

# THE 9<sup>TH</sup> KENYA NATIONAL HUMAN DEVELOPMENT REPORT

## ***Terms of Reference for National Consultant(s) - COVID -19 Theme Specialist(s) Livelihoods***

***Theme*** *'Human Development in the COVID-19 Era: Envisioning the Recovery in Kenya for Social-Economic Development'*

### **1.0 Background**

Human development is both a goal and a process of empowering people to lead valuable lives by expanding human capabilities, freedoms, and choices. The concept of human development recognizes the fact that society's real wealth is its people and hence the need for orientation to people-centered development. The principles of human development are equity within and across groups; efficiency in the use of resources; empowerment in terms of provision of resources and opportunities for people to participate in the development process; sustainability (of environmental; social, economic and political policies); and inclusiveness.

Kenya has been progressing towards the realization of human development through implementation of successive development plans. The national economy has expanded throughout the years though with disparities. Significant progress has been achieved in reducing poverty levels, reducing gender-based differences, supporting the development of the most vulnerable segments of the population, improving access to education, health and sanitation services, promoting a more equitable access to resources, protecting human rights, and valuing individual goals and objectives. The National Treasury and Planning in collaboration with UNDP Kenya Office will oversee the development of the 9<sup>th</sup> Kenya National Human Development Report (KNHDR). Specifically, the State Department for Planning will be responsible for establishing a management structure required for the production of the Report.

The management structure will include the National Steering Committee (NSC), the Technical Committee (TC) and the Secretariat. Further, the State Department for Planning in collaboration with UNDP Kenya Office will be responsible for coordinating and supervising the Report development process and linking with appropriate advisors, consultants, experts and identified institutional actors.

### **National Steering Committee**

The National Steering Committee (NSC) will be the decision-making body that will provide oversight over the 9th KNHDR process and will have the overarching responsibility for development, launch and dissemination of the Report. The Principal Secretary State Department for Planning will chair the National Steering Committee (NSC) with the co-chair being the UNDP Kenya Resident Representative. The NSC will comprise of representatives from relevant Ministries Departments and Agencies (MDAs).

## **Technical Committee**

The Technical Committee (TC) will be the technical arm supporting the development of the 9<sup>th</sup> KNHDR. The Committee will be chaired by the Economic Planning Secretary (EPS) in the State Department for Planning and co-chaired by a Representative of the UNDP Kenya Office. The Committee will periodically submit reports to the NSC. The TC will comprise of senior technical persons drawn from relevant Ministries Departments and Agencies (MDAs).

The Technical Committee requires the services of four National/local consultants to prepare the 9<sup>th</sup> KNHDR. *The contract period for the consultants will run for a period of 4 Months. The assignment should be completed within 40 days spread over a period of 4 months).*

## **Objectives of the 9<sup>th</sup> Kenya National Human Development Report (KNHDR)**

The 9<sup>th</sup> Kenya National Human Development Report with the proposed theme of '*Human Development in the COVID-19 Era: Envisioning the Recovery in Kenya for Social-Economic Development*' will seek to promote real engagement in achieving greater human development and maximizing the impact of the report on development policies and the broader policy debate.

The 9<sup>th</sup> KNHDR will critically look at the possible vulnerabilities and impacts on Kenya of the COVID-19 pandemic in looking at the impact of Covid-19 on the economy, the report will benefit from policy briefs developed and uses existing conceptual and methodological frameworks which have been used to analyze the economic impact of other pandemics in other areas/regions to identify the pathways of the COVID-19 pandemic impact on the economy, poverty and inequality, women and girls, refugees, internal displaced persons (IDPs) and migrants, education, food security and nutrition and governance and security. There has already been adverse effects of the COVID-19 pandemic on the several sectors of the economy in particular; tourism, agriculture, manufacturing and trade putting people's jobs and livelihoods at risk. The socio-economic impacts of the COVID-19 pandemic has cut across on the health and livelihoods of families and communities, in particular the most vulnerable groups which will regress progress across the Sustainable Development Goals (SDGs), policymakers, should adopt a whole of government and society approach to lessen the adverse impacts.

## **2.0 Ninth Kenya National Development Report**

The 9<sup>th</sup> KNHDR 2022 which will be authored by a local team of four authors who will use more participatory approach in its development (including conferences, seminars, and workshops as part of the drafting process), in order to ensure real ownership and involvement of all stakeholders understanding of and commitment to issues directly facing Kenya's development in the Covid-19 Era. Additionally, the NHDR will seek to promote real engagement in achieving greater human development and maximizing the impact of the report on development policies and the broader policy debate.

