



Title	Support to the UNDAF Action Plan process in Cape Verde
Level of consultant	Junior Specialist - International
Location	Praia, Cape Verde
Period	22 August – 23 January 2011 (5 months)
Reporting to	Resident Coordinator through the Head of Coherence Unit
Source of funding	RC budget

BACKGROUND INFORMATION

As one of eight pilot countries driving the UN Reform at country level, the UN Country Team in Cape Verde is working together within the “Delivering as One” initiative. The objective is to enhance effectiveness and efficiency of the UN to better assist the Government of Cape Verde in achieving its development results, including the Millennium Development Goals (MDGs).

The UN system in Cape Verde, together with the Government of Cape Verde, has finalized the new United Nations Development Assistance Framework (UNDAF) to cover the period 2012-2016 at the outcome level. After the elections in March 2001, the government has published the new programme for 2011-2016 and the development of the UNDAF Action Plan at the output level can now be resumed. In the view to successfully conclude the formulation process in line with both UN and governmental programming cycle, the support of an external consultant is required to accompany the process until the UNDAF Action Plan is signed by the government before the end of 2011.

PURPOSE

Grounding the analysis on Result-based Management (RBM) and Human Rights Based Approach (HRBA) principles and securing that a gender-aware perspective is solidly integrated, the consultant will accompany the process of developing the 2012-2016 UNDAF Action Plan, as well as other common programming processes mentioned below.

SPECIFIC TASKS

The consultant will be requested to:

- Provide technical and logistic support during all stages of the UNDAF Action Plan to define the HRBA-based UNDAF outputs, paying special attention to the alignment and logic chain with the corresponding UNDAF outcomes, including eventual adjustments of the UNDAF results matrix at the outcome level to increase coherence.
- Support the elaboration of the UNDAF Action Plan results matrix at the output level, including its M&E framework (indicators, baselines, targets, means of verification, risks and assumptions). Special attention to the definition of baselines at both output and outcome level will be given.
- Support the elaboration of the UNDAF Action Plan narrative, with special emphasis on the M&E section according to the UNDAF Action Plan Guidance Note (Annex I).
- Provide the RBM Officer and other UN M&E focal points with hands-on trainings/workshop on RBM and M&E.
- Support the compilation of the 2011 mid-term One UN progress report.

METHODOLOGY

In the completion of her/his tasks, the consultant will closely work with the different ad-hoc UNDAF Action Plan working groups and the Coherence Unit in the RC Office. With its support, the consultancy will be carried out through:

- Desk review of the documentation mentioned below as sources of information (they will be provided to the selected consultant after the selection process);
- Arrange consecutive working sessions with relevant UNCT members, other UN programme staff and relevant government officials to gather information on strategic objectives and priorities under each UNDAF outcome to produce the corresponding output statements and the rest of the elements in the UNDAF Action Plan results matrix, while keeping the last updated version as contributions from all parties are received;

SOURCES OF INFORMATION

Below mentioned documentation will be provided to the selected consultant after the selection process:

- Comparative advantages of the UN system in Cape Verde
- Major Challenges.
- UNDAF results matrix at the outcome level.

- Cape Verdean PRSP-II 2008-2011 - M&E framework.
- Programme of Cape Verde Government (2011-2016)

DELIVERABLES

The consultant will accompany the process to achieve the following deliverables

1. The UNDAF Action Plan, including:
 - a. UNDAF Action Plan results matrix, which includes: output statements; the M&E framework completed and populated with relevant indicators, baselines, targets, means of verification, risks and assumptions; roles and partners and indicative resources.
 - b. UNDAF Action Plan narrative, including, and specially, the Monitoring and Evaluation section.
 - c. Metadata protocol for all indicators at output level and eventual review of the ones at outcome level to increase coherence.
2. Review of the UNDAF results matrix at the outcome level to increase coherence.
3. Compilation of 2011 One UN mid-term progress report.

PROFILE/ REQUIRED QUALIFICATIONS AND EXPERIENCE

The Consultant should have:

- Relevant working/analytical experience of not less than 2 years in the M&E sector.
- At least a Masters degree in either of the following: Development, Social Science, Public Administration, Economics or related fields.
- Previous experience and demonstrated expertise with UNDAF preparation is required.
- Previous experience with “Delivering as One” countries is a distinct asset.
- Knowledge and demonstrated experience with Result-based Management (RBM) and familiar with the UNDG RBM Handbook.
- Knowledge and experience with Human Rights Based Approach to Programming (HRBAP) is an asset.
- Familiar with the updated guidelines for UN Country Teams on how to prepare an UNDAF.
- Working knowledge of English and French is required.
- Knowledge of Portuguese is an asset.
- Knowledge of developmental challenges and stakeholders in Cape Verde is an asset.

GENERAL CONDITIONS: PROCEDURES AND LOGISTICS

- Consultants will be provided with desk space in an office in the UN House in Praia. Given the nature of the consultancy and the high interaction required with UN colleagues across UN Agencies in the UN House, the consultant will be required to work from the office provided approx. 80% of the assignment.

HOW TO APPLY

Consultants with relevant profile are invited to manifest their interest by sending an email **before Monday 11 July 2011 at 9:00 am** Cape Verde time to the following email address:

procurement.cv@cv.io.un.org, with the Subject: "Support to the UNDAF Action Plan process in Cape Verde", with the following attachments:

- Letter of interest explaining why the candidate is the most suitable for the work.
- Curriculum Vitae to facilitate the assessment against the required background and experience (Personal History Form for Individual Consultants).
- Financial proposal, as detailed as possible, separating travel costs and honoraries.

SELECTION METHOD

A Selection Panel will be established to select the best available candidate based on best required qualifications and experience (70 points) and best financial offer (30 points).

MANAGEMENT ARRANGEMENTS

The consultant will closely work with the ad-hoc UNDAF Action Plan working groups and will report to the Resident Coordinator through the Head of the Coherence Unit. Deliverables will be reviewed by the RC Office and other UNCT members and UN Programme staff, as well as national M&E focal points. Final acceptance will be made by the Resident Coordinator.