



## TERMS OF REFERENCE

Job ID/Title:	Japanese Supplementary Budget (JSB) COVID-19 Response Report Writer
Duty Station:	Country Based
Category:	Emergency Response
Additional Category:	Crisis Prevention & Recovery
Brand:	UNDP
Type of Contract:	Individual Contract (IC)
Category (eligible applicants):	External
Application Deadline: (Please allow at least one week)	9/21/2021

Languages Required:	Arabic		English	X	Or French		Russian	
	Spanish		Chinese		Portuguese		Other:	

Starting Date:	01/10/2021
Duration of Contract (# of Days):	2 Months (60 days)
Expected Duration of Assignment:	<b>From:</b> 01/10/2021 <b>To:</b> 11/30/2021
Office facilities:	N/A

### Background:

The mission of the United Nations Development Programme (UNDP) in South Africa is to contribute to sustainable human development by providing support to the South African government to address the challenges of poverty, income inequality and unemployment. This is critical for UNDP to achieve to help people build better lives for themselves through the various programmes UNDP has in the country office.

COVID-19 continues to spread rapidly across almost every corner of the world. With the majority of countries in the midst of a third wave that has in many cases surpassed the previous 2 waves in severity, an urgent global response across the health, development and humanitarian dimensions is needed. As a global pandemic that threatens to deepen inequalities and undo progress on sustainable development and humanitarian responses more broadly, COVID-19 is devastating individuals, families, communities, economies and infrastructure. South Africa, is also experiencing its third wave of the pandemic, leading to a steep rise in the number of infections which have surpassed the 2 million mark, and posing a myriad of social and economic challenges, and especially to the health system.

In order to respond and have a quick recovery from the COVID-19 and its associated impact, and with generous funding from the Government of Japan, through its Supplementary Budget (JSB) UNDP South Africa is supporting the Government of South Africa is currently in the final stages of implementing a strategy that will contribute to the strengthening of the national response to the emergency.

The Japanese Supplementary Budget (JSB) project has leveraged UNDP response around the 3 UNDP offers: (i) Health Systems strengthening, which includes procurement and distribution personal protective equipment (PPE) and medical equipment such as autoclaves; and beefing up the capacity of the National Disaster Management Centre (NDMC) (ii) Inclusive and multi-sectoral crisis management, which supports: national and sub-national capacities for planning, coordination and crisis management; safeguarding human rights and protecting vulnerable groups; and community engagement for prevention, response and social cohesion (iii) Addressing the socio-economic impacts of COVID-19 which addresses: meso- and micro- level socio-economic impact assessments on the informal sector and SMMEs; and policy and programme interventions to address the developmental impacts of COVID-19 for the informal sector and SMMEs and safeguarding progress towards the SDGs

Finally, the project aims to build from existing partnerships with national stakeholders, including the National Disaster Management Centre (MDC), the South African Local Governance Association (SALGA), the Centre for Industrial and Scientific Research (CSIR), the Water Research Commission (WRC), and the Departments of Health among others. The project has achieved extensive coverage of UNDP response to COVID- 19, both in terms of beneficiaries and geographical coverage.

In addition, to ensure evidence-based policymaking process, UNDP has assisted the Government in implementing various projects to respond to the immediate needs of the infected and affected communities in South Africa. As a result, UNDP South Africa is looking for a consultant to help consolidate its JSB COVID-19 work into a single analytical and infographic report that can be easily shared with governments, partners and other consumers in the public domain. The project is coming to a close on 30 September 2021 and thus, the need to undertake this assignment.

**Objective of the assignment:**

The overall objective of this assignment is to consolidate the different reports: implementing partner reports, field visit reports, min-roar report, media visuals and audios and info graphs into a comprehensive JSB COVID-19 Response report that can be submitted to the Japanese government, government and other partners and be used by UNDP as an information source for its COVID-19 response. The specific objectives of the assignment are:

- 1- Review and analyze and consolidate all the reports that have emanated from the implementation of the JSB project, including audio and visual material
- 2- Based on the above review and analysis draft the JSB COVID-19 Response Report, 2020-2021
- 3- Based on the above review identify key messages from the main JSB report to produce a 10-15-page infographic booklet.
- 4- Ensure that the JSB Report is in a format that can be digitalized;
- 5- Ensure the overall quality of the JSB Report;

**Duties and Responsibilities:**

Under the overall guidance of the UNDP's Communications and Knowledge Management team, and in collaboration with the Monitoring and Evaluation team and all JSB Output Lead the Consultant will be responsible for:

- Pulling together and consolidating all implementing partner reports, field site reports, JSB mini-ROAR report and any other media visuals and audio materials collected during the project period July 2020-October 2021
- Reviewing and analyzing all the consolidated material to draw out key information and results to be included in the report
- The design and selection of infographics, including infographics, photos, charts, tables, and boxes etc. to be included in the report
- Design the contents of the JSB Report derived from all the above.
- Design and develop a 10-15-page info-graphic report
- Draft a JSB Report 2020-2021 and submit for comments
- Prepare a Power Pint Presentation of the Report
- Use feedback received to review, write and submit the final report
- Ensure the overall quality of the JSB Report, including layout, editorials, language etc.
- Present the final report to Staff, Senior Management and the Japanese Embassy

**Expected Deliverables:**

***The consultant is expected to deliver the following products:***

- Inception Report, outlining how the consultant will undertake the assignment and the respective time bound work plan;
- Preliminary JSB Analytical Report, including info graphics: charts, graphs, pictures, boxes, etc.
- Draft 10-15-page infographic booklet.
- Power Point Presentation on the main report
- Final JSB Report and info-graphic booklet endorsed by the JSB Implementation Team and Senior Management.
- Presentation of the Report