### **3.0 Expected Outputs**

The expected final output of the assignment will be a comprehensively drafted final report covering all issues set out and proposing concrete recommendations. Specifically the deliverables for the Consultants will be;

- i. Concept way: Outlining work plan and methodology on the preparation of the KNHDR;
- ii. Progress reports on the preparation of the 9<sup>th</sup> KNHDR;
- iii. Drafts of reports for reviews at retreats and technical workshops;
- iv. Presentations of the drafts of reports at the retreats and technical review workshops;
- v. Electronic copy of the finalized drafts of chapters for approval by the Technical Committee;
- vi. Agreed upon cover page design of the report depicting the messages in the report; and
- vii. Popular version of the report

### **4.0 Collective Terms of Reference for the Consultants**

To realize the 9<sup>th</sup> KNHDR objective, the proposed collective Terms of Reference (TORs) for the consultants are:

- i. Produce the inception report within two (2) weeks of commencement of the assignment including interpretation of the assignment, proposed methodologies/approach and work plan, and present to a joint NSC and the TC meeting;
- ii. Carry out research on the theme and sub-themes and their implication on human development in the Country to generate policy debate and provide credible policy options to address the theme issues on a sustainable manner;
- iii. Establish the linkages between the thematic area and human development with a focus on the priority sectors identified in the concept note as well as any guidance from the TC;
- iv. Review the relevant data and documents from the Government, Academia, Research Institutions, UN system and any other institutions and identify any gaps that may require further research and undertake the generation of this additional information to enrich the report;
- v. Where necessary, capture the thematic views around the Country by interviewing and documenting evidence from different regions and interest groups;
- vi. Develop appropriate indicators and indices on the theme of the Report. The indicators and indices must be based on sound methodology and disaggregated to allow comparability;
- vii. Produce draft Reports and present to the Secretariat and the TC;
- viii. Participate and make presentations in regular technical review meetings, retreats, consultative and brain storming sessions, and stakeholder validation forums with readers and technical experts on issues/perspectives reflected in the Report;
- ix. Incorporate comments and inputs from the participatory forums in the Report;
- x. In liaison with the Secretariat and the Technical Committee, develop a design of the final Report;

- xi. Upon finalization of the Report, submit to the Secretariat and the Technical Committee for review and clearance for onward submission to NSC; and
- xii. Produce a simplified and user-friendly version (popular version) of the Report.

The proposed Specific Terms of Reference (TORs) for the consultant(s) are:

## **5.0 National Consultant - COVID -19 Theme Specialist(s) Livelihoods**

The theme Consultant will work with relevant partners who are the main players in public, private and research institutions to carryout research on COVID 19 Pandemic and its impact on human development in the country. The outcome of the report is to generate policy debate and provide credible policy options to address COVID 19 issues on a sustainable manner. As per the TORs, the COVID -19 specialist Consultant will undertake the following specific tasks:

- i. In consultation and close liaison with the Technical committee, develop a conceptual analytical framework for the report including the refinement of the chapter outlines to address the theme chosen for the report in a logical and coherent manner well utilizing a variety of data from different sources as to enrich the quality of the report.
- ii. Produce the inception report within two (2) weeks of commencement of the assignment including interpretation of the assignment, proposed methodologies/approach and work plan, and present to a joint NSC and the TC meeting;
- iii. Review the use of COVID 19 related indicators (globally, regional and in the county) in explaining the pandemic and variability.
- iv. Develop an appropriate COVID 19 indicator and index to explain Kenya's vulnerability to the pandemic and variability. The indicator must be based on sound methodology and be disaggregated to county level to allow comparability.
- v. Review the relevant data from (but not necessarily restricted to) documents from the Government and any other institutions and identify any gaps that may require further research and undertake the generation of this additional information to enrich the report.
- vi. Produce Technical progress drafts of the specific Chapters assigned to him and present these to the Technical Committee (TC) including constraints or difficulties being encountered.
- vii. Participate in regular technical review meetings, retreats, consultations and brain storming sessions, seminars with readers and technical experts on issues/perspectives reflected in the report. Make presentations at working sessions, retreats and workshops to discuss technical content of the Chapters and incorporate comments agreed upon in the subsequent refinements including the compilation of statistical compendium of the report that will include data tables, technical notes, statistical references and definitions of statistical terms.
- viii. Provide real examples and illustrations to highlight conditions from different people's perspectives and employ varied use of texts boxes, graphics and messages and data to focus the key elements of the report.
- ix. Provide feedback/reports on the progress to the Lead Consultant as and when required.

