

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS

Title:	Evidence-based Final Narrative Report for the Joint Programme
Duration:	55 days
Estimated Start Date:	April 1 2024
Duty Station:	Kingston
Reporting to:	Social Policy Officer

BACKGROUND & ORGANIZATIONAL CONTEXT

The Joint SDG Fund supports countries accelerate their progress towards the Sustainable Development Goals (SDGs) and deliver on their commitment to the 2030 Agenda to Leave No One Behind. It operates through joint programmes (JPs) that provide the mechanism for transformative solutions implemented by governments and national stakeholders and supported by the UN Country Team led by Resident Coordinators (RCs). The transformative nature of the 2030 Agenda hinges on all segments of society urgently coming together to launch sustainable and inclusive growth trajectories.

In 2021 the SG Joint Fund called for proposals toward Integrating Policy and SDG Financing with a geographical and eligibility focus limited to Small Island Development State (SIDS). Small Island Development State (SIDS) face a shared set of geographical, environmental, economic, and social challenges.⁴ Frequent exposures to natural hazards and disasters intensified by climate change and external economic shocks, which have been exacerbated by the impact of the COVID-19 pandemic. Travel restrictions, imminent capital flight, collapsing tourism revenues and weakened flows of remittances put a heavy toll on SIDS economy and social fabric, with limited fiscal space to fund the recovery, prospects of economic recessions. This has contributed to increases in unemployment, poverty, inequality, reversing progress achieved in towards meeting the SDGs. At the same time, SIDS over-reliance on economic sectors such as tourism and fisheries, high-debt-levels, and severe constraints to mobilizing both private and public finance amplify vulnerabilities.

The Call for Proposals focused on strengthening resilience and ending the vulnerabilities of SIDS to accelerate the SDGs. It supports cross-sectoral integrated policy frameworks and solutions across a range of transformative initiatives focused on SDG acceleration through integrated thinking, involvement, and commitment of major stakeholders. This work includes the most vulnerable within target populations, and synergies across SIDS vulnerabilities to produce programmatic intervention areas. By contributing to progress on multiple SDGs, the Joint Programmes seeks to produce catalytic results at scale within defined timeframes. Given the interdependence of the SDGs, the joint programmes can facilitate change by working across sectors and silos through an integrated, multidimensional approach that addresses vulnerabilities across the whole life cycle and among priority target groups.

Social Protection is at the forefront of Jamaica’s development agenda, given its positive social and economic impacts and is one of 15 national outcomes of the country’s national development plan and key to promoting human development, inclusive growth and empowering them to take advantage of economic opportunities. Social Protection Systems in Jamaica therefore offer an important entry point for addressing poverty, chronic vulnerability and risks people face, as well as mitigating the impacts of more severe impacts of shocks.

This twenty-seven (27) months SDG Joint Programme in Jamaica was launched in 2021 and has been contributing to modernizing Jamaica’s Social protection System, making it shock and gender responsive. The elements/outputs were ex-ante rather than ad-hoc, ex-post responses in the programme design and supported both early action and cost effectiveness in the face of exogenous shocks in the future, expanding the scope of support to those most in need, thereby contributing to long term resilience building. The Joint Programme has been implemented as a collaborative effort between the Government of Jamaica- Ministry of Labour and Social Security and its agencies; the Planning Institute of Jamaica; and the following United Nations Partner Agencies- UNICEF, World Food Programme and UN Women. The JP focused on strengthening shock-responsive social protection in Jamaica by, inter alia:

1. Enhancing payment processes within the Social Protection System which are more efficient, effective and safe and places emphasis on accessibility.
2. Strengthening the institutional capacity for evidence-based emergency expansion of social protection programmes based on tailored protocols and fast identification of people facing acute/socio-economic and environmental impacts.

3. Integrating existing information systems used by SP system to support increased coverage and coordination of SP interventions.
4. Examine gender gaps on the policy and legislative frameworks of the social protection system toward closing and improving responsiveness in service delivery, to both women and men.

The solutions as outlined within the [Joint Programme Document](#)¹ are designed to support the Government of Jamaica to successfully modernize and strengthen its social protection system to address future shocks and stressors and provide support for the harsh socio-economic impacts of recent covariate shocks. The project seeks to contribute to achieving the outcome- People in the Caribbean have equitably access and utilize universal, quality and shock-responsive, social protection, education, health and care services (Outcome 4 MSDCF)

PURPOSE OF ASSIGNMENT

Under supervision of the Joint Programme Coordinator and in close collaboration with the focal point from World Food Programme and UN Women, the consultant will be required to develop an evidence-based final narrative report (“[Final Report](#)”²) covering a review of the JP activities and results over the approximately 27 months implementation period.

