

TERMS OF REFERENCE

Strategic Planning Consultant

Portfolio: PLANNING, POLICY AND PROGRAMME INTEGRATION UNIT (PPPI)

A. GENERAL INFORMATION

Title: Strategic Planning Consultant
Project: Support to Programme implementation
Direct Supervisor: Deputy Resident Representative ai (DRR ai)
Duty Station: Home-based
Estimated Start Date: 1 March 2024
Duration: 23 working days

B. PROJECT DESCRIPTION AND BACKGROUND

Cabo Verde became the first pilot Joint Office (JO) of the Ex-Com agencies (UNDP, UNICEF, UNFPA and WFP) on 1 January 2006. This was a major step in the UN reform towards the harmonization and simplification of UN activities in small countries. The Joint Office model consists of a single UN office of the participating agencies, led by one representative who equally represents all the participating agencies. The JO has one organizational structure and a single programme/common country programme encompassing the activities and mandates of all participating agencies, and uses one set of business processes, rules, and regulations under a “support agency”. Since 2008, with the discontinuation of WFP Office in Cabo Verde, following the graduation to a Middle-Income Country, the Joint Office is now comprised of three agencies - UNDP, UNFPA and UNICEF.

Since its creation in 2006, the Joint Office has already implemented three complete programming cycles (2006 – 2011, 2012 – 2017 and 2018 -2022) and is currently in the second year of implementation of the 2023 – 2027 Common Country Program Document.

The CCPD 2023 – 2027 is aligned with the country's priorities defined in the country's main planning instruments - **Ambition 2030 and PEDS II 2022 - 2026** - with the priorities of each of the three agencies (UNDP, UNFPA and UNICEF), expressed in the respective **Strategic Plans for the period 2022 - 2025**, and aligned with the **2030 and 2063 Agendas**. Above all, the CCPD is **derived from the UNSDCF** as set out in the current revised version of the “Management Accountability Framework” (MAF) document. formulating the UNSDCF 2023-2027 has just been officially launched by the RCO, when the strategic retreat of the UNCT.

It is very important to emphasize the fact that the CCPD of the UNDP, UNFPA and UNICEF Joint Office in Cabo Verde represents, from a programmatic and financial contribution point of view, more than 50% of the current UNDAF/UNSDCF programme, which demonstrates the importance of the contribution of the three agencies of the Joint Office in the intervention programme of the United Nations System in Cabo Verde.

The CCPD is implemented through six portfolios: Education, Sexual and Reproductive Health and Rights, Child Survival and Development, Child Protection (Outcome 1 of the CCPD, 3 project documents), Inclusive and Sustainable Economic Growth (Outcome 2, 1 project document), Environment, Energy and Disaster Risk Reduction (Outcome 3,

no project document to be developed), and Governance, Public Administration and Justice (Outcome 4, 1 project document).

The responsibility for the drafting of the Project Documents rests with the Portfolio Managers of the Joint Office. Due to the specificity of the Joint Office, the elaboration of the project documents guiding the implementation of the CCPD is complex, currently in progress, and in need of acceleration.

It is, therefore, in the context described above that the Joint Office of UNDP, UNFPA and UNICEF in Cabo Verde establishes these Terms of Reference that define the technical and administrative conditions for the recruitment of an international consultant who will be supporting the finalization of the project documents guiding the implementation of the CCPD.

C. PURPOSE, SCOPE AND MAJOR TASKS TO BE ACCOMPLISHED

The purpose of this consultancy is to support the Portfolio Managers of the Joint Office of UNDP, UNFPA and UNICEF in Cabo Verde to finalize the project documents associated with the CCPD 2023 – 2027, and associated documents. Under the direct supervision of the DRR ai, and in close consultation and coordination with the Planning, Policy, and Programme Integration (PPI) Unit, following a review of existing documentation, the international consultant will work closely with the Portfolio Managers to:

1. Support the finalization of the project documents, with a particular focus on ensuring a consistent and aligned result framework for each document, adherence to the required structure and identification of cross-cutting themes and strategic priorities.
2. Support the finalization of the required annexes, including:
 - Project Quality Assurance at design report
 - Social and Environmental Screening
 - Risk Analysis
 - Supporting documentation for submission to the Local Project Appraisal Committee
3. Provide ongoing RBM capacity development support to the JO throughout the process by providing coaching and mentoring to project managers and other relevant colleagues. This shall include the development of a lessons learned document at the end of the process and the facilitation of a knowledge sharing workshop at the end of the process.

D. METHODOLOGY

The consultant will work in close cooperation with the Joint Office programme team and in consultation with the DRR and PPI Unit. The consultancy will be home based.

