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**TERM OF REFERENCE (ToR)**

**FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**

**GENERAL INFORMAION**

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| **Services/Work Description:** | Recruitment of Consultant for national non-communicable disease coordination mechanism and structure assessment including Investment case approach |
| **Project/Program Title:** | Public health policy framework and coordination mechanism expert |
| **Post Title:** | National Consultant (NC)  Group of individuals and/or firms are not eligible for this consultancy assignment (only at individual level) |
| **Consultancy level:** | **Level C** (Senior Specialist) |
| **Duty Station:** | Addis Ababa |
| **Expected Places of Travel:** | As required |
| **Duration:** | Fifty-Six (56) working days distributed over October to December months |
| **Expected Start Date:** | Immediately after Signing the Contract (15 October – 31 December 2021) |

**I. BACKGROUND / PROJECT DESCRIPTION**

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| Non-communicable diseases (NCDs), including stroke, heart disease, diabetes, lung cancer and pulmonary diseases, are a key development challenge and exposure to pollution is a major cause of NCD morbidity and mortality. Both NCDs and exposure to pollution are also emerging risk factors associated with the COVID-19 pandemic. People with pre-existing chronic conditions are more vulnerable to severe disease progression and are at an elevated risk of dying from it. This makes addressing air pollution and NCDs essential components of effective COVID-19 responses.  UNDP, funded by the European Commission/Environment Directorate-General, has initiated a three-year project (October 2020-September 2023) to support the governments of India, Mongolia and Ethiopia to address pollution as a key environmental determinant of NCDs, and as part of broader efforts to respond to environmental degradation and the changing climate. The project pursues action in four areas:   1. Developing and piloting a methodology to calculate the NCD-related health costs of inaction on air pollution as well as the return on investment in selected cost-effective and nationally-prioritised interventions (investment case), focusing initially on air pollution and including co-benefits such as those related to climate change mitigation, to inform planning and budgeting purposes; 2. Enhancing governance structures and coordination mechanisms across environment, health and other relevant ministries (transport, energy, planning, agriculture, etc.) to enable joint analysis of main sources of air pollution as well as joint planning and financing for prioritised national actions engaging civil society and private sector partners, as relevant; 3. Advancing effective laws, policies, standards and regulations through conducting a legal environment assessment in pilot countries, that is expected to lead to strengthened parliamentary and civil society action on air pollution to mitigate its impacts on the environment and health, and building capacities for oversight and enforcement where gaps are in implementation, and ensuring greater transparency in decision-making and budgeting; and, 4. Facilitating the scale-up of action on air pollution and health in other countries through high-profile and broad dissemination of the methods, approaches as well as lessons learnt from the pilots.   UNDP Ethiopian CO is seeking a highly experienced individual to conduct investment case, a review of existing national NCD coordination mechanism and its structures, and to develop recommendations and plans for including additional sectors into the existing NCD coordination mechanism in order to improve and facilitate more ambitious and better coordinated multi-sectorial national and sub-national action on pollution.  Investment cases quantify national health and economic burden of NCDs, and the return on investment (i.e. avoided healthcare costs and productivity losses) from scaled up action. This is calculated over 5- and 15-years to align with political and development planning cycles. The individual consultant will develop and conduct assessment to assess where the most cost-effective interventions (e.g. WHO’s ‘best buys’) intersect with political feasibility, and to expand space for their adoption and enforcement. An investment case methodology on pollution is a major existing gap and this project aims to develop the methodology and pilot it in Ethiopia.  The consultant will work with UNDP country office, HQ and stake holders (Ministry of Health, Environment, Forest and Climate Change Commission, Vital Strategies, WHO etc). |

**II. SCOPE OF THE WORK**

* Review the existing national NCD coordination mechanism and its structures, and identify the possible gaps for including sectors responsible for environment/ pollution,
* Develop recommendations and plans for including additional sectors into the existing NCD coordination mechanism in order to improve and facilitate more ambitious and better coordinated multi-sectorial national and sub-national action on pollution,
* Review and development of terms of reference, codes of conduct and mechanisms for engaging and managing multi-sectorial partnerships: (i) within government; and (ii) among government, non-state actors, including civil society and private sector, and multilateral and bilateral development partners,
* Initiate invitations to new stakeholders in addition to the existing ministries and relevant stakeholders, and arranging necessary briefings and workshops
* Identify opportunities for private sector engagement into NCD coordination mechanism, including on technological innovation to address key pollution challenges
* To develop investment case assessment tool and pilot it in close collaboration with CO,HQ UNDP and other partners/stakeholders
* To provide with operational and other support functions related to NCD coordination mechanism as requested.

**III. EXPECTED OUTPUTS AND DELIVERABLES**

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| **No.** | **Deliverables / Outputs** | **Estimated Duration to Complete** | **Review and Approvals Required** |
| 1 | **Inception report:**   * Clear methodology and work plan with timeline of activities and deliverables. * Key stakeholders and players are identified   Structure assessment tool development | Eleven (11) Working days | EFCCC, UNDP and EU Country offices and HQs |
| 2 | **Progress report 1:**   * Review and identification of existing NCD coordination mechanism and its structures * Identify the potential gaps and holes in current NCD coordination mechanism in relation to including pollution as a key risk, including potential key sectors and stakeholders   Develop investment case assessment tool | Fifteen (15) Working days | EFCCC, UNDP and EU Country offices and HQs |
| 3 | **Progress report 2**   * Develop recommendations and plans for including additional sectors into the existing NCD coordination mechanism * Review and development of terms of reference, codes of conduct and mechanisms for engaging and managing multi-sectorial partnerships * Pilot developed Investment case assessment tool   Analysis and present finding draft report | Eighteen (18) Working days | EFCCC, UNDP and EU Country offices and HQs |
| 4 | **Final Report:**   * Final Investment case assessment tool endorsement * Recommendations for developing multi-sectorial national/sub-national plans on pollution and NCDs are developed * Recommendations to enable joint planning and financing across key sectors (environment, extractives, energy, transportation, health, agriculture, finance, gender, etc.) in relation to pollution and NCD are developed   Consultative meetings and dissemination workshops organization with relevant key stakeholders to disseminate the report results, and collect feedbacks | Twelve (12) Working days | EFCCC, UNDP and EU Country offices and HQs |

**IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

* The Consultant will report to the Environment, Forest and Climate Change Commission and the UNDP Country office and HQ
* The consultant will report progress status on weekly bases
* The consultant will be in touch with the HQ team by email and videoconference application (e.g. Zoom).
* The consultant will be responsible to develop tools, conduct assessment, compile findings and provide recommendations

**V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC**

* The consultant will need to have his/her own computer/laptop with the Microsoft Office package (MS Word, PowerPoint and Excel).
* As required the consultant will be in the office of Environment, Forest and Climate Change Commission
* No travel is envisaged to deliver this work. If the need arises, travel will be arranged according to the UNDP travel policy for consultants.

**VI. DURATION OF THE WORK**

Duration of the assignment is planned to be Fifty-Six (56) working days distributed over October to December months.

**VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)**

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| 1. **Educational Qualifications:**  * MSc in Public Health, Social Science, Environmental Law, Economics, International Development or related fields required.  1. **Experience**  * Minimum of 07 years of relevant experience in the field of law, environment, and public health. Prior experience supporting health, environment and/or human rights work within UNDP or another UN entity is an asset. * Proven experience in undertaking global/regional/national legal framework and policy research, analysis and developing guidance documents for governments or related institutes (supported by sample documents/reports). Experience in the legal dimensions of non-communicable diseases is an advantage. * Solid track record of providing strategic coordination with government, development partners, NGO and private sector to address relevant issue (supported by relevant documents). * Ability to produce well-written reports, demonstrating analytical and communication skills. At least an assignment demonstrating analytic and report writing skills to be submitted with the application.  1. **Language requirements**  * Fluency in English and Amharic languages is required.  1. **Competencies:**  * Excellent organizational skills; * Strong analytical, writing and communication skills; * Ability to prepare publications, reports and presentations. Must be able to present technical findings to stakeholders and professional audience through appropriate presentation styles; * Ability to manage and work with a multidisciplinary team; * Strong motivation and ability to work and deliver under short deadlines; * Focuses on results and responds positively to critical feedback; * Able to work independently with little or no supervision  1. **Core Competencies:**  * Demonstrates integrity by modelling the UN’s values and ethical standards * Promotes the vision, mission, and strategic goals of UNDP; * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability * Treats all people fairly without favouritism; * Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.   **Important Note:**  The Consultant is required to have the abovementioned professional and technical qualifications**. Only the applicants who hold these qualifications** will be shortlisted and contacted. |

**VIII. CRITERIA FOR SELECTING THE BEST OFFER**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

* Responsive/compliant/acceptable, and
* Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  1. Technical Criteria weight is **70%**
  2. Financial Criteria weight is **30%**

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| **Criteria** | | **Weight** | **Max. point** |
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| **Technical Score** | | **70%** | **100** |
| **Technical criteria 1: Educational background** | | 14% | **20** |
| Advanced university degree (Master's degree or higher) in the field of law, human rights, health, and other closely related fields. | | 14% | *[20]* |
| **Technical criteria 2: Relevant experience** | | 28% | **40** |
| Minimum of 10 years of relevant experience in the field of law, environmental management, and/or public health. | | 14% | *[20]* |
| Proven experience in undertaking global/regional/national legal framework and policy research and developing guidance documents for governments or related institutes (sample documents). | | 7% | *[10]* |
| Ability to produce well-written reports, demonstrating analytical and communication skills. At least an assignment demonstrating analytic and report writing skills to be submitted with the application. | | 7% | *[10]* |
| **Technical criteria 3 - Proposed methodology and approach** | | 28% | **40** |
| Proposed detailed methodology and approach to complete the task | |  | *[40]* |
| **Financial Score** | | **30%** | **100** |
| **Total Score** | **Technical Score \* 70% + Financial Score \* 30%** | | |

**Evaluation Method and Criteria**

The consultant will be evaluated based on the following methodology of **Cumulative analysis.**

The award of the contract shall be made to the consultant which 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)**

See attached table – Technical evaluation scoring guide.

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

**IX. PAYMENT MILESTONES AND AUTHORITY**

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| **Price Proposal and Schedule of Payments**  All proposals must be expressed in a **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, office space and equipment, 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:   * Deliverable 1 [inception report]: 20% of total contract amount * Deliverable 2 [progress report 1]: 20% of total contract amount * Deliverable 3 [progress report 2]: 30% of total contract amount * Deliverable 4 [final report]: 30% of total contract amount   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. |

**X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL**

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

* **Letter of Confirmation of Interest and Availability**using the template provided in Annex II.
* **Personal CV or**[**P11**](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional references.
* **Technical proposal**, including a) a brief description of why he/she considers as the most suitable for the assignment; and b) a methodology, on how consultant will approach and complete the assignment.
* **Financial proposal**, as per template provided in Annex III.
* **Sample reports or other supporting documents**

Incomplete proposals may not be considered. Only the successful candidate will be notified of contract award.

**XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent.

Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.