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## **TERMS OF REFERENCE**

### **CONSULTANT – COSTING OF THE INFORMAL SOCIAL PROTECTION SYSTEM IN SAMOA**

#### **A. JOB INFORMATION**

<b>Title:</b>	IC2022/WSM/012 Costing of the Informal Social Protection System in Samoa
<b>Location:</b>	Apia, Samoa
<b>Type of contract:</b>	Individual Contractor
<b>Post Level:</b>	International
<b>Languages required:</b>	English
<b>Duration of contract:</b>	Approximately 40 working days by end of June
<b>Application deadline:</b>	23 April 2022

#### **B. PROGRAM TITLE**

**Strengthening Resilience of Pacific Islands States through Universal Social Protection.**

#### **C. BACKGROUND**

##### **Strengthening social protection systems in Samoa and other Pacific Island countries**

The UN 'Strengthening Resilience of Pacific Island States through Universal Social Protection' (also called the Social Protection Joint Program) aimed to support four Pacific Island Countries and Territories (PICTs) (Samoa, Cook Islands, Tokelau, and Niue) in their efforts to strengthen their sustainable, inclusive, and evidence-based social protection systems. The Program is being implemented in the four PICTs from June 2020 to August 2022.

The four PICTs are among the most fragile Small Island Developing States due to their isolated geography, small economies, and vulnerabilities. With limited economic opportunities, and rise in poverty, exclusion, and inequality, the quality of life for many of the local people has deteriorated. Urbanisation and monetisation are changing lifestyles and social dynamics creating new forms of hardships, high costs of living, and lack of access to basic services and decent employment opportunities. Increased non-communicable diseases, the emergence of new forms of communicable diseases, alcohol abuse, and domestic violence are other key concerns for the well-being of Pacific Island people.

The Social Protection Joint Program (SP-JP) aims at increasing resilience through viable and financially sustainable SP systems that will address life cycle vulnerabilities, strengthen Social Protection floors, and enhance employability. The objective is to develop universal, evidence-based, nationally owned SP systems and introduce SP floors to help accelerate Sustainable Development Goals (SDG) progress through integrated programming and Leaving No One Behind. The Program is spearheaded by a Multi-Country Steering Committee (MCSC) and a Technical Committee for each of the four PICTs.

In line with the principles of the 2030 Agenda for Sustainable Development and outcomes of the UNDP Pacific Strategy 2018-2022, the SP-JP have adopted five strategic interventions in developing and strengthening coherent SP systems— data/evidence; inclusive participation and partnerships; sustainable finance; institutional coordination and capacity building; and outreach. The SP-JP has four outcomes: universal, inclusive & equitable SP systems; efficient and effective management and delivery of SP floors; low transaction cost of SP benefits with financial inclusion; and increased resilience through mainstreaming of disability, gender, youth, and climate-related contingencies.

## Informal social protection systems in Samoa

The social protection system in Samoa includes formal and informal social protection. The informal social protection system plays a critical role in Samoa's society. Its key elements include safety nets and support provided by extended families, communities, and churches. Other strengths of the informal system is its contribution to social stability and cohesion; maintaining the fabrics that hold society together (under the *fa'aSamoa*) - providing social capital and a sense of identity and community. Around 80% of Samoans live in village communities with their life governed and influenced by informal institutions of the *fa'aSamoa* and church systems. More than half of Samoa's working-age population are involved in some economic activities in the informal sector, mostly in subsistence activities and domestic duties.

The informal social protection mechanisms complement and supplement formal social protection. A scalable, universal, and sustainable social protection system requires the integrated development of formal and informal mechanisms that protect everyone from all risks, including poverty, exclusion, and vulnerabilities during their life cycle. The state has a role to play in strengthening the roles of informal institutions in social protection through formalised social protection public policy, programs, schemes, and other mechanisms. In the context of small island developing economies, there must be an ongoing realisation and recognition of the roles and contributions that both formal and informal institutions and mechanisms play in the development and implementation of appropriate social protection measures, given limited resourcing capacities and opportunities in small developing contexts.

However, a question remains as to 'what is the contribution of the informal system to social protection?', 'how much is that contribution?', 'who is benefiting?', and is that contribution able to sustain the required social protection floor for Samoa?. Examples of these contributions may include informal unpaid childcare, elderly care, and care for persons with disabilities by family members, relatives and friends; basic needs provisions for family members; church contributions to members who are in need of support such as food, clothing, and school fee supplements; charities provided by local civil society organisations and individuals; village groups and organisations, and others. Given the informalities, irregularities and invisibilities that exist in the informal system as well as its unpredictability feature, little is known or documented about these contributions of the informal system to social protection, and monetary value and measurements. To inform ongoing efforts to develop and strengthen social protection measures, there is a need to establish a better and evidence-based understanding of these contributions to the informal social protection system in Samoa.

