



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

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| <b>Project name</b>                 | Advancing health and environmental sustainability through action on pollution            |
| <b>Location</b>                     | Homebased                                                                                |
| <b>Type of contract</b>             | Individual Contractor                                                                    |
| <b>Title of the assignment</b>      | Economist to conduct Investment Case study on air pollution and noncommunicable diseases |
| <b>Post Level</b>                   | International consultant                                                                 |
| <b>Languages required</b>           | Fluency in English language                                                              |
| <b>Duration of Initial Contract</b> | <b>50 days within 4 months</b>                                                           |
| <b>Expected Start Date:</b>         | Immediately after Signing the Contract                                                   |

**BACKGROUND**

Noncommunicable diseases (NCDs), including stroke, heart disease, diabetes, lung cancer and pulmonary diseases, are a key development challenge and exposure to pollution is a major cause of NCD morbidity and mortality especially in low- and middle-income countries. UNDP, funded by the European Union, has initiated a three-year project (October 2020-September 2023) to support the governments of Ethiopia, Mongolia and India to address pollution as a key environmental determinant of NCDs, and as part of broader efforts to respond to environmental degradation and the changing climate.

The project pursues action in four areas:

- 1) Calculating the health and economic burden of air pollution attributable to NCDs, as well as health, social, economic, environmental burden of air pollution, and quantify return on investment (ROI) of selected cost-effective and nationally prioritized interventions.
- 2) Enhancing governance structures and coordination mechanisms across environment, health and other relevant ministries to enable joint analysis of main sources of air pollution as well as joint planning and financing for prioritised national actions engaging civil society and private sector partners, as relevant.
- 3) Advancing effective laws, policies, standards and regulations through conducting a legal environment assessment in pilot countries, that is expected to lead to strengthened parliamentary and civil society action on air pollution to mitigate its impacts on the environment and health, and
- 4) Facilitating the scale-up of action on air pollution and health in other countries through high-profile and broad dissemination of the methods, approaches as well as lessons learnt from the pilots.

Within the scope of project action 1, UNDP Ethiopian Country Office is now seeking a highly experienced and knowledgeable **economist** to conduct a study on the current health and

economic excess burden of AAP in Ethiopia by employing the models that were developed by the UNDP and Research Triangle Institute (RTI) International for the purpose of implementing the project. The consultant will lead the overall implementation of the Investment Case (IC) deliverable and provide general guidance to the team of national consultants.

This project aims to pilot the newly developed air pollution IC methodology in three project countries. The IC analysis will allow decision makers to have access to and be better equipped to use data on: 1) economic losses due to inaction on the environmental determinants of NCDs and 2) projected return on investment in priority interventions for multi-sectoral planning and budgeting purposes. As a result of the investment case analysis, stakeholders will have a clear understanding of economic losses due to inaction on air pollution as a key environmental determinant of NCDs and of the economic benefits of taking specific actions, including co-benefits related to climate change. Data and information from investment cases will be available for advocacy and policymaking, including, where appropriate, for designing coherent and prioritized long-term financing strategies and increasing budget allocations to address key national air pollution and health challenges (UNDP, 2019).

## DUTIES AND RESPONSIBILITIES

### GENERAL SCOPE OF WORK

1. By utilizing the methodologies to conduct the IC study: Calculate the AAP exposure assessment, as well as the air pollution attributable health and economic burden analyses of select 5 non-communicable diseases;
2. Analyze the results and complete the IC report and related documents including policy briefs, Power point presentations and
3. Provide overall oversight on the Investment case development progress to ensure quality of the final work and timely delivery.

