

TERMS OF REFERENCE
Long Term Agreement: Junior Socio-Economic Consultant

1. Assignment Information

Assignment Title:	Junior Socio-Economic Consultant (Open for National and International Consultants residing in Cambodia)
Cluster/Project:	Policy and Innovation Unit
Post Level:	Junior Specialist
Contract Type:	Long Term Agreement (LTA) up to three
Duty Station:	Phnom Penh
Expected Place of Travel:	None
Contract Duration:	Initial contract is from 1 st October 2022 to 30 th September 2023, (up to 120 days per year) with possibility of extension up to two years

2. Context

The current global crises and food system shocks have produced both supply constraints and price increases in global food and energy markets. The impact of the global crisis and food system shocks risks to jeopardize the country's socio-economic recovery from the crisis induced by the COVID-19 pandemic. After a sharp contraction of 3.1% in 2020, the economy recovered by only a small growth rate of 3% in 2021 and has just started to pick up momentum in 2022. In addition, a set of pre-existing socio-economic vulnerabilities in the Cambodian context risk to exacerbate the impacts of the converging crisis (i.e., COVID-19 and the global crisis and food system shocks). These include: a large percentage of the population clustering around the poverty line, a high level of poverty headcount (i.e., 17.8% in 2020), increasing inequalities, deeply entrenched and persistent gender inequalities, high levels of household indebtedness, and a weak system of social safety nets.

In this endeavor, UNDP maintains an Economic Team within the Policy and Innovation Hub (PIH), supporting the Government and other stakeholders on a range of topics – from inclusive macroeconomic policies to the delivery of innovative social protection measures. Current and pipeline projects including the provision of technical advice on IDpoor formula improvement, rapid poverty survey, ageing policy pilot, integrated formalization, Cambodia SDGs and national planning, and Multi-dimensional Vulnerability Index. The Junior Socio-Economic Consultant position is part of the PIH of UNDP Cambodia. Working under direct supervision of the Country Economist and in close coordination with the National Economist and Policy Analyst – Social and Economics, the incumbent is responsible for assisting the Economic Team with developing various concept notes and proposals, socio-economic analysis, policy research, and for assisting with coordination and administrative matters (See Section 3 and 4).

3. Scope of Work and Deliverables

The LTA holder is to support the economic team of UNDP Cambodia to design policy and implement programmes related to inclusive growth, SDG financing, social protection and national planning. These include the following sets of activities:

I. Policy engagement in terms of policy dialogue and research under the policy and innovation unit

- Draft proposals, concept notes and Terms of References (ToRs) for relevant research, communication and policy assignments related to economic policy, social protection and national planning policies
- Proof read and edit data analysis and reports from vendors/contractors and other sources before they are integrated into the socio-economic analysis produced by the team
- Documentation, research, literature review and prepare summary of the different topics the economics team is involved in
- Identify key trends, alternative and uncommon data sources that can be resourceful to unfold key questions and hypothesis to enhance the socio-economic analysis done by the team
- Perform estimations, elaborating graphs, tabulations and slides for documents and presentations to support the team in undertaking socio-economic policy analysis
- Prepare briefing notes
- Support in development of policy recommendations for priority measures for economic policy, social protection and national planning policies
 - Conduct background policy analyses and provide recommendations
 - Prepare reports and power point presentations
 - Arrange consultations and compile comments

II. Support the Partnership management:

- Facilitate and coordinate with partners such as UN agencies, private sectors, government and development partners to do data collection/extraction and consolidation to enhance economic modelling and other predictions to propose policy recommendations
- Maintain and update economic policy and social protection communication strategies
- Draft blog posts on economic policy, ageing policy and social protection
- Draft Memorandum of Understanding and stakeholder engagement plans
- Regular information updates
- Draft of outreach communication materials including brochures, pagers, project briefs, booklets, presentation, project reports etc.

III. Support the pipeline formulation and resource mobilization:

- Collect data and information needed for the project formulation
- Draft concept notes and project proposals based on guidance of the Country Economist, National Economist and/or Socio-economic Policy Analyst
- Prepare powerpoint presentation
- Arrange stakeholder consultations; and
- Consolidate comments from key stakeholders

Separate summary TORs will be developed for specific assignments (within the scope of the overall LTA and the categories above). Specific deliverables of each assignment will be based on an agreed sub-ToR and PO issuance. All property – tangible and intellectual – produced during assignments/ LTA would remain the property of UNDP. The consultant should also ensure confidentiality of all the information received during assignments.

4. Institutional Arrangement

The LTA holder will work under direct supervision of the Country Economist in close coordination with the National Economist and/or Policy Analyst – Social and Economics, and is overseen by the Assistant Resident Representative for the Policy and Innovation Unit (PIU). Should a different supervision arrangement is needed, this will be specified in the sub-TOR for each engagement.

5. Duration of the Work

The equivalent number of person work-days for the LTA is 120 days per year for initial period of one year from 1st October 2022 to 30th September 2023, with possibility for extension up to 2 years. As note below, the agreed proposed professional fee should remain valid for the whole period.

6. Duty Station

This is a home based in Phnom Penn for duty station assignment. No travel is required for this assignment.

Only selected individual contractor(s) expected to travel to the Country Office (CO) in country (Cambodia) is (are) required to undertake (BSAFE) training. The course accessible is here: <https://training.dss.un.org/course/category/6>

7. Minimum Qualifications and Criteria for Evaluation of the Individual Contractor

The following is to be applied in judging the technical quality of offers, within a two-part appraisal process.

	Technical Evaluation Criteria
Education:	A minimum of a Bachelor's degree (preferably a Master's degree) in economics, development studies, public policy, international relations or social science
Experience/ Knowledge:	<ul style="list-style-type: none">• One year of working experience in socio-economic development and analysis;• Relevant experience in development work at international or national level;• Proven basic research/ analytical skills – in statistics/ econometrics; Ability to write policy papers and working documents (reports/ assessments/ reviews); and• Decent knowledge of the Cambodian development context.
Competencies:	<ul style="list-style-type: none">• Good report drafting ability• Ability to work collaboratively with team members by sharing information openly and displaying cultural awareness and sensitivity.• Excellent communication skill is an advantage• Positive and results-oriented attitude, able to meet targets/deadline.
Languages:	Fluency in English is required. Knowledge of Khmer is an advantage

8. Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Evaluation Criteria	Obtainable Score
A minimum of a Bachelor's degree (preferably a Master's degree) in economics, development studies, public policy, international relations or social science	30

One year of working experience in socio-economic development and analysis	30
Proven basic research/ analytical skills – in statistics/ econometrics	20
A good written and oral communication skills <i>(Assessed by a sample of work)</i>	20
Total Score	100

9. Payment Milestones

The payment will be made based on the actual number of days for each assignment agreed prior to each taking place multiplied by the pre-agreed IC daily rate (excluding DSA, air-ticket, and terminal costs). The amounts and deliverables will also be specified within individual assignment TORs.

While selection will be initiated by acceptance of the LTA, the contractor can begin working *only* after a **purchase order (PO)** is issued to him/her each time a service is required and following discussion and agreement between the contractor and the Country Office. The contractor will take his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount will be paid within 30 days after satisfactorily completion of work and receipt of original invoice/CoP. Each payment is subject to acceptance of work, receipt of Certification for Payment, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors should quote a single daily professional fee, and this rate shall be inclusive (excepting DSA terminal and travel costs). This will be fixed during the contract period. Offerors should also provide details of their skills and experience (on a CV) and confirm their approximate availability for the specified period.