This Terms of Reference (TOR) is developed to seek the technical expertise of a qualified Consultant to work with the Samoa Bureau of Statistics (SBS) and UNDP in conducting of a costing exercise of the Informal Social Protection System in Samoa.

## D. SCOPE OF WORK

### Objectives

The objectives of the consultancy are to:

- i). Undertake a costing exercise of the informal systems to social protection in Samoa; and
- ii). Provide a report on the outcome of the costing exercise which also includes implications of the costing outcome/findings for the overall social protection system and measures for Samoa.

### Tasks

To achieve the above objectives, the consultant is expected to ensure the effective and efficient performance and completion of the following tasks:

- i). Develop costing models and methodologies for valuing different sorts of informal care work and contributions in consultation with the Samoa Bureau of Statistics (SBS) and UNDP.
- ii). Collect the required data (existing and new) to enable the conducting of the costing exercise.

- iii). Conduct the costing of the informal social protection measures and provide a nationally representative estimates of the opportunity cost of childcare, disability care, old age care as well as church contributions and support to the vulnerable people.
- iv). Carry out any required stakeholder consultations to seek any required additional data and to verify data and information.
- v). Analyze and interpret the findings of the costing exercise.
- vi). Seek other expert inputs on the costing exercise.
- vii). Write a report on the outcome of the costing exercise which also includes implications of the costing outcome/findings for the overall social protection system and measures for Samoa.
- viii). Present and discuss the costing exercise and its outcome/findings (i.e., the report) with SBS, UNDP and SP-JP Samoa Technical Committee (STC) and Multi-Country Steering Committee (MCSC).
- ix). Review the costing findings and report taking into account inputs and comments received.

### Expected outputs and deliverables

In line with the scope of work outlined above, the Consultant is expected to ensure the effective and efficient completion and submission of outputs and deliverables within the timelines specified in Table 1 below:

*Table 1: Outputs, deliverables, and timelines*

Outputs	Deliverables
i). Inception report detailing the scope, methodology, approach, and work plan for the consultancy.	Inception report
i) A brief written outline of the costing model and methodology.	A note on the costing model and methodology
ii) A report on the outcome of the costing exercise and implications of the costing findings for Samoa's overall social protection system.	Draft Report.
iii) Presentation of the above-mentioned report to SBS, UNDP, SP-JP Samoa TC and MCSC.	PowerPoint presentation.
iv) Address inputs from SBS, UNDP, stakeholders, experts, JP-SP Samoa TC and MCSC on the draft report and submit the final report.	Final Report.
<b>Total</b>	

### Payment Schedule

The payments will be upon the satisfactory and timely submission of the required deliverables as per Table 1. The payment will be done in accordance with the schedule given in Table 2:

*Table 2: Payment schedule*

Deliverables	Tentative Target Due Dates for payment to be processed	Amount (USD) to be paid upon Certification of Deliverable Satisfactory Performance and Endorsement from SBS CEO and UNDP ARR Governance
<ul style="list-style-type: none"> <li>Inception report outlining the methodology, approach, and work plan for the consultancy.</li> </ul>	2 weeks from the effective date of contract.	1 <sup>st</sup> Payment: 15% of Total Fee
<ul style="list-style-type: none"> <li>Draft Report on the outcome of the costing exercise and implications of the costing findings for Samoa's overall social protection system.</li> </ul>	7 weeks from effective date of contract.	2nd Payment: 40% of Total Fee

<ul style="list-style-type: none"> <li>Final Report on the outcome of the costing exercise and implications of the costing findings for the Samoa's overall social protection system.</li> </ul>	11 weeks from effective date of contract.	3 <sup>rd</sup> Payment: 45% of Total Fee
<b>Total</b>		<b>Total Amount – 100%</b>

### Timeframe of the consultancy

Within the timelines specified in Table 2 above, the Consultant is expected to commence this consultancy in May 2022 and to completed within 2 months.

## E. INSTITUTIONAL ARRANGEMENTS

The Consultant will be recruited not exceeding 40 working days from the effective date of the contract. S/he must perform all the activities with the contractual payments to be completed within a period of around 11 weeks.

