



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 Sept 2021

Country: Amman, Jordan

Description of the assignment: Senior Research Analyst

Project name: Policy Advisory Team/ RFF/ Informal Economy Facility

Period of assignment/services (if applicable): intermittently until 30 September 2022

Proposal should be submitted by email to ic.io@undp.org no no later than 15 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

UNDP Jordan recently set up a Policy Advisory Team to position UNDP as a thought leader and partner on key development issues to accelerate progress towards the SDGs and to support Jordan's efforts of 'building forward better'.

The team is embarking on an ambitious research agenda including on exploring different dimensions of inequality as well as the informal economy. Our approach seeks to build on and leverage the work of UNDP's Accelerator Lab as well as its innovation team both at country, regional as well as at global level and relevant country office teams.

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

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Deliverables

Deliverables will be reviewed throughout the duration of the assignment. Particularly for deliverables 6, 7 and 8 the overall scope and timelines will need to be reviewed depending on progress, outcome and partnerships forged during the implementation of the first five deliverables.

Part I Support to Informal Economy Facility/ Research on Informal Economy

1. Deliverable 1: Strategic Framing (September/October 2021)

The consultant will provide support and guidance to the overall strategic framing of the first phase of UNDP's informal economy initiative.

This includes working with the Policy Advisory Team and other relevant staff and stakeholders to:

- Identify stakeholders that need to be engaged in the strategic framing and overall informal economy initiative
- Conduct a power analysis (to be led by the Acc Lab team with support from consultant)
- Support and lead conversations and collaborative sessions with a variety of stakeholders including in the informal economy, ecosystem players, development partners, UN(DP) staff and consultants working in this space, to identify intended results and initial focal areas
- Identify scope of work (geographically, a set of focus areas, topics, etc.), including defining what we mean by informal economy
- Validation of strategic frame with key stakeholders through stakeholder consultations
- Based on above, summarizing and drafting of strategic framing document

Deliverable 1: Strategic framing document by end October 2021

2. Deliverable 2 and 3: Sensemaking and Solutions Mapping (September to December 2021)

Note: The consultant will take the lead in managing the sensemaking exercise with the support of the sustainable development analyst of the Policy Advisory Team and work closely with the Inclusive Growth team.

The consultant will support the Accelerator Lab team who will be leading the solutions mapping jointly with the sustainable development analyst of the Policy Advisory Team.

NOTE: the sensemaking and solutions mapping processes overlap (i.e. data collected in a solutions mapping exercise could feed into sensemaking, and vice versa).

The Senior Analyst with the support of the sustainable development analyst of the Policy Advisory Team will lead the following:

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- Review and analysis of available research and data on informal economy in Jordan, including unconventional data sources such as:
 - published research and reports on the informal economy in Jordan
 - social media
 - local blogs
 - independent media (ex: 7iber and Aramram)
 - podcasts
 - TV and Youtube documentaries
 - online marketplaces (OpenSooq)
 - banks (for data on the size of the informal economy and other relevant info, if available and accessible)
- Based on the review and analysis of the data collected from the aforementioned data sources, the consultant in close coordination with the sustainable development analyst of the Policy Advisory Team should produce:
 - a short profile of the informal economy considering also the gender perspective and geographic locations and type of informal economic activity.
 - Measurements and characteristics of informal employment in Jordan, including an overview of the distribution in terms of status in employment, sector of employment (informal vs. formal economic units).
 - Identification of type of enterprises, geographic location, sectors/ occupations or groups of workers facing a particular challenge (e.g. women, refugees), where informality prevails.
 - Perceptions of the informal economy
- Identify main actors involved and specific coordination mechanisms if any
- Analyze the micro level determinants of informality such as the level of education, barriers to entry into the formal sector, discrimination, poverty, voice and representation, access to credit, to services or to markets
- Exploring learnings from other countries including from the Acclab network (will need to be done in close collaboration with the Accelerator Lab Jordan in order to have access to internal resources that are not published)
- Exploring and developing partnerships with think tanks/ international experts (incl. Erika Kraemer Mbula) and identifying scope of work/ partnership opportunities
- Review of relevant international experiences
- Key informant interviews with ecosystem players

The following activities will be led by the Accelerator Lab Jordan. The role of the Senior Analyst would be to review the data collected to ensure it is reflected in the mapping report (Deliverable 2):

- Activities/exercises including workshops, field visits, conversations through random encounters, planned interviews, etc. in locations such as scrap sites, Friday markets, areas with mobile kiosks and street vendors,
- Asset mapping (skills, material, people, places, social connections, equipment,

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knowledge, etc.)

