



TERMS OF REFERENCE

Reference No.	PN/FJI/083/21 – Readvertisement
Consultancy Title	RMI NSP Data collection and monitoring consultant
Location	Republic of the Marshall Islands
Application deadline	3 rd November 2021
Type of Contract	Individual Contractor
Post Level	National
Languages required:	English
Duration of Initial Contract:	100 working days

BACKGROUND

Background:

The RMI National Strategic Plan (NSP) 2020–2030 is our apex high-level planning document, which chart's our country's vision and over-arching Policy Framework and Objectives.

The NSP sets out our National Priorities and gives context to where we want to be in terms of social, economic, governance, environmental and physical progress, and development over the coming ten years. RMI faces unique challenges, as an atoll country, including to the existential threats from the impacts of climate change and sea level rise. However, there are also unique opportunities that we can leverage to derive higher development results for our people and the country.

The Strategic Level of the NSP links and builds on, the activities and priorities set forth in national policies, sectoral plans, international agreements and ongoing ministry operational plans in guiding our development and charting our progress to meeting our Strategic Policy Objectives.

The government is committed to the implementation of the NSP through linkages to the annual planning and budgeting process. Additionally, the government is committed to ongoing monitoring of our progress to ensure government funds are prioritized and used for the benefit of all RMI citizens.

The NSP will provide guidance to development partners so that the RMI can implement projects through a holistic development approach in the face of the critical issues facing us, including climate change, sea level rise, nuclear legacy and socio-economic development challenges.

Introduction:

A second part of the NSP is the M&E Framework which is currently under formulation. Once completed the M&E Framework will articulate key performance indicators and targets for monitoring and evaluating progress for the National Policy Objectives as detailed in each Strategic Area of the NSP and will be used to monitor and report in the implementation of the NSP. These indicators underpin the NSP Policy Objectives.

The goals and policy objectives will be delivered through coordinated and interlinked government planning, budgeting and service delivery. The annual portfolio budgets of line ministries coordinate with the policy objectives for which they are responsible. Ongoing monitoring and evaluation are critical to successful implementation of the NSP. All of the policy objectives are designed to be linked to specific measurable indicators, targets, and milestones which are to be detailed in the M&E Framework. Annual review evaluating baselines against the milestones and targets will help to identify and evaluate progress. This ensures timely and reliable information is available to inform ongoing planning and budgeting.

The development of the M&E framework and its usage requires the active participation of civil society, the private sector, and our international development partners.

Objectives:

The objective of this consultancy is to:

- support the formulation of the NSP M&E framework; and
- strengthen the capacity with EPPSO to review and update the M&E framework through a structured process as well as
- identify and collect data from the identified sources to be able to monitor and report on the status of the NSP on a consistent and regular basis.

DUTIES AND RESPONSIBILITIES**Key responsibilities:**

- Undertake mapping exercise in terms of which organizations and entities (such as Government agencies of state own enterprises) collect data relevant to monitoring the respective policy objectives in the NSP. A list of Ministries, Agencies, SoE's and other entities to be consulted will be provided by Government;
- Conduct an assessment of what data is available or collected that is relevant or related to the respective policy objectives in the NSP;
- Develop a database of data that is collected from the identified organizations or entities that is relevant or related to the respective policy objectives in the NSP; The database should include the source of the data and indicator of the data.
- Populate the database with data values collected from the identified organizations or entities that is relevant or related to the respective policy objectives in the NSP. Include data source for the data collected;

- Provide support in terms of reviewing and providing input into the development of the NSP M&E framework and supporting the consultations with relevant national stakeholders of the draft NSP M&E framework. This will also focus on how to best use the available data to develop targets for reporting on an annual and medium term basis – from the selected indicators and how-to best measure progress based on available data and capacity for assessment.
- Prepare a training guide and provide training to relevant staff within EPPSO and data focal points on the updating and maintenance of the NSP 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 under the close guidance of the Inclusive Growth Deputy Team Leader throughout the assignment period.

Duty Station:

The select will be home based.

Duration of work: The expected duration of this assignment is 100 days from November 2021 and planned to be completed by 31 March 2022. The timeframe and expected deliverables are shown in the table below:

Deliverables:

- Report identifying the organizations and entities (such as Government agencies and state own enterprises) that collect data relevant to monitor the respective policy objectives in each strategic area of the NSP including what data is collected. The report should include:
 - the data source from each agency (eg, survey data, admin data, etc)
 - the Ministry/Agency/SOE focal points for each data source
- Database that is populated with the data collected from the identified organizations and entities (such as Government agencies and state own enterprises) relevant to monitor the respective policy objectives in each strategic area of the NSP;
- Workshop report on the training of relevant staff within EPPSO as well as designated data focal points in the identified ministries, agencies, SoE's and other identified entities on the updating and maintenance of the NSP M&E database.

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:

A minimum of University undergraduate degree in statistics, economics, social or public policy, development, planning or related fields. A master's degree (or equivalent) in the mentioned areas is desirable

Experience:

Minimum 7 years of relevant experience in development statistics/surveys, national and sector development planning, social or public policy or related fields. Pacific Islands experience is desirable and experience in Small Island states is advantageous.

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:

Deliverable	Task	Timeframe
1	<p>Report identifying the organizations and entities (such as Government agencies and state own enterprises) that collect data relevant to monitor the respective policy objectives in each strategic area of the NSP including what data is collected. The report should include:</p> <ul style="list-style-type: none"> ○ the data source from each agency (eg, survey data, admin data, etc) ○ the Ministry/Agency/SOE focal points for each data source 	30 December 2021

2	Database that is populated with the data collected from the identified organizations and entities (such as Government agencies and state own enterprises) relevant to monitor the respective policy objectives in each strategic area of the NSP;	28 February 2021
3	<p>Guide for relevant staff within EPPSO and data focal points within the identified entities on the updating and maintenance of the NSP M&E database including the sources of the data and the collection method.</p> <p>Workshop report on the training of relevant staff within EPPSO as well as designated data focal points in the identified ministries, agencies, SoE's and other identified entities on the updating and maintenance of the NSP M&E database.</p>	31 March 2022

1. First payment of 40% 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.
3. Third payment of 20% will be made upon submission of deliverable 3 to the satisfaction of the UN team.

Deliverable	Activities	Timeframe	Target Due Dates	Review and Approvals Required
1. Report identifying the organizations and entities (such as Government agencies of state own enterprises) that collect data relevant to monitor the respective policy objectives in each strategic areas of the NSP including what data is collected. The report should include responsibilities for data collection/reporting and timelines;	40%	40 Days	30 November 2021	(IG DTL)
2. Database that is fully populated with the data collected from the identified	40%	40 Days	30 November 2021	(IG DTL)

organizations and entities (such as Government agencies of state own enterprises) relevant to monitor the respective policy objectives in each strategic area of the NSP;				
3. Report on the training workshop training to relevant staff within EPPSO as well as designated data focal points in the identified ministries, agencies, SoE's and other identified entities on the updating and maintenance of the NSP M&E database;	20%	20 Days	15 February 2022	(IG DTL)

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevance of Education – Max 5 points
- Criteria 2: Relevance of language and Key competencies - Max 5 Points
- Criteria 3: Technical expertise (required experience and knowledge for assignment) - Max 25 points
- Criteria 4: Relevance of Pacific experience in area of required technical expertise – Max 25 points
- Criteria 5: Quality of Assessment of approach/methodology to assignment – Max 10 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, 3rd November 2021 (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org