The unit of analysis is the JP in its entirety, i.e., outcomes, outputs, activities, and inputs that were detailed in the Joint Programme Document and any associated modifications. The objectives of the assignment are to:

1. Collect and present evidence to review the extent to which the JP achieved its overall objective to unlock financial resources towards the SDGs and catalyse sustained change in the way government and its partners seek to finance the SDGs that will unlock resources into the future.
2. Review and provide evidence as to how the JP’s activities have contributed to foster SDG acceleration at the country level.
3. Collect and present evidence to the extent to which the JP achieved its results as described in the JP document and result framework. This review should include the contribution towards the Joint SDG Fund’s Outcome 4 and Output 2.
4. Review the extent to which the JP has contributed to strengthening the UN Development System (UNDS) reform and describe the level of coordination between relevant actors, especially participating UN agencies (PUNO) and government.
5. Review the extent to which the JP has contributed to creating sustainable partnerships and collaborations with local and international partners from public and private sectors.
6. Review to which extent the JP has contributed to mainstream gender equality and human rights.
7. Review the extent to which local capacity has been built.
8. Review the likelihood of sustainability of the JP’s results and the quality of the exit strategy.
9. Review the planned next steps of the JP.
10. Based on the above, present the key progresses or achievements, lessons learned, best practices and areas for improvement to inform future interventions.

MAIN DUTIES AND RESPONSIBILITIES

- The consultant will prepare the Final Report in a phased manner, under the guidance of the SDG coordination team, based on desk reviews, stakeholder consultations, field visits (if appropriate), and evidence-based contribution analysis and reporting of the JP’s Results Matrix as per the foreseen targets and indicators.
- The consultant shall review the extent to which the project results have been achieved, progresses made, partnerships established, systems changed, financial resources mobilized and aligned with the SDGs (including systemic changes that will mobilise and align resources after the JP ends), capacities built, and cross cutting issues (i.e., gender, human rights) addressed.
- Finally, the report shall recommend areas for improvement and learning. The report is intended to provide evidence of the contribution of the JPs to the Joint SDG Fund’s results and identify lessons learned and best practices for future interventions.

¹ https://mpf.undp.org/sites/default/files/documents/2023-12/prodoc_jamaica_psids_updated_2023_redacted.pdf

² [Final SDG Financing - Component 1 - Final Narrative Report template Pre Survey Report.docx](#)

The scope of the exercise covers the entire period of the implementation, between January 2021 and March 31, 2024, of the JP titled **Modernization of the Social Protection Systems in Jamaica, Towards an Adaptive, Shock Responsive, Inclusive System**. The report shall cover the following:

Contextual Analysis

- Brief review of the scope and focus of the JP considering the development landscape, the contextual changes happening in the country as well as its contribution to strengthen the UNDS reform at the country level and to accelerate the progress on the SDGs.

Overview of Strategic Results

- The consultant/contractor will conduct a detailed review and analysis of JP progress reports, results framework, workplan, acceleration plan, communications materials, and any other relevant document. The consultant/contractor will also conduct consultations/interviews with key stakeholders both including PUNOs, government partners, private sector, and other stakeholders as relevant.
- This will lead to an overview of the JP's contribution to strategic results, including contribution to increased SDG financing flows, leverage of strategic partnerships, contribution to UN development system reform in terms of enhancing the role of the RC and facilitating UN coherence and efficiency in the country team, and contributions to cross-cutting issues including gender and human rights.

Results by Joint Programme Outcomes and Outputs

1. Based on the analysis of JP materials and consultations with stakeholders referenced above, the consultant/contractor will review and describe the JP's progress toward its specific outcomes and outputs.

Challenges and Changes

2. The consultant/contractor will provide a description of the challenges and risks faced by the JP during implementation and explain the appropriateness of the JP's responses and risk mitigation measures.

Sustainability and Local Ownership

3. The consultant/contractor will review and describe the next steps and sustainability of the JP's strategy and results, with reference to local ownership and capacity building of key stakeholders.

Communications

4. The consultant/contractor will review the implementation of the communication strategy/plan of the JP and provide a brief description/highlight of the events organized as part of the JP.

Lessons learned and best practices.