E. KEY EXPECTED DELIVERABLES AND DEADLINES

The entire process is expected to take 30 working days, over a maximum period of three months starting after the contract is signed. Interested consultants' team should provide their requested fee rates when they submit their expressions of interest, in USD. Fee payments will be made upon acceptance and approval planned deliverables, based on the following payment schedule:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates *indicative	Review and Approvals Required (Indicate designation of person who will review output and confirm acceptance)
Deliverables			
1. Review of existing documentation and contacts with the portfolio managers, development of a timeline indicating key areas to be addressed	4 days	March 7th	DRR
2. Finalization of the project documents and relevant annexes	15 days	April 2nd	DRR
3. Lessons learned document	2 days	April 8th	DRR
4. Knowledge sharing session	2 days	April 15th	DRR
Total		23 days (working days)	
F. MANAGEMENT OF THE CONTRACT			
<p>The assignment will be supervised by the DRR ai with support from the Planning, Policy, and Programme Integration Unit (PPPI).</p> <p>The consultant will be expected to report to the DRR ai regularly on progress being made on the contract. Periodic discussions will also be carried out during the consultancy period to monitor progress and constraints.</p>			
G. REQUIRED COMPETENCIES			
<p>This section details the technical qualifications of the Consultant to be recruited and the specific skills, competencies and characteristics required.</p> <p>Academic Qualifications:</p> <p><input checked="" type="checkbox"/> Advanced university degree (Master’s degree or above) in social sciences, or other relevant disciplines.</p> <p>Years of experience:</p> <p><input checked="" type="checkbox"/> At least 10 years of social or economic development experience</p> <p><input checked="" type="checkbox"/> At least 10 years of proven solid experience in programme design, development and planning, programme cycle management and result based management</p> <p><input checked="" type="checkbox"/> Substantive knowledge in UNDP and/or UNFPA and/or UNICEF practice areas, as demonstrated through completion of at least two assignments and/or prior work relevant work experience for at least one of the three agencies.</p> <p><input checked="" type="checkbox"/> Prior experience in the preparation of project document in line with UNDP Rules and Regulation an advantage.</p> <p>Competencies:</p> <p><input checked="" type="checkbox"/> Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.</p> <p>Languages:</p> <p><input checked="" type="checkbox"/> Spoken and written fluency in English, with excellent writing skills is required.</p>			

- ✓ Working knowledge of spoken and written Portuguese is an advantage.

H. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

Lump sum contracts:

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery and approval of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should include a breakdown of the lump sum amount.

Travel:

No travel costs are foreseen.

I. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

Recommended Presentation of Proposal:

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

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work

2. Financial proposal, as per attached template

3. Personal CV and P11 including past experience in similar projects and at least 3 references

All background compiled, and deliverables produced by the expert are the property of the UN agency. The expert must obtain written permission from the UN agency to use all or part of the documents for any other consulting or work.

J. CRITERIA FOR SELECTION OF THE BEST OFFER

The best offer will be selected using the Combined Scoring method (cumulative analysis) – where the technical proposal will be weighted a max. of 70%, and the financial proposal which will be weighted a max of 30%.

Financial Proposal (30%)

To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.

Only Bidders obtaining a minimum of 49 out of 70 points at the technical evaluation would be considered for the Financial Evaluation.

The financial score for the financial proposal will be calculated in the following manner:

- $Sf = 300 \times Fm/F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.
- (Total Financial Maximum points = 30 points);
- Total Score.

The technical score attained by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are: T= 0.7, F=0.3

The Total score will be calculated by formula: $TS = T \times 0.7 + F \times 0.3$

- TS - Is the total score of the proposal under consideration;
- T - Is technical score of the proposal under consideration;
- F - Is financial score of the proposal under consideration.

Criteria	Weight	Max. Point
Technical	70%	70
Criteria A (Experience): (1) At least 10 years of social or economic development experience (6) (2) At least 10 years of proven solid experience in programme design, development and planning, programme cycle management and result based management (7) (3) Substantive knowledge in UNDP and/or UNFPA and/or UNICEF practice areas (6) (4) Prior experience in the preparation of project document in line with UNDP Rules and Regulation an advantage (7) (5) Proven ability to deliver quality output including reports writing and making presentation under tight deadlines (4)	42	30
Criteria B (Academic Qualifications): (1) Advanced university degree (Master's degree or above) in social sciences, or other relevant disciplines. (10) (2) Spoken and written fluency in English, with excellent writing skills is required. (5) (3) Working knowledge of spoken and written Portuguese is an advantage. (5)	29	20
Criteria C (Methodological Proposal) (1) Relevance and appropriateness of methodology. (10) (2) Evidence of substantive knowledge in UNDP and/or UNFPA and/or UNICEF practice areas. (10)	29	20
Financial	30%	30
Total	100%	100

This TOR is approved by:

Signature:

Name and Designation:
David Matern, Resident
Representative

Date of Signing: