



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

<b>Project name</b>	Advancing health and environmental sustainability through action on pollution
<b>Location</b>	Addis Ababa, Ethiopia
<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>	National consultant
<b>Languages required</b>	Fluency in English and Amharic languages
<b>Duration of Initial Contract</b>	<b>60 days within 5 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 ambient air pollution (AAP) 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. Support the overall development of Investment Case study, and develop the select components of the IC study including ROI analysis on country-specific intervention packages
2. Develop the Institutional and Context Analysis (ICA) of the IC study
3. Support report finalization and dissemination activities

### SPECIFIC RESPONSIBILITIES

- **Support the overall development of Investment Case study, and develop the select components of the IC study including ROI analysis on country-specific intervention packages, using the methodologies provided by UNDP**
- Estimate the ROI on country-specific intervention packages by employing the provided methodology and the collected data
- Assist the development of the other components of the IC study including social and economic analysis of providing the country-specific data and background information for the AAP and HAP exposure assessment
- Work in close collaboration with the national project manager, and collect, process, and analyze datasets that are required for conducting various components of the IC study
- **Develop the Institutional and Context Analysis (ICA) of the IC study**
- Conduct the ICA component of the IC study (with reference to guidance note developed by WHO & UNDP): including desk review and stakeholder consultations
- Solicitate feedback from relevant stakeholders and peers through workshops and reach consensus prior to ICA finalization
- **Support report finalization and dissemination activities**
- Generate the Ethiopia version of the final IC report and **1 summary policy brief** for nationwide dissemination
- Produce a user manual in Ethiopia which describes the modeling methodology of the IC and lesson learnt for national distribution
- Organize 1(one) **technical capacity development workshop** for domestic peers and economic experts
- Present the IC and ICA results and its implication through a high-level event/workshop for stakeholders and a wider audience
- Assist the quality assurance process which will be conducted by the global team of international consultants
- Production of any other resources and communication materials for public
- To provide with operational and other support functions that are related to the investment case study development whenever needed or requested by the international economist.

Progress reports should be produced in English, but the final versions of the ICA, ROI analyses, policy brief and other materials must be produced in both English and Amharic, 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
<p><b>Inception report</b> should include the following:</p> <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%
<p><b>Progress report</b> should include:</p> <ul style="list-style-type: none"> <li>• Data integration process</li> <li>• First draft of IC study: cost-of-illness studies on AAP reviewed by RTI</li> <li>•</li> </ul>	Within 3 months from signing the contract	40%
<p><b>Final deliverables:</b></p> <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 powerPoint suitable for presentations to the country ministries and stakeholders (respectively on AAP &amp; ROI Intervention packages)</li> <li>• Meetings and consultative workshop proceedings, recordings, and any other related materials</li> </ul>	Within 5 months from signing the contract	40%

### Institutional Arrangement

- The consultant shall report to the National Project Coordinator (NPC) and the international economist and shall work in tight collaboration with the data analyst, the global team of the project. He/she is expected to liaise/interact/collaborate/meet with other relevant stakeholders at national and local level including the Ministry of Health, Environmental Protection Authority EPHI, EU Delegation, UNDP CO, WHO, UNICEF and others.
- No domestic or international field mission is envisioned for this position
- 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.

### Duration of the Work

- The consultant is expected to work for 60 days within 5 months.

### Duty Station

- 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.

## REQUIRED SKILLS AND EXPERIENCE

### Educational Qualifications:

- Master's or higher degree in Economics, health/environmental Economics or closely related fields is required.

### Experience:

- A minimum of 5 years' experience conducting economic research at the national or international level in relevant areas, including health and/or environmental economics
- Experience in preparing reports, high quality policy briefs and guidance on similar work
- Previous experience working on Global Exposure Mortality Model (GEMM), Integrated Exposure-Response (IER) and/or BAR-HAP models is an advantage

### Language requirements:

- Fluency in English and Amharic languages is required.

### Competencies

- Ability to apply economic theory to the specific country context, carry out high-quality economic research
- Ability to conduct research and analyze data
- Ability to prepare publications, reports, and presentations
- Strong analytical, reporting and writing skills
- Openness to change and ability to receive/integrate feedback
- Ability to plan, organize, implement, and report on work
- Ability to work under pressure and tight deadlines
- Proficiency in the use of office IT applications and internet in conducting research
- Excellent presentation and facilitation skills
- 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 5 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 for use by senior policy makers	7%	[10]
<b>Technical criteria 3: Language skills</b>	28%	<b>40</b>
Fluency in English and Amharic languages		[40]
<b>Technical 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.