5. Based on the review of materials and consultations with stakeholders, the consultant/contractor will identify lessons learned and best practices from the JP's implementation, with the purpose of identifying recommendations for the successful implementation of future joint programmes and SDG financing programmes.

Annexes

6. The consultant/contractor will include the results framework of the JP and summaries of all stakeholder consultations and interviews, as well as any additional relevant material in the annexes.

The consultant will need to present evidence of development results or intermediate measures of tangible progress toward them. This assignment requires an advanced aptitude for analysing complex information from different sources, identifying most essential insights, and articulating multi-faceted and cross-sectoral findings in a clear and concise manner. It will also require the ability to quickly acquire optimal understanding of a complicated country context and undertake high-quality research using both quantitative and qualitative methods.

EXPECTED RESULTS

Deliverables	Deliverable Date	Percentage Payment
<p>Inception Report/Work Plan (2-5 pages) Initial review of documents and exchange with the UN country team shall result in the outline of work plan to produce the final report. The inception report should include the list of interviewees, key documents and materials that the consultant will review for this process, other methods, sources, and procedures for data collection and a concrete timeframe for the work plan milestones and deliverables. The inception report frames a common agreement and understanding of what is to be produced by the consultant, the UN country team, and relevant partners. The report is to be shared within the first 5 workdays of the contract.</p>	April 15th 2024	10%
<p>Final Report (maximum 30 pages) The Final Report will consolidate the overall progress, innovations, and lessons learned based on concrete evidence and cases. The Report will focus on reporting results and transformative changes (including tangible, evidenced intermediate outcomes toward them) rather than listing of activities. The report should focus both on the JP's progress against targets (what) as well as how the JP contributed to enhancing UN coherence, coordination, and efficiency at the country level (how). The report should include detailed references and/or annexes to substantiate its findings. The report should follow the outline stated in Annex 1. The questions in the template (UN country teams can adapt and expand it as needed) define the information that must be generated and presented in the Evidence-based Final Narrative Report.</p>	May 16th 2024	90%

Minimum Requirements and Qualifications	
Education	<ul style="list-style-type: none"> An advanced university degree in Development Studies, Public Policy, Research, Social Change Communication, or related field
Work Experience	<ul style="list-style-type: none"> A minimum of 10 years in Public Policy with experience in Disaster Risk Reduction and Financing, Adaptation, Development Planning and/or Social Protection. At least 10 years of experience working with Government and International Development Agencies, such as the United Nations, of which at least 2-3 years should include professional experience in SDG Reporting and Financing. A good understanding of multi-stakeholder and cross-sectoral project/programmes Successful track-record on producing a minimum of 5 reports, reviews, assessments or evaluations of development programmes, funds, or complex projects overall, with a minimum of 2 conducted on Joint Programmes. Certified in Stakeholder Engagement or has at least 10 years' experience (as lead) in stakeholder engagement
Languages	<ul style="list-style-type: none"> Fluency in English is required.
Technical knowledge	<ul style="list-style-type: none"> Professional technical knowledge and expertise in research, analysis, drafting, and technical report writing. Extensive knowledge of UN development system will be an asset. Extensive knowledge of sustainable development issues related to government ministries, community groups, academia. Extensive knowledge of Social Protection and Social Policy themes and agenda within the context of small island developing states, Knowledge of Jamaica's Vision 2023 would be an asset

- All applications will be evaluated based on 70 points for technical - (knowledge /expertise /skills) and 30 points for financial submissions.

Child Safeguarding
Is this project/assignment considered as “ Elevated Risk Role ” from a child safeguarding perspective?
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, check all that apply</i>
Direct Contact Role
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:</i>
Child Data Role
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):</i>
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Budget/ costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the contractor.

Individuals engaged under a consultancy will not be considered staff members under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Travel will be covered by UNICEF as per policy.

- Travel costs will be estimated and added to the contract once they are determined based on UNICEF Financial Rules and Regulations.
 - For agreed country visits, the contractor/consultant will be responsible in administering their own travel. UNICEF will reimburse travel related expenses based on actual costs or on the below criteria whichever is lower and upon presentation of receipts.
 - Any travel involved should be budgeted according to UN Travel Standards as a ceiling.
 - [UN Secretariat Administrative Instruction on Official Travel, ST/AI/2013/3](#): Sect. 4, para. 4.2, numerals (d) and (e)
- For information on Daily Subsistence Allowance (DSA), can be found on the [International Civil Service Commission website](#)