### SPECIFIC RESPONSIBILITIES

- 1. Conduct the IC study: Identify the necessary dataset for ambient air pollution IC studies; Carry out the exposure assessments, and air pollution attributable health and economic burden analyses for select 5 NCDs by employing the provided methodologies**
  - Identify the necessary datasets for conducting the IC study and provide guidance to the data analyst for collecting, processing, and analyzing the required datasets
  - By using the collected datasets and the provided Global Exposure Mortality Model (GEMM), Integrated Exposure-Response (IER) and BAR-HAP models respectively, estimate the direct (e.g., healthcare) and indirect (e.g., premature mortality and loss of workplace productivity) economic costs of AAP attributable NCDs burden in Ethiopia
  - Consult and validate the result of findings with pertinent stakeholders
  - By employing the provided methodology and the collected data, quantify return of investment for selected country specific intervention packages on AAP mitigation and control (task carried out in coordination with the national economist)
- 2. Analyze the results and complete the IC report and other communication documents including policy briefs for Legislative improvement**
  - Finalize the IC report and **1 summary policy brief** for global/national dissemination
  - Review and finalize ROI analysis for the country specific intervention packages on AAP mitigation and control

- Attend and present the study findings and its implication through a high-level event/workshop for stakeholders and a wider audience including parliamentarians and government counterparts
- Assist the quality assurance process on the final report which will be conducted by the global team of international consultants
- Production of any other final resource materials

**3. Provide overall oversight on the Investment case development and analysis report progress to ensure quality of the final work and timely delivery**

- Work in close collaboration with the national technical officer and national economist, and provide overall guidance and conduct quality assurance on tasks such as data collection and processing, Institutional and Context analysis (ICA), ROI analyses, and other tasks that will be carried out within the IC study scope

Progress reports shall be in English, and must strictly meet the standards of [Joint Visibility Guidelines for EC-UN actions in the field](#), and [Communication and Visibility requirements in EU-financed external actions](#).

**EXPECTED OUTPUTS AND DELIVERABLES**

| Deliverables/ Outputs                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Estimated Duration                        | Target due date and Payment |
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| <b>Inception report</b> should include the following: <ul style="list-style-type: none"> <li>• Identification of all the datasets that are needed for conducting the IC, including AAP attributable health and economic burden</li> <li>• Task implementation plan and overall approach including data integration, and clear timeline for the major activities which shall be carried out during the task implementation, and expected deliverables</li> </ul>                                   | Within 30 days from signing the contract  | 20%                         |
| <b>Progress report</b> should include: <ul style="list-style-type: none"> <li>• Data integration process</li> <li>• First draft of IC study: cost-of-illness studies on AAP developed by RTI</li> <li>•</li> </ul>                                                                                                                                                                                                                                                                                | Within 3 months from signing the contract | 40%                         |
| <b>Final deliverables:</b> <ul style="list-style-type: none"> <li>• Final draft of IC report which should include the cost-of-illness study, ROI analysis and ICA components (quality assured by international consultant/team)</li> <li>• 1 summary policy brief validated (which should highlight the implications of the IC and its results)</li> <li>• Developing power Point suitable for presentations to the country ministries and stakeholders (respectively on AAP &amp; ROI</li> </ul> | Within 4 months from signing the contract | 40%                         |

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| <p>Intervention packages)</p> <ul style="list-style-type: none"> <li>• Meetings and consultative workshop proceedings, recordings, and any other related materials</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |  |
| <p><b>Institutional Arrangement</b></p> <ul style="list-style-type: none"> <li>• The consultant shall report to the National Project Coordinator (NPC) and shall work in tight collaboration with the national economist, and the global team of the project. He/she might occasionally liaise/interact/collaborate with relevant stakeholders at national and international level.</li> <li>• No domestic or international field mission is envisioned for this position</li> <li>• The present ToR may be subject to modification, without changing the overall objective and the scope of work, on the basis of mutual consultations. UNDP will hold the copyright of the assignment deliverables.</li> </ul> <p><b>Duration of the Work</b></p> <ul style="list-style-type: none"> <li>• The consultant is expected to work for 50 days within 4 months.</li> </ul> <p><b>Duty Station</b></p> <ul style="list-style-type: none"> <li>• The consultant will work remotely (homebased). Periodic meetings and other relevant activities will be organized throughout the contract period, and the consultant will be asked to be participate virtually and present the progress/results of the task.</li> </ul> |  |  |

