

## TERMS OF REFERENCE

### SENIOR CONSULTANT -FORMULATION OF AN ACTION DOCUMENT (PROJECT PROPOSAL) ON GOVERNANCE CAPACITY DEVELOPMENT IN THE CONTEXT OF PALOP-TL /EU COOPERATION

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#### A. PROJECT TITLE

ProGov PALOP TL identification and formulation process.

#### B. PROJECT DESCRIPTION

##### Background

Since August 2012, the Cabo Verde UNDP has gathered significant experience through the creation and direct implementation of projects in the context of PALOP-TL | EU cooperation. In particular, it has established good practices via a participatory formulation, bottom-up process that included the Pro PALOP-TL PACE and Pro PALOP-TL SAI / PRISC projects.

Within this context, the UNDP office in Cabo Verde intends to recruit a senior consultant to carry out, under the supervision of the Deputy Representative, and in close cooperation with the European Union Delegation (EUD) and the National Authorising Officer (NAO) of the EDF in Mozambique & Regions, the formulation of an Action Document (project proposal) in one of the key focus area for the Multiannual Indicative Program for PALOP-TL | EU Cooperation for the 11<sup>th</sup> EDF – ‘Governance Capacity Development’ – in coherence with preliminary documents (the UNDP’s expression of interest, concept note, and initial identification document).

##### Description of the assignment:

The process of identifying the need for a project proposal within the field of ‘Governance Capacity Development’ began with a re-evaluation of the "desk review" already carried out by UNDP Cabo Verde. This took into account the evaluation reports on PALOP-TL| EU cooperation, evaluation reports and the lessons learned from the 9th and 10th EDF projects in the context of this cooperation, with specific focus on the ‘PALOP Justice’ projects (9th EDF), ‘Pro PALOP-TL PACE’ and ‘Pro PALOP- TL ISC / PRISC’ (both from the 10th EDF).

Early analysis was deepened to better emphasise guidelines for reinforcing the democratic governance of beneficiary countries (National Poverty Reduction Strategies, Economic and Social Plans and National Planning Systems documents, among others), of multilateral cooperation (EDF PINs and other EU cooperation documents and UNDP Country Programs and Action Plans) and best practices on development interventions and strategies in the fields of Action (UNDP, EU, World Bank, IBP / OBS, PEFA, INTOSAI, Mo Ibrahim Index, UNECA Africa Governance Reports, etc.).

The desk review was carried out via a ‘beneficiary needs and priorities’ survey, complemented with a set of results-sharing sessions and additional contributions from potential beneficiaries and relevant role-players. These initiatives will enable the Cabo Verde UNDP office to complete the identification phase of the project. The documents resulting from this initial identification phase should also be reviewed and supplemented with additional information collected during the formulation stage, with support from the senior consultant.

The formulation phase of the Action Document will be based on the following points:

- April: **Preparation of the plan/timeline for formulation missions and meetings** by the project’s formulation action team, based on available national resources and contexts of beneficiary countries.

During **the formulation phase, which takes place from April to June 2017**, a formulation team consisting of a maximum of two UNDP experts, in close coordination with the UNDP offices in the

beneficiary countries, UNDP headquarters, and also in close coordination with the NAO and the EUD of Mozambique, as co-ordinator of the cooperation, as well as the many other NAOs and EUDs in the beneficiary countries, should carry out:

✚ **01 May / 16 June: Diagnostic and formulation missions in the beneficiary countries to confirm and revise the preliminary assumptions and diagnoses of the desk review and of the mapping** to finalise the Action Document, based on the results of consultations and work meetings held with each lead beneficiary and interested parties in the context of those missions, which should have an average duration of 1 week per country, during which the formulation team should meet all concerned stakeholders, with a particular focus on the main beneficiaries. The formulation missions imply delicate negotiation with all stakeholders to ensure their availability and effective involvement during the course of the mission and the work to be carried out by the formulation team. The timetable presented in this document, in particular actions relating to formulation missions on the ground, is therefore suggestive and should be subject to prior approval by the parties concerned and, above all, the main beneficiaries in each beneficiary country.

✚ **June 22: Completion of the Country Diagnostic Statements with input from field formulation missions** that should be integrated into the Action Document.

This work will provide more refined baselines and targets, a timely review of target and outcome indicators, but also better target budget allocations within the logical framework, thus rounding off the Action Document.

✚ **30 June: Finalisation and delivery of the final version of the Action Document** with all comments and points highlighted above duly integrated.

The consultancy should therefore allow the finalisation of the relevant parts of the Identification Action Sheet and complete the formulation phase (including the Action Document), in line with the guidance and guide lines provided in the documents that make up the UNDP's Interest Statement, its concept note and the initial identification document (to be made available after signing the consultancy agreement).

### **Objective of the assignment**

Under the supervision of the UNDP Cabo Verde Deputy Representative, in coordination with the UNDP team in the PALOP countries and East Timor, and in close cooperation with the European Union Delegation and the National Authorising Officer of the EDF in Mozambique & Regions Authorising Officer for the EU/PALOP TL cooperation based in Mozambique, the Senior Consultant should support the UNDP Cabo Verde office in finalising the identification phase and to successfully carry out the formulation phase of the project/action proposal to be carried out in the context of the Multiannual Indicative Program for PALOP-TL | EU cooperation for the 11th EDF, in the key focus area of 'Governance Capacity Development'. This support will consist of drafting a project proposal (identification form and Action Document) and organising all information necessary to carry out the formulation of the above-mentioned project.

### **C. SCOPE OF WORK**

As outlined in the above context, the consultancy should be carried out between April 27 and July 31, 2017, for a period of 50 working days, based on the following suggested calendar:

- **April 27, 2017:** Timeline and methodology is developed and approved
- **May 1 / June 16:** Diagnostic and formulation missions to beneficiary countries to be confirmed; revision of the preliminary assumptions and diagnoses of desk reviews and mapping.

- **June 22:** Completion of the Country Diagnostic Statements with input from field formulation missions that should be integrated into the Action Document.
- **30 June:** Finalisation and delivery of the final version of the Action Document with all comments and points highlighted above duly integrated.
- **June 15:** Finalisation of the Action Document following any comments from the donor.
- **July 31:** Presentation of the final consultancy report.

#### D. EXPECTED OUTPUTS AND DELIVERABLES

The formulation phase, which will take place from **May to June 2017**, includes formulation missions in all countries benefiting from the action, enabling a preliminary identification of findings to be fine-tuned and ensuring the following products:

- April 27, 2017: Timeline and methodology is developed and approved
- 1 May / 16 June: Six diagnostic missions and one-week formulation missions to Angola, Cabo Verde, Guinea Bissau, Mozambique, São Tomé and Príncipe and East Timor-Leste that will serve to find all potential beneficiaries and relevant stakeholders in the action, and complete the information and diagnosis elaborated during the identification phase.
- June 22: Country diagnostic sheets with input from field formulation missions are finalised for each of the beneficiary countries for their information to be integrated into the Action Document.
- 29 June: Action Document is finalised and duly integrated with all comments and highlighted points, and approved by the UNDP for submission to the donor.
- July 6: Final document of action is revised and finalised with any comments from the donor.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates *indicative	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
<b>Deliverables</b>			
1. Timeline and methodology developed and approved by the UNDP, agreed between all parties.	4 days	27 April	DRR
2. Six, 10-day diagnostic and formulation missions to Angola, Cabo Verde, Guinea Bissau, Mozambique, São Tomé and Príncipe and East Timor	6 weeks	1 may-16 June	DRR
3. Country diagnostic sheets completed with field formulation input for each of the beneficiary countries	4 days	22 June	DRR
4. Action Document finalised, submitted and approved by UNDP for draft submission to donor	5 days	29 June	DRR
5. Action document finalised with any comments from the donor, approved by the UNDP for final submission to the donor	5 days	6 July	DRR
6. Final consultancy report submitted and approved	2 days	31 July	DRR
<b>Total days and end date of contract</b>	50 days (working days)		

- July 31: Final consultancy report is submitted and approved.

## **E. INSTITUTIONAL ARRANGEMENTS**

The senior consultant will work under the direct supervision of the Deputy Representative. The consultancy will be held in Cabo Verde and requires travel to PALOP countries and East Timor (see previous point).

The UNDP Cabo Verde office will provide the necessary logistical support (internet, telephone, printer access and document printing) as well as office space.

All consulting service costs, including travel, should be included in the proposal.

### **A. Methodology**

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The senior consultant will determine the most appropriate methodology for carrying out the actions foreseen in the calendar and to ensure delivery of the products within the indicated periods, in ongoing discussion with the UNDP office and in accordance with the requirements of the donor.

### **B. Report Requirements**

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- a. Before each payment the consultant must submit the products required by the consultancy's deliverables;
- b. Before the final payment, the consultant must produce and submit a final report comprising all of the consulting products.

## **F. DURATION OF WORK**

The consultancy should take place between April 27 and July 31, 2017, for a period of 50 working days.

## **G. DUTY STATION**

The consultancy will be held in Cabo Verde and requires travel to PALOP countries and East Timor. The UNDP Cabo Verde office will provide the necessary logistical support (internet, telephone, printer access and document printing) as well as office space.

All consulting service costs, including travel, should be included in the proposal.

## **H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

The required qualifications for the assignment are:

- a. Advanced university degree in the field of social sciences or equivalent;
- b. Minimum of 7 years of professional experience in areas that allow an applied knowledge of development data and policies in PALOP countries and East Timor;
- c. Good knowledge of the fields of economic governance, justice, political participation of women and young people, ideally in PALOP countries and East Timor;
- d. Experience in formulation of multi-county projects, experience in EU-funded project identification and formulation will be an asset;
- e. Work experience in South-South Cooperation, including peer-to-peer exchange between state institutions, civil society and academia will be in asset.
- f. Excellent writing skills, information analysis, indicators and quantitative data;
- g. Fluency and excellent written and oral expression in Portuguese language; Good knowledge of English language.

## **I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

### **Fixed lump-sum contracts**

The financial proposal should specify the amount of the lump sum and the specific and measurable terms of payment (qualitative and quantitative). Payments are based on the product; i.e. the services provided specified in the TdR. In order to help the unit recruited compare the financial bids, the proposal should include a breakdown of the lump sum (including travel, subsistence allowance and predicted number of work days).

### **Travel**

All planned travel expenses must be included in the financial proposal. This covers all trips to the workplace. As a general rule the UNDP will not accept travel expenses higher than those of an economy class ticket. If the Individual Consultant wishes to travel in a higher class, he must use his own resources.

In the event of an unforeseen trip, payment of travel expenses including tickets, accommodation and final expenses must be agreed between the respective unit and the Individual Consultant before the trip and expenses will be reimbursed.

## **J. RECOMMENDED PRESENTATION OF BID**

In order to obtain proposals with content presented in a uniform way, to facilitate comparative analysis, individuals interested in the job must submit the following documents to prove their eligibility:

- A) Brief description of the reason why the candidate should be considered the most suitable for the mission;
- B) Brief methodology on how he/she will approach and conduct work, highlighting past work experiences and skills relevant to the position in question;
- C) Personal CV or P11, listing all past experience in similar projects, as well as the candidate's contacts (email and telephone) and at least 3 professional references;
- D) Financial proposal that includes the total value of the contract, with all costs included and presented in detail, according to the template provided. If a proposal or consultant is at the service of another organisation / company / institution and foresees his/her employer will charge the UNDP a release fee under a 'Reimbursable Loan Agreement (RLA)', the proposal or the consultant must indicate this and ensure that all such costs are incorporated in the financial proposal submitted to the UNDP;
- E) Letter of Confirmation of Interest and Availability, using the template provided by UNDP

## **K. CRITERIA FOR SELECTION OF THE BEST OFFER**

Individual consultants will be assessed based on the following methodologies:

### **1. Cumulative analysis**

In applying the Weighted Scoring Method, the contract will be awarded to the Individual Consultant whose offer has been evaluated and determined as:

- A) Receptive / compliant / acceptable and;

B) Has received the highest score in a predetermined set of weighted, technical and financial criteria specific to the request.

\* Weight of the Technical Criteria; [70%]

\* Weight of the Financial Criteria; [30%]

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	<b>70%</b>	<b>70</b>
<p><i>Criteria A (Candidate profile):</i></p> <p>(1) Minimum of 7 years' professional experience in fields that allow an applied knowledge of development data and policies in PALOP countries and East Timor.</p> <p>(2) Excellent skills in writing, information analysis, indicators and quantitative data.</p> <p>(3) Experience in formulation of multi-county projects; experience in EU-funded project identification and formulation will be an asset.</p> <p>(4) Work experience in South-South Cooperation, including peer-to-peer exchange between state institutions, civil society and academia, will be an asset.</p>	30	30
<p><i>Criteria B (Candidate profile):</i></p> <p>(1) Advanced university degree in the field of social sciences or equivalent;</p> <p>(2) Fluency and excellent written and oral expression in Portuguese; Good knowledge of English.</p>	20	20
<p><i>Criteria C (Methodological Proposal)</i></p> <p>(1) Good knowledge of the areas of economic governance, justice, political participation of women and young people ideally in PALOP countries and East Timor;</p> <p>(2) Relevance and degree of detail of the proposed methodology;</p> <p>(3) Approach for monitoring and quality control of expected products.</p>	20	20
<b><u>Financial</u></b>	<b>30%</b>	<b>30</b>
<b><u>Total</u></b>	<b>100%</b>	<b>100</b>