

INDIVIDUAL NATIONAL CONSULTANT PROCUREMENT NOTICE



Date: 8 September 2021

Country: Amman, Jordan

Description of the assignment: Senior SDG Advisor_ Lead

Project name: Tracking SDG data

Period of assignment/services (if applicable): 90 days intermittently until 31 July 2022

Proposal should be submitted by email to ic.jo@undp.org no later than 19 Sept 2021.

Any request for clarification must be sent in writing, or by standard electronic communication to the above e-mail address UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Government of Jordan is committed to achieving the Sustainable Development Goals by 2030. It submitted its first Voluntary National Review (VNR) to the High-level Political Forum on Sustainable Development (HLPF) in 2017 and is preparing to submit its second VNR in 2022. The 2017 VNR included an ambitious roadmap for Jordan including prioritizing and mapping of SDG goals, targets and indicators, of mainstreaming SDGs into national and sub-national development strategies, plans and budgets, strengthening monitoring and evaluation and data availability. While the Government has made commendable progress in many areas despite the many challenges Jordan is facing, much remains to be done.

The process of preparing the 2022 VNR therefore provides an important opportunity to take stock, to review ambitions for 2030 in the context of the impact of COVID-19 and other shocks and to set out a revised plan of action to accelerate progress towards the SDGs. The process provides entry points to make stronger linkages between various reform efforts and strategy

development processes including those being led by the Government Indicative Executive Program 2021-2024, and the Reform Secretariat at the Ministry of Planning on the green recovery strategy and to ensure that the 2030 Agenda and the SDGs are at the core of these efforts.

The VNR is also an opportunity to raise awareness on the 2030 Agenda and its ambition of an interconnected development agenda and leaving no one behind engaging the whole of government, civil society and development partners.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objectives and Scope of Work:

The Lead SDG Advisor will provide strategic guidance and support to the Ministry of Planning throughout the process of developing the 2022 VNR. This includes ensuring that the process is inclusive, participatory and creates strong ownership across government and the society.

The Lead SDG Advisor will work closely with the Plans and Programs Department/ SDGs Division, the Reform Secretariat and other relevant units/ departments at the Ministry of Planning and International Cooperation as well as other line ministries.

The Lead Advisor will be supported by the following team members to be based at MoPIC:

- Senior SDG Advisor_ Lead
- SDG Advisor/ economist to support the coordination.
- Data Analyst

A whole-of-government and whole-of-society approach will be key to greater ownership is at the heart of the 2030 Agenda's ambition. The Lead Advisor and the team will therefore need to work with and ensure engagement across multiple partners in the process.

The Lead SDG Advisor and the team, with the support of the MoPIC focal points will ensure the engagement of the broader UN family, closely coordinate with the UN Resident Coordinators Office and other UN entities to ensure their inputs feed into the process.

The Lead SDG Advisor will work closely with the UNDP Jordan Senior Economic Advisor, based at the UNDP Country Office. The UNDP Senior Economic Advisor will provide strategic guidance to the process and ensure the process leverages UNDP's network of national, regional and global networks.

Deliverables

Action Plan for Developing 2022 VNR (by end October 2021)

This roadmap will be based on the [updated guidelines](#) for VNRs that provide an overview of the structure and content, review of VNRs and good practices from other countries (a repository of VNRs can be found [here](#)) as well as [SDG 16 best practices](#) and other guidelines by various UN agencies.

As the VNR guidelines highlight, “VNRs are most meaningful when they are conducted through an inclusive, participatory, transparent and thorough review process at the national and sub-national levels, when they are evidence-based, and produce tangible lessons, solutions and commitments, and when they are followed by concrete action and collaboration that drives implementation of the SDGs”.

The Action plan/roadmap will outline the process, stakeholders to engage at national and sub-national level and timelines to ensure timely submission to the HLPF Secretariat.

The Action Plan/roadmap will identify additional analyses that should inform Jordan’s 2030 Agenda implementation. This may include, like the 2021 VNR for Egypt, the International Futures of the Frederick S. Pardee Center for International Futures (<https://sdgintegration.undp.org/IFs>).

Emphasis should be on tapping into UNDP’s extensive network and expertise as well as other UN agencies’ expertise.

Lead reviews/analysis feeding into VNR (by end February 2022)

This will include (based on good practices, VNR guidelines, etc.) a review of the following:

Note: all reviews should be conducted with a view towards identifying entry points for change and for accelerating progress and to inform the revised 2030 Agenda implementation roadmap (see next deliverable).

Both the Senior SDG Advisor and the data analyst will be providing key inputs to support below analysis:

- Review of the policy and enabling environment including impact of COVID-19 on SDG progress in Jordan.
- Review of the existing SDG implementation arrangements/ governance structures and their effectiveness (or lack thereof).
- Review of how the 2030 Agenda and the SDGs have been integrated into national and sub-national frameworks including strategies, policies, programs, budgets and financing

frameworks. This should include:

- **National Level:** Green Recovery Strategy, 2025 Vision, Executive Development Plan as well as other key national and sectoral strategies.
- **Sub-national Level:** Governorate Development Plans, Local Economic Development Plans; and
- **Local Level:** Municipal plans / Quality of Life Index

To the extent possible and to the extent data is available, a review of how budgets and financing strategies are integrating the SDGs. As data on this may not be readily available, suggestions should be made for further work moving forward.

- Review to what extent strategies and policies reflect the interconnectedness of the SDGs and the three dimensions of sustainable development (economic, social and environmental) and potential trade-offs and synergies are being evaluated.
- Review to what extent the principle of leaving no one behind and of reaching the furthest behind first is informing government strategies, policies, programmes and budgets.

Above review should aim to identify systemic issues and transformative actions for Jordan to be able to accelerate progress towards the SDGs. Above reviews should not only be conducted with a view towards producing the VNR but to ensure broader awareness and ownership.

Provide strategic guidance to the Government of Jordan on updating and revising a roadmap for implementation of 2030 Agenda (draft Action Plan/roadmap by March 2022)

Based on above reviews, the 2017 roadmap for implementing the 2030 Agenda and the SDGs in Jordan will be updated. The Lead Consultant will:

- Provide strategic guidance to the Ministry of Planning and Coordination on this process;
- Support strategic consultations with stakeholders at national and sub-national level to ensure broad ownership.
- Lead the drafting of the roadmap for 2030 Agenda implementation.

This roadmap should build on ongoing reform efforts and to the extent possible build on existing mechanisms and processes.

Provide strategic guidance on implementation/ governance arrangements (March 2022)

Through above mentioned reviews and stakeholder consultations as well as good practices from other countries, concrete recommendations will be developed on how to adjust the current governance arrangements including the role of the Sustainable Development Committee. The arrangements should ensure a whole-of-society approach that ensures widespread participation and representation of civil society, vulnerable groups, private sector, academia and development partners.

Guide review on progress against goals and targets (by February 2022)

Guide data analyst, relevant staff at MoPIC and the DoS in:

- **Indicator development and data collection:** Building on ongoing work of UNDP and other partners identify nationally relevant and human rights-sensitive indicators and targets and establishing baseline data.
- **Disaggregating data: Building on ongoing work of UNDP and others support DoS with** disaggregation of data by sex, age and other salient socio-economic characteristics, including income, location, age, disability status and other relevant characteristics as a means for 'leaving no one behind.
- **Identifying opportunities for linking SDG monitoring to monitoring of key national strategies including the EDP.**

Finalize drafting of VNR for submission to 2022 HLPF

Based on above steps, the Lead SDG Advisor will take overall responsibility for drafting and finalizing the final VNR.

Deliverables and payments:

Deliverables	Due date	Percentage
Action Plan for Developing 2022 VNR	October 2021	10%
Lead reviews/analysis feeding into VNR	End February 2022	10%
Provide strategic guidance to the Government of Jordan on updating and revising a roadmap for implementation of 2030 Agenda	March 2022	15%
Provide strategic guidance on implementation/governance arrangements	March 2022	10%
Guide review on progress against goals and targets	February 2022	15%
Finalize VNR Draft	April 2022	20%
Finalize VNR for submission to 2022 HLPF	May 2022	20%

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Master's degree in social policy, public policy, politics, economics, development studies or a related area.

Required Experience:

- A minimum of 10 years in conceptualizing and providing support to governments in developing national sustainable development strategies, strategic planning instruments

- Strong track record in writing high-quality reports tailored to different audiences
- Strong knowledge in sustainable development concepts, familiarity with 2030 Agenda and SDGs
- Extensive experience in monitoring and evaluation
- Familiarity with gender mainstreaming and integrated approaches
- Excellent analytical skills
- Knowledge of Statistical data analysis
- Strong communication skills

Languages

- Proficiency in English and Arabic

EVALUATION

<i>Shortlisting Criteria</i>	<i>Weight</i>
Strong track record in writing high-quality reports tailored to different audiences	30
Strong knowledge of sustainable development, 2030 Agenda and SDGs	30
Extensive experience in monitoring and evaluation	20
Experience in supporting governments in developing national sustainable development strategies, strategic planning instruments	20

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the

services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the applicant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight: 70%*

** Financial Criteria weight: 30%*

Only candidates obtaining a minimum of 60 out of 70 in the technical evaluation would be considered for the Financial Evaluation

<i>Technical evaluation Criteria(out of 70)</i>	<i>Weight (out of 70)</i>
Proven Experience in strategic planning	15
Excellent Analytical and drafting Skills	25
Experience in engaging in strategic consultations with stakeholders at national and sub-national level to ensure broad ownership.	10
Familiarity with gender mainstreaming and integrated approaches	10
Knowledge of Statistical data analysis	10

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS