TERMS OF REFERENCE FOR THE SUPPORT IN THE FORMULATION OF UNDP SAO TOME & PRINCIPE COUNTRY PROGRAMME DOCUMENT (2023-2026)

Consultant: Country Programme Document (CPD)
Location: Remote (with one 2-week mission to Sao Tome)
Application Deadline: 15 January 2022
Type of Contract: Individual Contract
Post Level: International Consultant
Languages Required: Portuguese, English
Duration of Initial Contract: February - June 2022
Expected Duration of Assignment: 21 working days

I. BACKGROUND

UNDP Sao Tome and Principe is in the process of developing its next programming cycle in parallel with the new United Nations Sustainable Development Cooperation Framework (CF). The Country Programme Document (CPD) is the main programming instrument with which the government and UNDP set out their planned cooperation over a multi-year period. The final 2023-2026 CPD is expected to be submitted to UNDP’s Executive Board for review and approval in September 2022.

Duties and Responsibilities

Scope of Work:

The key tasks for which the Consultant will be responsible are as follows:

- Read all background documents provided by UNDP Sao Tome & Principe
- Act as a substantive and organizational facilitator of consultations/workshops - organized internally with UNDP, and externally with government, CSOs, academia, private sector partners and donors, and substantively document and analyze lessons/conclusions.
- Support the formulation of the Theory of Change (ToC) for the CPD, ensuring a logical connection with the ToC used in the 2022-2026 UN Strategic Development Cooperation Framework (UNSCDF) and new UNDP Strategic Plan 2022-2025
- Prepare substantive inputs focusing on emerging areas (i.e. SIDS, Green Financing, Blue Economy, etc.) for consideration and suggest UNDP’s technical positioning in this area.
- Finalize zero draft of CPD after consultation and validation with key stakeholders and receiving final comments from programme units and UNDP Sao Tome management.
### Expected Outputs and Deliverables:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th># of working days</th>
<th>Completion deadline</th>
<th>Payment</th>
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<tbody>
<tr>
<td>• Upon signature detailed workplan and online presentation to UNDP staff on the overall CPD process, expectations, and methodology to be used</td>
<td>2</td>
<td>February 2022</td>
<td>15%</td>
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<td>• Substantive analysis of lessons/conclusions from reading material leading to CPD national consultations with key stakeholders, (4-6 pages text)</td>
<td>7</td>
<td>Feb-March 2022</td>
<td>30%</td>
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<td>• Articulation of CPD Theory of Change (up to 2 pages text) and to include a One/Two-page ToC diagram</td>
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<td>• Provide strategic inputs (analysis and programming), in line with the UNDP Corporate format <em>(CPD should not exceed 6,000 words)</em>, that include:</td>
<td>7</td>
<td>Mid-March 2021</td>
<td>30%</td>
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<td>o CPD Links to 2022-2026 UN Cooperation Framework for STP;</td>
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<td>o Programme Priorities and Partnerships;</td>
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<td>o Programme and Risk Management;</td>
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<td>o Monitoring and Evaluation;</td>
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<td>o Results and Resources Framework (RRF);</td>
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<td>• Final Draft and Power Point (English and Portuguese) of CPD when cleared by UNDP, Government of STP, and all internal UNDP review processes</td>
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<td>April 2021</td>
<td>25%</td>
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### Institutional Arrangement:

- The IC will report directly to the Resident Representative and work closely with the Deputy Resident Representative, Senior Economist, and portfolio Team Leaders;
- During the 2-week mission, the consultant is also expected to attend working sessions with UNDP staff and document discussions related to developing theories of change, and meet with relevant UNDP staff and stakeholders for consultations and presentation of findings;
- On mission, the IC will be provided with a temporary working space. The IC is responsible for his/her own computer but can use UNDP CO printing facilities as well as internet as needed.

**Contract Duration:** February 2022 - June 2022 (Up to 21 working days).

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1 All official templates will be provided by UNDP. The consultant may be asked to develop specific templates for certain consultation processes.
VI. QUALIFICATIONS

Academic Qualifications:

- Advanced university degree (Master’s degree minimum) in social sciences, or other relevant disciplines

Years of experience:

- At least 10 years of social or economic development experience
- At least 10 years of proven experience in programme design, RBM, development, planning, and programme cycle management
- Substantive knowledge of UNDP planning and reporting processes
- Substantive knowledge and practical experience of SDGs-based planning
- Prior experience drafting a UNDAF/CF or UNDP Country Programme Document

Competencies:

- Proven excellent oral and written communication skills (with sample of writing report)
- Proven facilitation skills in the context of participatory strategic and operational planning exercises.
- Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.

Languages:

- Spoken and written fluency in Portuguese and English

VII Application submission process and criteria for selection

Evaluation team will be evaluated based on the merit of the proposed approach, including following:

- 10%. Qualification and experience
- 15%. Technical approach as illustrated in the description of the proposed methodology.
- 10%. Timeline reflecting proposed activities, which emphasis the ability to meet the proposed deadlines
- 20%. Evidence of experience of the consultant in conducting similar processes as detailed in the CV
- 15%. Reference from Past performance. To enable this reference check is carried out, applicants are required to provide a list of all related consultancies/CPD formulations conducted during the past three years with associated contact details of references.
- 30% Financial proposal
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<th>Payment Events</th>
<th>Status</th>
<th>Timestamps</th>
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