- x. Provide a bibliography with references on all background materials relevant to the preparation of the report.
- xi. In consultations with TC, come up with a design of the cover page for the final report, which will capture and visually highlight the central theme of the report

## **6.0 Required Skills and Experience**

### **Academic Qualifications**

- Master's Degree in Economics or related field (e.g. development economics, agricultural economics, development studies, business studies).
- A minimum of 10 years of professional work experience in an international organization, research institute, NGO or national government especially dealing with Development and research work related. Strong understanding of the global discussions on the next development framework is highly desired as is knowledge of the local development context.

## 7.0 Criteria for Evaluation of Level of Technical Compliance of Individual Contractor.

Technical Evaluation Criteria	Obtainable Score
<b>Qualification</b>	
<ul style="list-style-type: none"><li>Master's Degree in Economics or related field (e.g. development economics, agricultural economics, development studies, business studies).</li></ul>	25%
<b>Experience</b>	
<ul style="list-style-type: none"><li>A minimum of 10 years of professional work experience in an international organization, research institute, NGO or national government especially dealing with Development and research work related.</li></ul>	15%
Must be Conversant with the Human Development Paradigm and its relevance to public policy planning and policy analysis	30%
Strong understanding of the global discussions on the next development framework is highly desired as is knowledge of the local development context, with demonstrated experience in development of a policy interventions	15%
Excellent data analysis skills in qualitative and quantitative methods (demonstrated)	10%
Excellent analytical, writing and communication skills(demonstrated)	5%
<b>Total Obtainable Score</b>	<b>100%</b>

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 is:
  - Technical Criteria weight is 70%
  - Financial Criteria weight is 30%

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

## 8.0 **PROPOSAL SUBMISSION**

Applicants are instructed to submit their all-inclusive fee proposal in KSH using the financial proposal template provided (Offerors letter to UNDP). The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

### **Financial evaluation (maximum 30 points):**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

## 9.0 **Duration of the Assignment**

The assignment is for a period of 40 days for the Theme Specialist(s) Livelihoods spread within 4 Months and will commence immediately after the signing of the contract. The Consultants is expected to work within the timelines outlined in *Section 1* of this document.

## 10.0 Proposed Payment Schedule

The prospective consultant will indicate the cost of services for each deliverable in Kenya Shillings **all<sup>1</sup> inclusive lump-sum contract amount** when applying for this consultancy. The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Deliverables/ Outputs	Estimated Duration to Complete (Days)	Percentage of Payment
Upon submission and acceptance of the Inception Report	5	15%
Upon submission and acceptance of the <b>First Draft 9<sup>th</sup> NHDR</b>	15	35%
Upon submission and acceptance of the <b>Final 9<sup>th</sup> NHDR and its Popular version</b>	20	50%

*Payments will be processed by UNDP upon clearance and request from the Principal Secretary, State Department for Planning and will be reviewed in line with UNDP rates and rules.*

## 11.0 Travel:

There will be No travel required for this assignment.

## 12.0 Reporting Requirements and Time Schedule for Deliverables

Lead Consultant and team will be responsible for overall coordination of the assignment and the achievement of all underlined tasks. They will report to the Director Social and Governance Directorate and the UNDP Kenya Office Economic Advisor.

Consultants will submit the following documents in both hard (3 copies) and soft copies:

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<sup>1</sup> The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

- (i) **An Inception Report** - 5 working days from the date of signing the contract;
- (ii) **First 9<sup>th</sup> KNHDR Draft** - 15 working days from the date of approval of the inception report; and
- (iii) **Final 9<sup>th</sup> KNHDR** - 20 working days from the date of approval of the second draft report.

The Lead Consultant should submit the hard copies of the above reports with a copy to the:  
UNDP Economic Advisor

and

Principal Secretary  
State Department for Planning  
The National Treasury and Planning  
P.O Box 30005-00100  
Nairobi.

Soft copies should be sent to:

E-mail address: [psplanning.statistics@gmail.com](mailto:psplanning.statistics@gmail.com)  
[Bheki.bhembe@undp.org](mailto:Bheki.bhembe@undp.org)

### **13.0 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.

### **14.0 APPLICATION PROCESS.**

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offeror's letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Please quote: **“KEN/IC/019/2022 – National Consultant – COVID -19 Theme Specialist(s) Livelihoods”** on the subject line. **Applications must be received through Email Address [consultants.ken@undp.org](mailto:consultants.ken@undp.org) on or before Friday, 25<sup>th</sup> March 2022 by 11.59 P.M (GMT+3.00)**

Firms are not eligible for this consultancy assignment. **Open to national individual consultants only.**

Incomplete applications will be disqualified automatically.

Queries about the position can be directed to **[undp.kenya.procurement@undp.org](mailto:undp.kenya.procurement@undp.org)**