



ANNEX I

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	MIS Consultant
Project/Program Title:	Boosting Green Employment and Enterprise Opportunities in Ghana (GrEEn) project
Post Title:	National Consultant (NC) Group of Individuals and/or Firms are not eligible for this consultancy assignment (only at an individual level)
Consultant Level:	Level B (Consultant)
Duty Station:	Accra, Ghana
Expected Places of Travel:	Domestic missions to areas of intervention of the project (Western and Ashanti regions) or workshop locations
Duration:	25 working days distributed over 3 months
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

UNCDF works with local and central government institutions to improve the capacity of local governance institutions. It provides support in planning, budgeting, public expenditure management, procurement and delivery management alongside other areas of work related to the application of development capital and resources.

UNCDF is supporting an expanding portfolio of programmes that provide capital resources to local governance institutions to enable them to reduce poverty, adhere to the Sustainable Development Goals and tackle climate change. These programmes promote local level public financial management and decentralised governance responses to these challenges.

The goal of the Local Climate Adaptive Living Facility (LoCAL) is to promote climate change-resilient communities and local economies. It does this by increasing investments in climate change adaptation (CCA) at the local level, thereby contributing to the achievement of the Paris Agreement and the Sustainable Development Goals (SDGs). In particular, LoCAL addresses the specific goals of poverty eradication (SDG 1) and climate action (SDG 13). The objectives of the facility are to increase local government access to climate finance in participating countries and to establish a standard and internationally recognised country-based mechanism to channel climate finance and increase local resilience through performance-based climate-resilience grants (PBCRGs).

LoCAL focuses on the delivery of four outputs that will directly contribute to increasing local governments' access to climate finance and building resilience to climate change:

- Output 1 – Awareness and capacities to respond to climate change adaptation at the local level are increased
- Output 2 – CCA is mainstreamed into governments' planning and budgeting systems and investments are implemented in line with the PBCRG mechanism
- Output 3 – The PBCRG mechanism is effectively and sustainably established in participating countries and leads to an increased amount of CCA finance available to local government and local economy
- Output 4 – The role of local authorities and of the PBCRGs in addressing climate change are increasingly recognised at international level, through outreach, learning and quality assurance

The LoCAL approach entails into capacity building of local governments and operates through Performance Based Climate Resilience Grants (PBCRG).

LoCAL works in three phases:

Phase I: Following scoping, the first phase entails testing in a small number (2-4) of local governments. Phase I has a budget of USD 300,000 per year. It can include co-financing from government or other partners. Phase I introduces the Performance-Based Climate Resilient Grant (PBCRG) over one or two fiscal cycles; it tests the minimum conditions and performance measures of the PBCRG and the relevance of the menu of investments (eligible adaptation measures). It provides the necessary experience and lessons for the refinement of the approach and the design of phase II in conjunction with the appropriate national authorities and partners.

Phase II: Phase II takes place in around 5 to 10 of local governments (of the appropriate tier) in a country. Phase II is usually financed by UNCDF together with financing partners and has generally a budget of USD 3,5 to USD 10 million. Funding can come directly through the LoCAL project or through parallel financing if government or other development partners make resources available to the LoCAL methodology, with TA and QA by UNCDF. The purpose of this phase is to demonstrate the effectiveness of LoCAL and create the conditions for a full national rollout of the approach.

Phase III: Phase III consist of a full national rollout of the PBCRG in the country based on the results and lessons of the previous phases. It is gradually extended to all local governments (of the appropriate tier). Phase III is expected to be financed by central government through a re-adjustment of the architecture of existing resources to enable financing of local adaptation, as well as through financing from international organizations, financing institutions and funds such as the Green Climate Fund.

“Boosting green employment, and enterprise opportunities in Ghana” (GrEEen) project

UNCDF has brought its expertise in promoting green and climate resilient local communities and economies and access to finance, including through digital, in support of job creation, under the “Boosting green employment and enterprise opportunities in Ghana” project financed by The EU Emergency Trust Fund for Africa. The GrEEen project is being implemented in partnership with the Ministry of Local Government, Decentralization and Rural Development (MLGDRD).

The project's overall objective is to contribute to addressing the root causes of irregular migration through green and climate resilient local economic development and to improve prospects of beneficiaries, by increasing access to finance of returnees, youth and women, in selected regions (Ashanti and Western).

The action aims at supporting job creation in regions of departure, transit and return of migrants in Ghana, creating local financial ecosystems that facilitate the development of Micro, Small and Medium Enterprises (MSMEs) and enabling the transition of local economies to green and climate resilient development. Ashanti region is one of the main areas of origin of returned migrants whilst Western Region is increasingly a location many Ghanaian migrants return to; hence, implementation will take place in these regions.

