibility of all government institutions that are responsible for registering vital events (birth and death notifications); events will continue to go unregistered with no duty bearer to take ownership. Birth and death notifications for health purposes (MoH administrative data) and for civil registration (birth receipts to confirm birth events) are still separate.

To address the challenges on UN LIA front, and support the legal identity the agenda, the project implemented jointly by UNDP and UNICEF will focus on supporting the development of a cross-sectoral UN LIA Implementation Plan, which will reinforce an enabling environment for the Legal Identity Agenda. The project aims to be a solid base to ensure further interventions to support the operationalization as well as implementation of the UN LIA in Mozambique.

The individual assignments will develop for the adoption of the cross-sectoral Mozambican UN LIA Implementation Plan in order to assist UNDP and other UN agencies, funds and programmes in the implementation of the UN Legal Identity Agenda at the country level.

The International Consultant will be working directly with national and/or regional project partners, including, for example, Ministries of the Interior, Health, Local Government, Justice, border management agencies, National Statistics Institutes and specialist CRVS and identity management authorities such as national registration bureaus/national identity authorities.

C. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE

The objective of this assignment for the International Consultant (ICs) is to provide a holistic Development and Adoption of the cross-sectoral Mozambican UN LIA Implementation Plan in order to set the conditions for better interoperability among the different agencies, ministries and informants engaged in CRVS/ID management, and providing a clear roadmap and set of activities to accelerate the implementation of the LIA Agenda in Mozambique.

Under the supervision and guidance of UNDP and UNICEF, the Individual Contractor will be responsible for Development and Adoption of the cross-sectoral Mozambican UN LIA Implementation Plan undertaking following duties and responsibilities.

- Develop a holistic Development and Adoption of the cross-sectoral Mozambican UN LIA Implementation Plan building upon an existing interoperable and sustainable civil registration, vital statistics and identity management systems for Mozambique providing a roadmap integration/rollout of CRVS and new/digitally upgraded identity management systems; UNLIA implementation plan should be aligned with existing Government CRVS and UNLIA existing documents, such as Strategic Plan, Operational Plan, UNCT guidelines.
- Provide roadmap for facilitating discussion and validation of the implementation plan between the different actors at the level of Government, cooperation partners and other relevant organizations;
- Ensure that the implementation plan encapsulates Universal Strategies/ recommendation/ guidelines for recording all vital events occurring in the country, for better interoperability and considering that it is a plan and for any implementation the approved by government and with budget
- Ensure results and recommendations of the rapid assessment conducted by Economic Commission of Africa for United Nations Legal Identity Agenda are reflected in the implementation plan
- Ensure that the implementation plan will support and UN Country Teams to formulate new/revised holistic 'One UN' project document for the Legal Identity Agenda;
- Lead the work of a National Individual Consultant to be recruited by UNDP/UNICEF.

Intellectual Property

All information pertaining to this project as well as outputs produced under this contract shall remain the property of the UNDP and UNICEF who shall have exclusive rights over their use. Except for purposes of this assignment, the products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

D. EXPECTED OUTPUTS AND DELIVERABLES

	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment %
1	Inception report on the development of the implementation Plan	10 Days	15 July 2021	UNDP/UNICEF Focal Points	30%
2	Draft Submission of Cross-Sectoral Mozambican UN LIA Implementation Plan	1 Month	15 August 2021	UNDP/UNICEF Focal Points	40%
3	Final Submission of Cross-Sectoral Mozambican UN LIA Implementation Plan	15 Days	10 September 2021	UNDP/UNICEF Focal Points	30%

E. INSTITUTIONAL ARRANGEMENTS

The consultant will work under the overall supervision of the UNDP and UNICEF Focal Points.

F. DURATION OF ASSIGNMENT

The expected duration of the work will be based on the deliverables submitted.

The payment will be made deliverable basis upon the submission and certified by UNDP and UNICEF Focal Points.

G. DUTY STATION

Home Based

H. COMPETENCIES

Functional Competencies

- 1) Advocacy/Advancing A Policy-Oriented Agenda
 - Advocates for the inclusion of UNTT/UNLIA focus areas in the public policy agenda;
 - Brings visibility and sensitizes decision makers to relevant emerging issues;
 - Builds consensus concerning UNDP/UNICEF's strategic agenda with partners on joint initiatives;
 - Leverages UNDP/UNICEF's multidisciplinary expertise to influence the shape of policies and programmes;
 - Demonstrates political/cultural acumen in proposing technically sound, fact-based approaches/solutions;
 - Dialogues with national counterparts and other stakeholders to strengthen advocacy efforts;
 - Demonstrates cultural sensitivity.
- 2) Innovation and Marketing New Approaches:
 - Develop and implement innovative approaches;
 - Creates an environment that fosters innovation and innovative thinking;
 - Conceptualizes more effective approaches to programme development and implementation and to mobilizing and using resources;
 - Leverages resources in support of new approaches;
 - Facilitates change and influences senior decision makers to implement change strategies.
- 3) Job Knowledge/Technical Expertise:
 - Possesses expert knowledge of advanced concepts in primary discipline, a broad knowledge of related disciplines, as well as an in-depth knowledge of relevant organizational policies and procedures;
 - Applies knowledge to support the unit/branch's objectives and to further the mandate of UN;

- Applies a broad knowledge of best management practices; defines objectives and work flows, positions reporting relationships in such a way as to obtain optimum effectiveness for the unit/branch;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself personally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates expert knowledge of the current programme guidelines and project management tools and manages the use of these regularly in work assignments.

4) Client Orientation:

- Anticipates constraints in the delivery of services and identifies solutions or alternatives;
- Proactively identifies, develops and discusses solutions for internal and external clients, and persuades management to undertake new projects or services;
- Consults with clients and ensures their needs are represented in decision-making processes;
- Advises and develops strategic and operational solutions with clients that add value to UNDP/UNICEF programmes and operations.

Core Competencies

- Promoting ethics and integrity, creating organizational precedents;
- Building support and political acumen;
- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Creating an emotionally intelligent organization;
- Leveraging conflict in the interests of UNDP & setting standards;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- Fair and transparent decision making; calculated risk-taking.

I. REQUIREMENT AND QUALIFICATIONS

Academic Qualifications:

Education:

- A Master's degree level in political sciences, international relations, IT, law, social sciences, public administration, public management, statistics, health, procurement or in an equivalent area.

Experience:

- A minimum of 7 years of professional experience including 5 years of experience in the area of civil registration, vital statistics and/or identity management;
- Strong experience in the provision of technical advice, at a senior level, to national and international stakeholders involved in the provision and delivery of CRVS and identity management systems;
- Strong knowledge on legal frameworks related to CRVS and identity management;

- Experience with digital innovations in CRVS and identity management, including with regards to biometric technologies;
- Strong experience in coordinating various partners (especially UN agencies and national counterparts). Experience in managing UN Joint Programmes is an asset.
- Strong writing and communication capability and aptitude to cope with messages and priorities competing with multiple target audiences
- Good command of basic computer programmes (MS- Office under Windows: Word, Excel);

J. Language requirements

Excellent command on written and oral English and in Portuguese.

K. Required Documents for Submission [To check w/Procurement according to acceleration plan]

In order to comply with uniformity of selection process, the applicant is requested to submit following documents;

- 1) Letter of Confirmation of Interest and Availability using the template provided by UNDP.
- 2) Personal CV or P11 form (Annex 3 attached herewith) indicating all experience from similar projects, as well as the contact details and at least three (3) professional references.
- 3) Brief description of why the applicant considers her/himself as the most suitable for the assignment
- 4) Financial Proposal that indicates the all-inclusive fixed total contract price.

L. Evaluation Matrix:

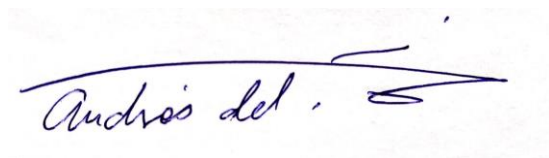
All Candidates shall be evaluated using the desk review Evaluation Matrix below:

#	Criteria	Weight	Maximum Point
1.	Qualifications	100%	100
	Eligibility criteria		
1.1	Relevance of education		10 points in total
	Completion of Master's degree Law, international Relations, Political Sciences, or related field.		10
1.2	Experiences		80 points in total
	Minimum five years of relevant experience in the area of civil registration, vital statistics and/or identity management;.		40
	Knowledge on legal frameworks related to CRVS and identity management		30
	Experience in the provision of technical advice, national and international stakeholders involved in the provision and delivery of CRVS and identity management systems;		10

1.3	Language		10 points in total
	Fluency in English and Portuguese (both oral and written) required		10
	<u>Total</u>		100 points

Approval

This TOR is approved by:



Signature

Name and Designation Andres Del Castillo, Chief Technical Advisor

Date of Signing 16 – June- 2021