TERMS OF REFERENCE

UNDAP 2018-2023 WRITER/EDITOR- CONSULTANCY

Background:

The UNDAP 2013-2018 will come to an end with June 2018, and the UNCT is nearing the finalization of UNDAP 2 to start from July 2018. The draft UNDAP 2 (2018-2023), Results Framework and Narratives were approved by the One UN Steering Committee chaired by the Minister of Economic Planning and Finance in December 2017. The final UNDAP will be the business plan for all the UN agencies in Rwanda for the period July 2018- to June 2023. The UNDAP 2 is aligned to the Vision 2050 and the National Strategy for Transformation (NST 1), as well as the SDGs, agenda 2030.

As part of the finalization of UNDAP 2, the UNCT need to further advance the draft UNDAP narrative, RF into a full UNDAP document that is consistent with the 2017 UNDG guidelines, in terms of the quality and accuracy of the analysis, sources of data, and clarity of language. It is in this context, that the UNCT is seeking the services a consultant to review and provide quality assurance of the current draft, with the view to finalizing the document before design and printing.

Duties and Responsibilities:

The specific tasks of the consultant are:

- Review the entire draft UNDAP 2018-2023 narrative, results framework and costing, ensuring that each section of the draft reflects the totality of the key areas of UN intervention as per the SPR/JSC conclusions; the analysis is based on most updated national / international data/targets.
- Using diagrams, graphics, tables, graphs, pictures and other symbols to ensure clarity in presenting the key information, narratives in the draft document.
- On the basis key agreed documentation generated during the UNDAP/CPD formulation process, strengthen the narratives where relevant to demonstrate quality and depth of analysis.
- Strengthen the quality of language, editing and prof read the final document ensuring the final document meets UN standards of writing and presentation.
- The final product will include each of the sections agreed in the 2017 UNDAP guidelines.

During the assignment, the consultant will work closely with the RCO, maintaining full focus on delivering key results and any other tasks falling within the ambit of the terms of reference. It is expected that he/she promptly communicate any justified proposals for changes to the UNDAP outline.

Key deliverables:
There are 2 key deliverables:

- Submit the well written and high quality revised UNDAP 2 document including detailed narratives, RF, costing, and (2-page BOS, Communication, Financing narratives.) to the UNCT and QSA/PSA to review.

- Following the review from the UNCT and QSA/PSA to incorporate all the comments and produce a final UNDAP 2 document consistent with the 2017 UNDG guidelines.

**Competencies**

**Technical Competencies:**
- Good knowledge of the national development agenda and poverty reduction strategies, as well as the role of the UN Country Team and Individual UN Agencies in supporting their realization;
- Good knowledge of the Delivering as One Reform Process, including current policy developments and goals;
- Excellence in analysis and reporting on socio-economic issues, development needs and UN strategies to support national development agendas, gender considerations, mainstreaming for environmental sustainability, human rights-based approaches to programming
- Excellence in oral and written English
- Good understanding of human rights-based approaches to programming, and understanding of Results Based Management (RBM) principles

**Qualifications Education**

At least Master’s Degree or equivalent in strategic planning, development studies, international relations, social sciences, economics, law or related fields. PhD would be an asset.

**Experience**

At least ten years of professional work experience at national or international level. Experience must relate to drafting, editing and finalization of situation analysis, strategic planning documents and reports concerning development assistance.

**Language Requirements**

Excellence in English is essential.

**Duration**: 20 working days

**Remuneration**

Remuneration will be based on experience and qualifications and UN Rule and Regulations applying a competitive selection process. Interested candidates are requested to apply with their CV, proposed
work plan, and their expected fee for the full assignment based on the proposed work plan. The UN System is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Institutional Arrangement

The consultant will be directly supervised by the RC and the Head of RCO. He or she will be reporting to the Head of RCO.

Duty Station

The Consultant duty station will be Kigali, capital of Rwanda.

Scope of price proposal and schedule of payment:
Proposals must be expressed in lump Sum Amount which must be all inclusive. All costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the consultant, must be factored into the final amounts submitted in the proposal. Note that the contract price is fixed regardless of changes in the cost component.

Payment shall therefore be made according to the following deliverables:
- Fifty per cent (50%) after the submission and the acceptance of the draft report;
- Fifty per cent (50%) after the submission and the acceptance of the final report.

Travel:

In case there is travel involved, all envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Remuneration

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Evaluation criteria of the best offer

The offer will be evaluated by using the combined scoring method. Technical proposal will be evaluated on 70%. Whereas the financial one will be evaluated on 30%.

Below is the breakdown of technical proposal on 100% which will be brought to 70%.
### Criteria

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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</thead>
<tbody>
<tr>
<td>At least Master’s Degree or equivalent in strategic planning, development studies, international relations, social sciences, economics, law or related fields. PhD would be an asset.</td>
<td>15 %</td>
<td>15</td>
</tr>
<tr>
<td>At least ten years of professional work experience at national or international level. Experience must relate to drafting, editing and finalization of situation analysis, strategic planning documents and reports concerning development assistance.</td>
<td>20 %</td>
<td>20</td>
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<td>Knowledge of UN’s Strategic Plan and Mission</td>
<td>40 %</td>
<td>40</td>
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<td>Fluency in spoken and written English is essential and a working knowledge of one of the other language</td>
<td>25 %</td>
<td>25</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>100 %</td>
<td>100</td>
</tr>
</tbody>
</table>

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