It does so through four results areas:

- Result 1: Local economies are stimulated and short-term job opportunities for youth, women and returnees are created through green and climate resilient investments.
- Result 2: Employability of youth, women and returnees are improved through orientation support and assistance, to transition to skills development for the benefit of green and climate resilient local economies (cash for work beneficiaries).
- Result 3: Increased access and usage of financial services, leveraging remittances and digital solutions, adapted to the needs of (i) youth, women and returnees benefiting from cash for work schemes and (ii) local communities and MSMEs.
- Result 4: SMEs, offering decent and sustainable jobs to youth, women and returnees, are incubated and/or accelerated and contribute to green and climate resilient local economies.

Result 1 is being delivered through the Local Climate Adaptive Living Facility (LoCAL) mechanism. Six MMDAs (10 as of third year of implementation) and their communities are being supported in identifying needs in priority sectors and in planning investments accordingly. A particular emphasis is placed on ensuring investments contribute to climate resilience. Prioritized investments are delivered through cash for work (CfW) programmes and through procurement to local small and medium-sized enterprises (SMEs) so that jobs are created in the short to medium term. Workers benefiting from employment are supported in parallel with access to life skills training, mentoring and coaching to financial and non-financial services.

Assignment context

Under the overall supervision of the Programme Management Specialist and the overall guidance of the Technical Specialist (Local Government Finance), the Management Information Systems (MIS) Specialist will provide specialized assistance to the UNCDF project staff and develop guiding documents for the effective utilization of the E-DASH system for staff and the project stakeholders.

II. SCOPE OF THE WORK

The objective of the assignment is to produce a set of guiding documents on the effective utilization of the GrEEen E-DASH platform to partners, hosted by MLGRD's Productive Safety Net Project.

The MIS Specialist will work under the direct supervision of the LoCAL Facility Manager and in close collaboration with UNCDF's Data Management Analyst (DMA) and with the technical and country teams. The Specialist will work towards the following deliverables:

Trainings

- Produce a sample training plan required for all staff and other users of the E-DASH platform on the developed MIS modules with appropriately developed implementation plan to ensure successful, efficient, and effective roll-out of the solutions.
- Train required staff (DMA) on how to review data uploaded by users into the project MIS software and ensure periodic update of same - checklist developed on data review processes
- Train required staff (DMA) on how to ensure data quality through frequent reviews and analysis
- Train required staff (DMA) on how to generate reports and analytics from the MIS software for the preparation of periodic reports, work-plans and budget.
- Train required staff (DMA) on efficient management of GrEEen E-DASH platform
- Train required staff (DMA) on how to update the E-DASH platform following the GrEEen Project requirements to respond to specific needs of the GrEEen Project e.g., how to include additional modules.

- Train required staff (DMA) to link E-DASH to SOS' Airtable, for interoperability of specific data sets under both platforms for alignment - interoperability function developed
- Train required staff (DMA) operationalize all needed MIS Software and related electronic-based tools for GrEEEn's project delivery (i.e., Electronic-Payment, Electronic-Daily Work Attendance Recording, Dashboard, Workbench etc.)
- Train required staff (DMA) on various support required for the different users in the management of the CfW and PI MIS systems – Manual developed for use by different stakeholders e.g. Workbench – monitoring and supervision module
- Train required staff (DMA) to complete development and implementation of EDASH platforms per GrEEEn project specifications and requirements with inputs from all local and project team

Checklists, templates and manual

- Produce with DMA's support, a user manual on the GrEEEn E-DASH platform
- Produce a checklist on the GrEEEn E-DASH system for effective and efficient project implementation
- Provide a checklist on software and systems installation on E-DASH devices (tablets)
- Itemise suitable specifications for all IT equipment to be acquired for project delivery and confirm same upon delivery to ensure value for money

III. EXPECTED OUTPUTS AND DELIVERABLES

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Trainings	15 days	GrEEEn Programme Management Specialist
2	Checklists, templates and manual	10 days	GrEEEn Programme Management Specialist

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The incumbent will work under the direct supervision of the GrEEEn Programme Management Specialist based in Accra and under the overall supervision of the LoCAL Facility Manager. The incumbent will work on daily basis in close collaboration with UNCDF's technical experts under the Results 1 team.

A schedule of days worked, outputs produced, and costs incurred will be monitored by the GrEEEn Programme Management Specialist. There will be a briefing and debriefing and regular discussions between the incumbent, GrEEEn team as well as national counterparts, including MLGDRD and MMDA officials involved in the exercise. The incumbent, jointly with the GrEEEn team, may be involved in technical discussions with other partners engaged on similar support (e.g. SOS), as deemed needed.

V. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNCDF Ghana will provide transport facilities only for field work. The consultant is, therefore, supposed to cover his/her per-diem (living allowances as per *day shall not exceed UN Daily Subsistence Allowance (DSA)*)

Rates for GHANA/ACCRA as a DUTY STATION and OTHER CITIES/TOWNS indicated as expected place of travel), roundtrip to duty station and other miscellaneous expenses.

VI. DURATION OF THE WORK

The assignment is expected to last for 25 days over a duration 3 months commencing from January 2022 to March 2022. A tentative calendar for the submission of key deliverables is provided in section III.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

Education:

- A Postgraduate degree in information systems, computer science, data science, or other related fields.

Experience:

- At least 10 years of professional experience in the fields MIS design and management, GIS and data analysis and management, web-based database design and development, implementation and management, preferably for (local) development, adaptation projects.
- Experience in software and application design based on users output requirements.
- Ability to operate within multi-sectoral, multi-cultural, multi-skilled teams and demonstrate flexibility in working style. Must possess excellent communication and transfer of knowledge skills (for capacity building activities).
- Must have experience in Ghana, working with national and subnational stakeholders in the development of similar assignments. Experience working with MLGDRD is a strong asset.

Language:

- Fluency in English is required.

Functional Competencies:

Building Strategic Partnerships

Level 1.1: Maintaining information and databases

- ☐ Analyzes general information and selects materials in support of partnership building initiatives.

Promoting Organizational Learning and Knowledge Sharing

Level 1.1: Basic research and analysis

- ☐ Research best practices and poses new, more effective ways of doing things.

Job Knowledge/Technical Expertise

Level 1.1: Fundamental knowledge of processes, methods and procedures

- ☐ Understands the main processes and methods of work regarding to the position.
- ☐ Identifies new and better approaches to work processes and incorporates same in own work.
- ☐ Strives to keep job knowledge up to date through self-directed study and other means of learning.
- ☐ Demonstrates good knowledge of information technology and applies it in work assignments.

Promoting Organizational Change and Development

Level 1.1: Presentation of information on best practices in organizational change

- ☐ Demonstrates ability to identify problems and proposes solutions.

Strategic Alignment of Management Practice (HQ & RSCs)

Level 1.1: Collecting information, identifying best practice

- ☐ Gathers information on best practices in the relevant management practice in his/her area of responsibility.

Design and Implementation of Management Systems

Level 1.1: Data gathering and implementation of management systems

- ☐ Uses information/databases/other management systems.

Client Orientation

Level 1.1: Maintains effective client relationships

- ☐ Reports to internal and external clients in a timely and appropriate fashion
- ☐ Organizes and prioritizes work schedule to meet client needs and deadlines.

Promoting Accountability and Results-Based Management

Level 1.1: Gathering and disseminating information

- ☐ Gathers and disseminates information on best practice in accountability and results-based management systems.

Core 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.

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:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
<ul style="list-style-type: none"> ▪ *Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 		35 pts*
<ul style="list-style-type: none"> ▪ Criteria b. <ul style="list-style-type: none"> ● Postgraduate degree in ICT, computer science, data science, or other related fields. A first-level university degree in combination with 8 additional years of qualifying experience may be accepted in lieu of the advanced university degree will be accepted for the national consultant (5pts) ● At least 5 years of professional experience in the fields MIS design and management, GIS and data analysis and management, web-based database design and development, implementation and management, preferably for (local) development, adaptation projects (15pts) ● Experience in software and application design based on users output requirements (5pts) ● Ability to operate within multi-sectoral, multi-cultural, multi-skilled teams and demonstrate flexibility in working style. Must possess excellent communication and transfer of knowledge skills (for capacity building activities) (5pts) ● Must have experience in Ghana, working with national and subnational stakeholders in the development of similar assignments. Experience working with MLGRD and the DDDP is a strong asset (5pts) 		35 pts **
Financial (Lower Offer/Offer*100)	30%	30 pts
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Trainings	GrEEEn Programme Management Specialist	50%

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
2 nd Installment	Checklists, templates and manual	GrEEEn Programme Management Specialist	50%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

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.

This TOR is approved by:

Name: Enea Stocco

Designation: Programme Management Specialist

Signature: Enea Stocco

Date Signed: 18-Nov-2021