TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/093/21 – Re-advertisement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Title</td>
<td>Kiribati KDP M&amp;E Framework consultant</td>
</tr>
<tr>
<td>Location</td>
<td>Kiribati</td>
</tr>
<tr>
<td>Application deadline</td>
<td>2nd November 2021</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Level</td>
<td>National</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>40 working days</td>
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BACKGROUND

Background:

The Kiribati Development Plan 2020-2023 is the nation’s guide for developing policies and programs to advance inclusive economic development in Kiribati, and is supported by the Ministry Strategic Plans by each Ministry and agency of the Government, as well as discussions with civil society and private sector.

The KDP 2020-2023 takes into account various international obligations that the Government of Kiribati has assented to. These include the Sustainable Development Goals (SDGs), the Istanbul Plan of Action, the Small Island Developing States (SIDS) Accelerated Modalities of Action (SAMOA) Pathway and the Framework for Pacific Regionalism.

The government is committed to the implementation of the KDP through linkages to the annual planning and budgeting process. Additionally, the government is committed to ongoing monitoring and evaluation (M&E) of progress to ensure government funds are prioritized and used for the benefit of all Kiribati citizens. The monitoring and evaluation framework being developed to assist this process is aligned with the six Key Priority Areas (KPAs) identified in the plan:

KPA 1: Harnessing our Human Wealth
KPA 2: Growing our Economic Wealth and Leaving No One Behind
KPA 3: Health
KPA 4: Protecting our Environment and Strengthening Resilience
KPA 5: Good Governance
KPA 6: Developing our Infrastructure
Introduction:

The KDP M&E Framework is currently under formulation, and once completed will articulate key performance indicators and targets for monitoring and evaluating progress for all six KPAs of the KDP.

Key challenges and strategies have been identified under each of these KPAs with a draft set of specific measurable indicators, targets, and milestones which will be included in the M&E Framework.

The fine tuning and development of the M&E framework and its usage also requires the active participation of civil society, the private sector, and our international development partners. Annual review evaluating baselines against the milestones and targets will help to identify and evaluate progress, which will require timely and reliable information to be available to inform ongoing planning and budgeting.

Another crucial element of the M&E framework is the metadata supporting the production of the indicators, providing detailed information pertaining to what sources of data are required, computation methodologies, agencies responsible, and disaggregation requirements.

Objectives:
The objective of this consultancy is to:

- support the finalization of the KDP M&E framework, including the metadata clarifying data sources, computation methodologies and agency responsibilities;
- strengthen the capacity of the Kiribati National Statistics Office and National Economic Planning Office to review and update the M&E framework through a structured process; and
- identify and collect data from the identified sources to be able to monitor and report on the status of the KDP on a consistent and regular basis.

DUTIES AND RESPONSIBILITIES

Key responsibilities:

- Review the Key Performance Indicators currently listed in the draft KDP M&E, and make amendments to the wording where necessary, to ensure the indicators description is clear, measurable, expresses units of measurement and details levels of disaggregation required
  - Emphasis to be placed on complex areas such as environment
- For indicators in which data is not currently available, work with NSO and Line Ministry in modifying the indicator description, or developing a plan to ensure data will be available in the foreseeable future
- Review all baselines currently entered in the draft KDP M&E, making amendments where necessary and adding new baselines where gaps exist
- Review all targets currently listed against each indicator in the draft KDP M&E, making amendments where necessary
- Finalize the development of the metadata accommodating the indicator framework, with a focus on the following pieces of information for each indicator
  - Data source/s contributing to the calculation of the indicator
Computation methodology of the indicator
- Level of disaggregation required
- Agency/ies responsible for production

- Consult with all necessary Development Partners to seek guidance on wording of indicator descriptions, accompanying baselines and targets, and drafting of metadata
- Prepare a training guide and provide training to relevant staff within National Statistics Office, National Economic Planning Office and data focal points within Line Ministries on the updating and maintenance of the KDP M&E database including the sources of the data and the collection method. The consultant will consider an interactive database with links to e-templates for data focal points people to fill in.

Institutional arrangements:
The Consultancy will work in close collaboration with staff from the National Statistics Office and National Economic Planning Office, under the direction and guidance from the UNDP Inclusive Growth Deputy Team Leader and ESCAP Pacific Office Statistician, throughout the assignment period.