***In order to deliver the above products, the consultant is expected to perform the following activities:***

- Interact with the JSB Implementation Team to be abreast of the nature and implementation of the JSB project and clarify any issues that may not be clear
- Review and analyze the different reports emanating from the implementation of the JSB project and seek clarification and more information where necessary.
- In collaboration with the JSB Implementation team, draft the report and infographic booklet;
- Liaise with the Communications, Knowledge Management and IT teams to ensure that the report has the required format for digitalization;
- Obtain comments on the draft report and infographic booklet from the team, other members of staff and senior management;
- Prepare the final report;

**Expected Outputs:**

- Inception report – **Deadline: 30 September 2021**
- Draft JSB Report- **Deadline: 30 October 2021**
- Draft infographic booklet – **30 October 2021**
- Power Point Presentation of the report- **Deadline: 15 November 2021**
- Final report – **Deadline: 30 November 2021**

**Reporting:**

The consultant will work directly with the Communications and Knowledge Management team, in collaboration with M & E and JSB Output Leads. The consultant will discuss any challenges or bottlenecks that s/he may find in the process with the JSB Project Coordinator and find solutions to enable the achievement of defined objectives.

The Consultant will report to the, Communications and Knowledge Management team to whom s/he will provide briefings on weekly basis on the progress of the assignment.

**Travel:**

The consultant is not expected to travel. In case is requested to travel, the costs including transport, lodging and terminal expenses will be covered and paid by UNDP on the basis of UNDP rates.

There is no anticipated travel outside the country for this assignment. In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the JSB Team and the Individual Consultant, prior to travel and will be covered and paid by UNDP.

The fare will always be “most direct, most economical” and any difference in price with the preferred route will be paid for by the expert.

UNDP will not cover any costs associated with moving to the duty station. If applicant is requesting for such coverage the cost to be calculated and included in the financial proposal

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**Evaluation:**

Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Applicants will be evaluated based on: Cumulative analysis based on a combination of the Technical and Financial Scores

**Technical Evaluation Criteria:** 70%

**Financial Evaluation Criteria:** 30%

**Payment Method:****All-inclusive Lump Sum Amount as follows:**

- 20% upon the submission of Inception Report
- 40% upon submission of draft report and draft infographic booklet
- 20% Submission of a PPT of the report
- 20% Upon acceptance of the final report and infographic booklet

**Competencies:****Organizational Competencies:**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

**Functional:**

- Strong analytical and decision-making skills;
- Strong negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products,
- Professional and/or academic experience in one or more of the technical areas of the Development or knowledge management field.

**Project and Resource Management:**

- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs;
- Ability to focus on impact and results for the client, promoting and demonstrating an ethic of client service;
- Strong organizational skills;
- Ability to work independently, produce high quality outputs; and
- Sound judgment, strategic thinking and the ability to manage competing priorities.

**Partnership building and teamwork:**

- Demonstrated well developed people management skills;
- Strong ability to manage teams; creating an enabling environment, mentoring and developing staff;
- Excellent negotiating and networking skills;
- Demonstrated flexibility to excel in a multi-cultural environment; and
- Provides constructive coaching and feedback.

**Communications and Advocacy:**

- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly;
- Strong presentation skills in meetings with the ability to adapt for different audiences;
- Strong analytical, research and writing skills with demonstrated ability to think strategically;
- Strong capacity to communicate clearly and quickly; and
- Strong inter-personal, negotiation and liaison skills.

#### A. Qualifications:

The consultancy is expected to be undertaken by an expert with the following qualifications:

##### **Education:**

- Master's degree in social science, communications, journalism or related fields.

##### **Experience:**

- Minimum of 5 years of national/international professional experience in writing technical reports and policy briefs for various organizations (evidence of previous work will be required)
- Track record of publications in social science and health field;
- Experience in analyzing and synthesizing different pieces of information and consolidating into a comprehensive, coherent piece
- Experience in the design and layout of a report, including use and presentation of statistical data and info graphics
- Work experience from a developing country is highly desirable.
- Experience in the use of computers and office software packages as well as web-based management systems.
- Excellent research, analytical, editorial, proof-reading, writing and presentation skills.

#### B. GUIDELINES FOR APPLICATION

Filled P11 form including past experience in similar projects and contact details of references (blank form can be downloaded from [http://europeandcis.undp.org/files/hrforms/P11\\_modified\\_for\\_SCs\\_and\\_ICs.doc](http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc)); please upload this P11 instead of your CV.

Financial Proposal\* - specifying a daily rate in USD and, **if applicable**, a lump sum for round-trip travel costs to join duty station/repatriation travel.

Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. rent of dwelling, fee, health insurance, vaccination, visa costs and any other relevant expenses related to the performance of services...). All envisaged costs (except of the unforeseen travel costs for missions, if any) must be included in the financial proposal. Unforeseen travel costs for missions, if any, will be paid separately according to UNDP rules and regulations.

Incomplete applications will not be considered. Please make sure you have provided all requested materials

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

- C. Additional Questions: (Three more questions are allowed other than the two mandatory questions below)
1. Explain why you think you are the most suitable candidate for this work? (Mandatory)
  2. Please provide your consultancy daily fee in USD (Mandatory)
- D. Online screeners: (Name/Email Address)

**ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** is provided here:  
<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>

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