### Counterparts and line of reporting

The consultant has to report to UNDP Assistant Resident Representative (Governance and Poverty Reduction Unit). The key counterpart is the Samoa Bureau of Statistics (SBS). The Consultant is required to work closely with the SBS and with backstopping and quality assurance from the UNDP GPRU and the Social Protection Project Management Unit (PMU) in the performance of the assignment.

### Inputs by stakeholders, UN agencies and other development partners

The SBS and all other key stakeholders, UN agencies and other development partners will make available to the consultant all relevant data/information which may assist the consultant in carrying out and completing the Terms of Reference.

### Duty station

Home-based for a national contractor. For an international consultant, the contractor will be home-based but virtual participation in all aspects of the assignment is required.

## F. COMPETENCIES OF THE REQUIRED CONSULTANT

### Functional Competencies:

- Strong mathematic and statistical skills.
- Strong analytical skills and critical thinking skills.
- Excellent research and evaluative skills.
- Strong policy knowledge and skills.
- Excellent report writing skills.
- Excellent inter-personal and teamwork skills, networking skills, and proven ability to work well in multicultural environments.
- Excellent facilitation and presentation skills.
- Demonstrated ability to communicate effectively with various partners including government, civil society, the private sector, UN agencies, development partners, and communities.
- Strong interpersonal and cross-cultural skills and ability to foster relationships with key stakeholders.
- Ability to work under pressure, effectively coordinate others and meet tight deadlines without compromising the quality of work.

### Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Treats all people fairly without favoritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

## Academic Qualifications and Research Experiences:

- Master's degree in Statistics, Mathematics, Econometrics, Economics, Public Policy, or another related field (s) of study.
- At least 7 years of relevant work experience in undertaking empirical works in poverty and human development, cost-benefit assessment, valuation, development planning and costing of plans and programmes.
- Proven experience in providing costing estimations in areas related to Social Protection Measurements, Estimations, Modelling, Cost-Benefit Analyses, and other related areas of work.
- Substantial experience in research related to social protection, poverty reduction, analyzing poverty and vulnerability, etc.
- Relevant work experience in the Pacific Islands is a strong advantage.
- Relevant work experience in developing countries in a multi-stakeholder environment with a development organization, Government, civil society, private sector, or a research/academic institution.
- Sound understanding of project results-based management would be an asset.
- Proficiency in written and spoken English required.

## Assessment of competencies

The assessment of individual consultants will be in accordance with the evaluation criteria below:

- 70% for Technical; and
- 30% for Financial.

Technical Evaluation Criteria will be based on the information provided in the CV and relevant documents that are to be submitted as evidence to support the above-required criteria.

Only the candidates that have achieved a minimum of 70 points (70% of 100 points) will be deemed technically compliant and considered for the interview assessment. The technical competencies will be assessed as per criteria and scoring outlined in Table 3:

*Table 3: Evaluative criteria for the consultancy*

Competency	Evaluative points
• Master's degree in Statistics, Mathematics, Econometrics, Economics, Public Policy, or another related field (s) of study.	10
• At least 7 years of relevant work experience in undertaking empirical works in poverty and human development, cost-benefit assessment, valuation, development planning and costing of plans and programmes.	35
• Proven experience in providing costing estimations in areas related to Social Protection Measurements, Estimations, Modelling, Cost-Benefit Analyses, and other related areas of work.	25
• Substantial experience in research related to social protection, poverty reduction, analyzing poverty and vulnerability, etc.	10
• Relevant work experience in the Pacific Islands	5
• Relevant work experience in developing countries in a multi-stakeholder environment with a development organization, Government, civil society, private sector, or a research/academic institution.	5
• Sound understanding of project results-based management	5
• Proficiency in written English	5
Total	100

## G. RECOMMENDED PRESENTATION OF PROPOSAL:

Given below is the recommended format for submitting your proposal. Proposals must include:

- CV or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- 3 professional references most recent (within 12 months)
- A brief methodology on how you will approach and conduct the work.
- A sample of work performed on valuation of benefits and costs of interventions, or costing of a national level policy and programmes
- Financial Proposal specifying the daily rate and other expenses, if any.
- Letter of interest and availability specifying the available date to start and other details.

Kindly note you can **upload only ONE document** to the Jobs site acquiring the link from the UNDP Procurement Notices for this referenced advertisement (scan all documents in one single PDF file to attach) or download the template for submission of your proposal from the UNDP Procurement Notices website inputting the reference number for this consultancy starting with "IC20".

Proposals must be submitted by **23 April 2022, 11:59pm Samoa time.**

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Queries about the consultancy can be directed to the UNDP Procurement Unit via [procurement.ws@undp.org](mailto:procurement.ws@undp.org).