A senior staff member of the National Statistics Office (appointed by the Government Statistician) will work alongside the consultant part-time, to provide on-the-ground assistance, and guide the process.

Duty Station:
The select will be home based.

Duration of work: The expected duration of this assignment is 40 days with from November 2021 and planned to be completed by December 2021. The timeframe and expected deliverables are shown in the table below.

Deliverables:
1. Report identifying the organizations and entities (such as Government agencies and state own enterprises) that collect data relevant to monitor the respective indicators to monitor each KPA in the KDP including what data is collected. The report should include:
   a. the data source from each agency (eg, survey data, admin data, etc)
   b. the Ministry/Agency/SOE focal points for each
2. Updated draft KDP M&E framework which includes finalized indicators, corresponding baseline data and reviewed targets;
3. Final draft of the indicator framework metadata which provides clear documentation of crucial information pertaining to
   a. Data source/s contributing to the calculation of the indicator
   b. Computation methodology of the indicator
   c. Level of disaggregation required
   d. Agency/ies responsible for production
4. Workshop report on the training of relevant staff within the National Statistics Office, National Economic Planning Office, focal points of Line Ministries and other identified entities on the updating and maintenance of the KDP M&E database.
5. Weekly verbal progress reports to UNDP/ESCAP in partnership with NSO counterpart
COMPETENCIES

• Demonstrating/safeguarding ethics and integrity.
• Demonstrate corporate knowledge and sound judgment.
• Self-development, initiative-taking.
• Acting as a team player and facilitating team work.
• Facilitating and encouraging open communication in the team, communicating effectively
• Creating synergies through self-control.
• Managing conflict.
• Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
• Informed and transparent decision making.

REQUIRED SKILLS AND EXPERIENCE

Qualifications:
Minimum University degree in statistics, economics, social or public policy, development, planning or related fields.

Experience:
Minimum 7 years of relevant experience in development statics/surveys, national and sector development planning, social or public policy or related fields.

Language requirement:
Proficiency in English (written and spoken) required.

Price Proposal and Schedule of Payments
Consultancy 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. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Task</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completion of deliverables 1 and 2 above pertaining to; i) the report identifying the organizations and entities (such as Government agencies and state own enterprises) that collect data relevant to monitor the respective indicators to monitor each KPA in the KDP including what data is collected, and ii) updated draft KDP M&amp;E framework which includes finalized indicators, corresponding baseline data and reviewed targets;</td>
<td>15 November 2021</td>
</tr>
<tr>
<td>2</td>
<td>Completion of deliverables 3 and 4 above pertaining to;</td>
<td>15 December 2021</td>
</tr>
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i) final draft of the indicator framework metadata, and ii) workshop report on the training of relevant staff within the National Statistics Office, National Economic Planning Office, focal points of Line Ministries and other identified entities on the updating and maintenance of the KDP M&E database.

1. First payment of 50% will be made upon submission of deliverable 1 to the satisfaction of the UN team.
2. Second payment of 50% will be made upon submission of deliverable 2 to the satisfaction of the UN team.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Activities</th>
<th>Timeframe</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
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<tr>
<td>1. As outlined above</td>
<td>50%</td>
<td>20 Working Days</td>
<td>15 November 2021</td>
<td>(IG DTL)</td>
</tr>
<tr>
<td>2. As outlined above</td>
<td>50%</td>
<td>20 Working Days</td>
<td>15 December 2021</td>
<td>(IG DTL)</td>
</tr>
</tbody>
</table>

**Technical Criteria for Evaluation (Maximum 70 points)**
- Criteria 1: Relevance of Education – Max 5 points
- Criteria 2: Relevance of language and Key competencies - Max 10 Points
- Criteria 3: Technical expertise in relation to the requirements of the roles and responsibilities of the ToR. - Max 20 points
- Criteria 4: Relevance of experience in relation to the requirements of the roles and responsibilities of the ToR. – Max 20 points
- Criteria 5: Quality of Assessment of approach/methodology to assignment – Max 15 Points

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

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

**Documentation required**
Interested consultancies 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: Consultancies 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. Consultancies with whom there is further interest will be contacted. The successful consultancy 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/dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 2\textsuperscript{nd} November 2021 (Fiji Time) online via UN Jobs website https://jobs.undp.org/ or etenderbox.pacific@undp.org