## REQUIRED SKILLS AND EXPERIENCE

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| <p><b>Educational Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Master's or higher degree in Economics, health/environmental Economics or closely related fields is required.</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• A minimum of 7 years' experience conducting economic research at the national or international level in relevant areas, including health and/or environmental economics</li> <li>• Experience in preparing reports, high quality policy briefs and guidance notes;</li> <li>• Previous experience working on Global Exposure Mortality Model (GEMM), Integrated Exposure-Response (IER) and/or BAR-HAP models is an advantage</li> </ul> <p><b>Language requirements:</b></p> <ul style="list-style-type: none"> <li>• Fluency in English is required.</li> </ul> <p><b>Competencies</b></p> <ul style="list-style-type: none"> <li>• Ability to apply economic theory to the specific country context, carry out high-quality economic research</li> <li>• Ability to conduct research and analyze data</li> <li>• Ability to prepare publications, reports, and presentations</li> <li>• Strong analytical, reporting and writing skills</li> <li>• Openness to change and ability to receive/integrate feedback</li> <li>• Ability to plan, organize, implement, and report on work</li> <li>• Ability to work under pressure and tight deadlines</li> <li>• Proficiency in the use of office IT applications and internet in conducting research</li> <li>• Excellent presentation and facilitation skills</li> </ul> |
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- Demonstrates integrity and ethical standards
- Positive, constructive attitude to work

## 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 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------|
| <b>Technical Score</b>                                                                                                                                             | <b>70%</b>                                           | <b>100</b> |
| <b>Technical criteria 1: Educational background</b>                                                                                                                | 14%                                                  | <b>20</b>  |
| Master's or higher degree in Economics, environmental Economics or closely related fields is required.                                                             | 14%                                                  | [20]       |
| <b>Technical criteria 2: Relevant experience</b>                                                                                                                   | 28%                                                  | <b>40</b>  |
| A minimum of 7 years' experience conducting economic research at the national or international level in relevant areas (public health and/or environmental issues) | 14%                                                  | [20]       |
| A minimum of 3 years extensive experience in data collection, processing, and socioeconomic impact/trend analyses                                                  | 7%                                                   | [10]       |
| Experience in preparing reports, high quality policy briefs and guidance notes on similar works                                                                    | 7%                                                   | [10]       |
| <b>Technical criteria 3: Language skills</b>                                                                                                                       | 28%                                                  | <b>40</b>  |
| Fluency in English language                                                                                                                                        |                                                      | [40]       |
| <b>Financial Score</b>                                                                                                                                             | <b>30%</b>                                           | <b>100</b> |
| <b>Total Score</b>                                                                                                                                                 | <b>Technical Score * 70% + Financial Score * 30%</b> |            |

### Evaluation Method and Criteria

The consultant will be evaluated based on the following methodology of **Cumulative analysis**.

The award of the contract shall be made to the consultant which offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

## Technical Criteria for Evaluation (Maximum 70 points)

See attached table – Technical evaluation scoring guide.

Only candidates obtaining a **minimum of 70%** of the total technical points would be considered for the Financial Evaluation.

## PAYMENT MILESTONES AND AUTHORITY

### Price Proposal and Schedule of Payments

All proposals must be expressed in a lump sum amount. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, laptops or other necessary equipment and software, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

The consultant will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table above (expected outputs and deliverables). Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- **Deliverable 1 [inception report]: 20% of total contract amount**
- **Deliverable 2 [progress report ]: 40% of total contract amount**
- **Deliverable 3 [final report ]: 40% of total contract amount**

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

## RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

### Documentation required.

Interested consultants must submit the following documents/information to demonstrate their qualifications:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or [P11](#)**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional references.
- **Technical proposal**, including a) a brief description of why he/she considers as the most suitable for the assignment; and b) a methodology, on how consultant will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex III.
- **Other supporting documents**

Incomplete proposals may not be considered. Only the successful candidate will be notified of contract award.