Terms of Reference (TOR) for United Nations Sustainable Development Cooperation Framework (UNSDCF) Regional/Community Consultations

1. Introduction

The current United Nations Development Assistance Framework (UNDAF) will be ending in December 2022 and the UN Development System (UNDS) in The Gambia will be transitioning to the next generation of the UN Sustainable Development Cooperation Framework (UNSDCF). The UN development reform, effective on 01 January 2019, identifies the UNSDCF as the single most important strategic document for the UN’s engagement with the host country. The UNSDCF, also referred to as the “Cooperation Framework” or CF for short is to be designed under the premises of the UN development reform. The UNCT will work towards designing a UNSDCF that is inclusive, adaptable, and SMART (Specific, Measurable, Achievable, Relevant and Time-bound).

Stakeholder engagement is fundamental in all UN processes especially in the development of the CF, as recommended in the CF guidelines. Being the UN’s key strategic document, it is imperative to incorporate meaningful, inclusive, and diverse multi-stakeholder engagement in the process. This will ensure the development of an agile, relevant, and comprehensive CF. Therefore, this approach will be prioritized for the CF consultations.

2. Objectives of the Consultations

The main objectives of the stakeholder and community consultations include:

- A visioning exercise that would be consultative, collaborative, and inclusive so that it is truly shared and owned by the UN development system, the Government, and all relevant stakeholders, including people furthest left behind.

- Consultations with national partners, to choose strategic priorities and related development results (outcomes and outputs) in which to invest collective efforts, capacities, and resources

- A comprehensive, inclusive gender-sensitive stakeholder consultation to ensure ownership of the CF

- Discussions on the challenges faced by vulnerable groups including children, youth and women, persons living with disabilities, the elderly etc with the view of leaving no one behind

- Engagement of a cross section of community representatives to determine the development priorities in the context of the UN comparative advantages
• The use of innovative approaches for consultations to ensure participation of those who are socially marginalized or geographically isolated

• Inclusion of the stakeholders’ voices through quotations and testimonies to enrich the CF report

3. Scope of Consultations

Focus Group Discussions (FGD) will be held with different groups- including Policy makers, technical staff, community members and beneficiaries in the respective regions. After the FGD sessions, a plenary session will be convened to validate the issues from the FGDs. For effectiveness and efficiency, three teams will be formed to undertake the regional consultations simultaneously. It is encouraged that both representatives of beneficiaries and actual beneficiaries are consulted. Consultations will take place in seven (7) regions – URR, CRR, NBR, LRR, BJL, KMC, WCR. The dates of consultations will be decided in consultation with the UN Resident’s Coordinator’s Office.

| Team 1 – Basse (URR) & Janjanbureh (CRR) | Team 2 – Kerewan (NBR) & Mansakonko (LRR) | Team 3 – Kanifing (KMC), Brikama (WCR) & Banjul (BJL) |

The community consultations will be further supported by media outreach and advocacy. Live radios programs for community listeners to call in and discuss development challenges/issues will be organized in partnership with the Network of Community Radio Broadcasters. This can be conducted in the form of synchronised radio programs in all the regions of The Gambia. The network has 10 radio stations, and the programme can be used to gather voices from the community.

When engaging stakeholders, the Human Rights-Based Approach (HRBA) to data collection will be used to ensure that consultation and participation mechanisms are meaningful and accessible to all groups, including safeguarding the consultative process of people with disabilities, linguistic minorities, illiterate people, informal settlement dwellers, children, and adolescents, and those who are socially marginalized or geographically isolated. A conflict-sensitive approach will also be used to respect cultural sensitivities and ensure that unintended consequences of engagement are minimized if not eliminated. Additionally, gender will be mainstreamed throughout the consultations. It is also recommended to hold women-only consultations to ensure that the voices of women are heard.

4. Expected Outputs & Deliverables
There will be a total of seven (7) consultations across the 7 regions. To facilitate these consultations, the RCO is seeking the support of a partner to provide logistical support to organize the FGDs in 7 regions, which includes inter alia:

- mobilizing the participants needed for consultations in each of the seven regions,
- organizing, catering and providing venue for the consultations across all the seven (7) regions,
- facilitate the payment of transport refund to participants of the workshop to enable them attend,
- facilitate the FGD in the local dialect of each region
- provide a final report of the consultation
- Provide a rapporteur to accompany each team identified above
- The partner will also be expected to organize radio programmes in regions where there is a network of radios. The partner will also provide support on the logistics for the radio programs.
- The partner is expected to document all receipts, invoices, to be able to retire all the expenses at the end of the assignment
- The consultations are expected be undertaken in the month of March 2022

5. Timing and Reporting Requirements

The work is expected to start immediately after signature of the contract for the assignment. A discussion with the UN Resident Coordinator’s office to clarify any outstanding issues should be held not later than a day after the signature of the contract. The assignment is expected last a duration of 4 working days.

The draft report will be a consolidated report of the consultations in all the regions to be facilitated by the Partner. The Final report should be written in English and delivered not later than 7 calendar days after the conclusion of the consultations. The draft report becomes "Final" only upon full acceptance in writing by the UN Resident Coordinator’s Office. The final report shall include:

- all electronic files and data(including pictures) which are produced during the course of the assignment and are necessary for replicating the content of the report
- Summary of the consultation of each region as annex to the draft report
- A neatly organized electronic file showing receipts, invoices, payments undertaken during the course of the assignment

6. **Partner Experience**
   - Extensive experience in facilitating community engagements and consultations in The Gambia: at least 3 years experience is required. **[Mandatory to be qualified for the supply of this consultancy service on a pass or fail basis]**
   - Experience with participatory approach/method for community engagement, specifically FGDs
   - Logistical know-how to mobilize community structures to ensure their participation in the consultations
   - Experience conducting country-wide regional consultations
   - Existence of structure at the regional level to ensure no one is left behind.
   - Experience partnering with the UN System
   - Excellent presentation and drafting skills, especially writing consultation reports

7. **Budget**

The budget of the contract should include all costs relevant to undertake the assignment. The cost should include but not limited to the following:

- The cost of radio programme in the regions where there are existing radio stations and the logistics involved
- The cost of organizing consultations in the seven regions
- Transport refund for 50 participants in each region in line with UN Transport Refund Policy
- The partner is responsible for his or her transportation to and from all the regions
- Food and Refreshment for all 50 participants in each of the seven region and an additional 40 persons in total to cover the UN colleagues, drivers and central government staff
- Per diem (DSA) for each representative from the partner supporting each of the three teams proposed for a duration of three days. The per diem (DSA) will be in line with UN policy
- Ferry Crossings in regions needed to access the other bank
- The rental of venues for each of the seven (7) regions
- Stationeries needed for the assignment