- Collecting stories of people directly or indirectly involved in the informal sector (could be audio, video, visual, and/or written)
- Documenting potential solutions collected in different ways, for the purpose of understanding the issues and/or as potential solutions to be taken to an experiment phase.

Deliverable 2: Desk review/ mapping report and by end October 2021

Deliverable 3: Short report on sensemaking and solutions mapping exercise by end November 2021 (jointly with Accelerator Lab and sustainable development analyst)

3. Deliverable 4: Action Plan (end November 2021)

- Based on above, refine objectives and identify learning questions/ clear focus
- Develop action plan

Deliverable 4: Action plan by end November 2021

4. Deliverable 5: Systems Mapping by end December 2021

- Based on all of the above lead systems mapping exercise jointly with sustainable development analyst of Policy Advisory Team. The systems mapping will be supported by another consultant. The Senior Analyst should support in the development of the scope of work/ terms of reference and selection of candidates/ teams.

Deliverable 5: Systems Mapping report by end December 2021

5. Deliverable 6 and 7: Portfolio Design and identifying entry points for policy dialogue (Q1 2022)

The consultant will in close partnership with other Policy Advisory Team colleagues in particular the sustainable development analyst, the Inclusive Growth team and the Acc Lab provide support to the following:

- Identification of opportunity spaces and overall framing of portfolio through collective intelligence exercises (led by UNDP)
- Development of experiment designs (including theory of change, hypothesis, test aspirations, methodology, and evaluation method) to be led by the Accelerator lab.
- Developing policy recommendations based on above analysis and international good practices (in partnership with think tanks/ international experts)

Deliverable 6: Portfolio design document with potential opportunity spaces by end March 2022

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Deliverable 7: Policy report/ brief by end March 2022. The consultant is expected to provide substantive inputs to the policy report. The sustainable development analyst and the Senior Economic Advisor will lead on the drafting of the policy report.

6. Deliverable 8: Policy Dialogue and Identification of next steps

- Support policy dialogue based on above identified policy recommendations
- Provide inputs into next steps including the opportunity to join UNDP's second cohort of deep demo
- Support identification of key partners and resource mobilization opportunities

Deliverable 8: Recommendations for next phase/ deep demo by end April 2022

Part II Support to Inequality Research

The consultant will also support the Policy Advisory Team in its inequality research agenda. This includes supporting the following:

- Identifying areas of future research including support to designing innovative research approaches
- Supporting the scoping of research on perceptions of inequality, including conducting a preliminary stakeholders' consultation to identify the most relevant issues.
- Supporting the finalization of research design and methodology.
- Facilitating the implementation of the research project, including the implementation of quantitative (e.g., questionnaires) and qualitative (e.g., roundtable discussions, interviews) data collection methods if needed.
- Supporting data analysis and reporting.
- Providing key input and feedback on the final report/ policy document.

Above inputs will be ongoing throughout the duration of the assignment. Exact deliverables will be defined during the inception phase.

Payment schedule:

Deliverables	Due date	Percentage
Deliverable 1 and 2	end October 2021	20%
Deliverable 3 and 4	end November 2021	20%
Deliverable 5	end December 2021	20%
Deliverable 6 and 7	end March 2022	20%
Deliverable 8	end September 2022	20%

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3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree in economics, development studies or a related area.

Languages

- Written and oral Proficiency in English and Arabic

II. Years of experience:

- A minimum of 8 years' experience in sustainable development related research, preferably on issues related to the informal economy and inequality

III. Competencies:

- A minimum of 8 years' experience in sustainable development related research, preferably on issues related to the informal economy and inequality
- Strong track record in applying innovative research approaches
- Familiarity with UNDP's Accelerator Lab protocols and approaches preferred
- Strong knowledge in sustainable development concepts, human development and familiarity with 2030 Agenda and SDGs
- Excellent analytical skills
- Strong track record in writing high-quality reports tailored to different audiences
- Strong communication skills

Criteria for shortlisting

<u>Criteria</u>	<u>Weight out of 100</u>
Relevant experience (mimumum of 8 years in sustainable development related research)	30
Track record in applying innovative research approaches	40
Excellent analytical skills	30

Only candidates reaching 50 points will be included in the shortlist.

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4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. CV highlighting relevant experience and 3 references
2. Two writing samples of policy oriented research/ reports
3. Financial proposal

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).

Travel: no travel is expected.

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 50 out of 70 in the technical evaluation would be considered for the Financial Evaluation

Technical evaluation criteria (out of 70)	Weight (out of 70)
Applied knowledge of innovative research approaches including those applied by Accelerator lab (systems mapping, sensemaking and solutions mapping)	30
Strong writing skills evidenced in policy oriented research/ reports (two samples to be included in application)	20

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Strong research background on economic development in Jordan in particular informal economy/ inequality	20	
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ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

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