



TERMS OF REFERENCE

Reference No.	PN/FJI/077/21
Consultancy Title	Common Country Analysis Consultant
Location	Home Based
Application deadline	3 rd September 2021
Type of Contract	Individual Contractor
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	3 and half months (September to December 2021)

BACKGROUND

The Fiji Multi-country Office in the Pacific will launch in August the process of the development of the new Common Country Analysis (CCA) to cover 14 PICTs (Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Nauru, Niue, Palau, Republic of Marshall Islands, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu). The CCA will provide the foundation for the design of the new UN Cooperation Framework for the Pacific Countries and at the same time, inform annual planning and decision-making processes of Government and other stakeholders as well as in the development of the Joint UN Country Action Plans.

The CCA is the UN system's independent, impartial and collective assessment (i.e., a description of a country situation) and analysis (i.e., a description of causes and their implications) of a country situation for its internal use in developing the Cooperation Framework. It examines progress, gaps, opportunities and bottlenecks vis-à-vis a country's commitment to achieving the 2030 Agenda, UN norms and standards, and the principles of the UN Charter, including as reflected in the Cooperation Framework Guiding Principles.

DUTIES AND RESPONSIBILITIES

Scope of Work

- The Guiding Principles of the Cooperation Framework will apply throughout the analysis. In addition to being the foundation of the Cooperation Framework programming cycle, the CCA will also be an up-to-date source of information and decision-making tool on the country context for the whole UN system, informing and feeding into the discussions on emerging issues, early warning and prevention; programme adaptation and development of the Joint Country Action Plans.
- The CCA will draw from and add to existing data, statistics, analyses, reviews, research, capacities and resources from within and outside the UN system. These include national and sector specific development visions and strategies, national budget allocations, and development financing from domestic and international, private and public sources
The CCA process will also be an opportunity to engage with a wide range of stakeholders in the UN CCA process through continuous and inclusive dialogue to address complex issues, such as inequality and exclusion, among others.
- The CCA is no longer a one-off event, but a core analytical function carried out by the UNCT and a flagship product of the UN in the Pacific that will be reviewed and updated at least on an annual basis. This approach will enable the UNCT Pacific to be responsive to emerging needs

and changing conditions in the region and provide a basis for making course corrections in programme implementation.

- Moreover, the CCA will integrate findings of the socio-economic impact assessment of COVID 19 in the Pacific, the Rapid Policy Appraisals and will be linked to other country analyses undertaken by national institutions and development stakeholders, including but not limited to: IFI analyses on SDG financing; reviews and recommendations of human rights mechanisms; regional/cross-boundary assessments; and disaster risk profiles.

Expected Outputs and Deliverables

The CCA will consist of 14 country specific (10 under MCO Fiji/MCO FSM and 4 under MCO Samoa) and a regional chapter. The CCA will capture, for each of the 14 countries, the development context, SDG progress analysis, emerging trends, gaps & transformational opportunities for attainment of SDGs by 2030.

Institutional Arrangement

- Draft 14 country mini CCAs for with the support from RCO. CCA Taskforce will provide agency inputs and review.
- Provide strategic lead, oversight, and in close collaboration with Regional Partnership Specialist, co-draft and quality assure regional CCA.
- Work closely with RCO and CCA inter-agency taskforce for UN entity inputs, data collection and analysis, review and reporting to fulfil the consultancy objectives.
- Work closely with RCOs in Fiji and Samoa MCOs, CCA taskforce, UN agencies, government and other regional organizations like SPC to develop a high-quality and evidence based CCA as the foundation for the new Cooperation Framework and JCAPs;
- Support/facilitate consultations with key stakeholders (Government, international development partners, civil society, Workers and Employers Organizations, private sector and municipalities) under the guidance of the RCO and Task Force.
- Revise the reports in line with the findings from the validation sessions and comments/feedback;
- Consolidate the findings of the Common Country Analysis preparing and editing the final CCA report with a strong emphasis on integrated analysis.

Duration of the Work

Overall, the process of developing the CCA is expected to take up to 3.5 months. The consultant will work for 70 days over this period between September and December.

Duty Station

- Given travel restrictions linked to the COVID-19 global pandemic, the assignment will be home based.
- The Consultant will report to UN resident Coordinator and will work under the overall guidance of the UN Resident Coordinator's Office, in close coordination with CCA Task Force and UNCT.

Key deliverables:

The CCA Interagency technical taskforce which includes technical members from UN agencies, under the leadership of the UN Resident Coordinator, will provide the overall strategic oversight and guidance for the entire process. The UNCT will be responsible for approving all the deliverables.

- List of CCA TF members are listed herewith

Sl. No	Key Deliverables	Tentative due date	Level of Effort/approximate working days allocation	Review and approvals required
1	Draft and Finalize 10 country CCAs under MCO Fiji Review and Finalize 4 country CCAs under MCO Samoa	Oct-30	40 days 15 days	UN RC
2	Provide strategic lead, oversight, co-draft and quality assure regional CCA.	Oct-30	15 days	UN RC
3	Consultations and validations exercise: Address and integrate comments and feedback from CCA validation exercise and consultations.	Oct-30	included in day allocation of point 1	UN RC

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge and development of strategic frameworks and drafting strategic documents
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE**Educational Qualifications:**

Minimum Advanced degree in International Development Studies, Economics, Social Sciences, International Relations, Political Sciences, sociology or anthropology, demography or related fields required.

Experience

- Over 15 years' relevant experience and proven expertise with development of strategic frameworks required; experience as RC or Head of Agency an asset;
- Experience in MCO settings and in SIDS environments required;
- Experience drafting strategic documents focusing on integrated SDG analysis within the context of the UN system; experience participating in CCA/CF processes from a substantive and leadership perspective highly desirable;
- Solid knowledge and understanding of UNDS reform process, UN programming principles, UN country programming processes (CCA/UNSDCF), SDGs.
- Knowledge of UN's LNOB approach, gender mainstreaming and Human Rights based Approach;
- Excellent analytical and writing skills including ability to review and synthesize information rapidly, distinguishing major trends from minor details;

Language requirements

- Fluency of English language is required;

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria**Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Relevance of Education – 20%
- Criteria 2 Special skills, Language – 20%
- Criteria 3 Relevance of experience in area of specialization – 15%
- Criteria 4 Relevance of experience in key areas – 15%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to Mr. Dale Kacivi
procurement.fj@undp.org or dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 3rd September 2021 (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org