



NETWORK OF ASSOCIATE EXPERTS

TERMS OF REFERENCE

Ref. 2011-003

PRACTICE AREA: Thematic group on Poverty, Human development and MDGs

I. CONSULTANCY INFORMATION

Area of consultancy: Poverty and inequality reduction, and Achievement of the Millennium Development Goals

Sub-areas of consultancy: Human Development

Duration of assignment: One year, on specific periods subject to UNDP Regional Centre for Latin America and the Caribbean's requirements, needs for consultancy and consultant's availability

Type of contract: Long-Term Agreement.

Deadline for application: 30 days after publication

Duty station(s): Latin America and the Caribbean or New York.

II. BACKGROUND

UNDP Regional Service Centre for Latin America and the Caribbean (RSC-LAC) supports different assistance activities provided by Country Offices, aiming to strengthen capacities in project management, strategic alliances and expand knowledge in priority areas. The RSC-LAC includes a growing number of professionals and experts who work to enhance human development from different practice areas such as Democratic Governance, Energy and Environment, Crisis Prevention and Recovery, HIV/AIDS, Gender, Knowledge Management, Capacity Development, and Poverty reduction and Millennium Development Goals (MDGs)..

The RSC-LAC expects that in the next years, there will be a growing demand for technical assistance and consultancies from Country Offices, as well as support in the development of new tools and capacities. In this sense, the RSC-LAC is currently updating and enhancing its Associate Experts Network, which is used to provide technical assistance in support to the activities of the 24 UNDP country offices in the region, the Regional Bureau for Latin America and the Caribbean (RB LAC), and the RSC-LAC. This network is set up to pre-select experts which are expected to be contracted to carry out specific short term tasks on a relatively short-notice basis. Belonging to this network does not involve a formal contract with UNDP until the organization actually identifies the service and proceed to contacting the expert and inquire about availability. The selection of the experts entails a Long Term Agreement (LTA) between UNDP and the experts stating that they could be called eventually for short and long term products/services, mainly related to research and analytical work. At the same time, the Associate Experts Network constitutes a strategic resource that helps strengthen community of practices, and contributes to the area of Poverty Reduction and MDGs with new knowledge and expertise. The experts selected in this recruitment process will be part of the Associate Experts Network, in the sub-area of Human Development.

According to the UNDP Strategic Plan and the Regional Program Document for Latin America and the Caribbean for the period 2008-2011, the Practice Area of Poverty Reduction focuses on the provision of technical and thematic assistance to UNDP Country Offices in the region. The experts will perform the activities listed in section below, in line with the Regional Cooperation Framework 2008-2011:

- Provide continued support to national, regional, and sub regional reports on human development.
- Systematization and transfer of good practices through the publication of key reports
- Promote policy dialogue and build capacity on social policy with government official and social managers.
- Support the coordination between national and regional actors, building on national level efforts to ensure coherence and consistency, in accordance with established national priorities.
- Help to integrate economic and social policy, taking into account the political environment to build innovative development strategies and policies which promote social cohesion, inclusive markets and human development.

III. PURPOSE

The primary purpose of the assignment is to provide policy advisory services consonant with UNDP's mandate and approach to strengthen the capacity of the COs to provide strategic advice and support to governments and more actors in the country in one or more of the

following components, as requested:

- Conceptual and theoretical work on Human Development
- Statistical analysis on Human Development indicators (disaggregated data to track vulnerable groups)
- Policy advice on technical issues related to public policy linked to Human Development
- Support to policy design and public policy evaluation with a Human Development focus
- Knowledge management, transfer and systematization of best practices
- Advocacy and Communications strategies to mainstream Human Development into National and Sub national Development Plans and Programmes.

IV. SCOPE OF WORK

Main activities:

- Support, in collaboration with COs, the design of or provide substantive technical inputs to national policies and strategies related to the components of Human Development listed in Section III;
- Upon CO request, assist in building the capacities of government counterparts in the areas of statistics and policy implementation for Human Development
- Guide and support COs in their engagement in dialogue at national, regional and global levels with key partners such as governments, donors, and civil society in regard to the areas mentioned in Section III;
- Develop technical and strategic position papers, presentations, advisory and briefing notes, as needed for the strengthening of the CO and/or other UNDP or counterpart staff;
- In collaboration with other practices, prepare regional inputs to policy briefs/position papers that address links between Human Development and other development areas such as energy and environment, gender, crisis prevention and recovery, capacity development and governance.
- Design and implement advocacy and communication strategies to support Country and Regional Offices in their promotion of Human Development-centred products and related technical advisory and support.

V. MONITORING AND APPROVAL OF PRODUCTS AND PAYMENTS

A supervisor from the LAC Human Development Practice Team will monitor every intermediate and final product delivered by the expert. S/he will inform the expert of any remarks on the product, within five (5) working days after the product has been delivered. The amends or changes will be submitted within the deadline established by the Practice of the UNDP Regional Centre and agreed in writing with the expert.

The associated expert will submit a final report on every agreed work and product in electronic format, or hard copy format if electronic format is not available, within a maximum of ten working days after the last day of each consultancy.

Partial and final payments are subject to supervisor's written approval and acceptance of the products and final report using the Certification for Payment Form submitted by the expert.

VI. METHOD OF PAYMENT

UNDP Regional Centre will pay the expert the amount agreed in the contract. When travel is required, DSA (Daily Subsistence Allowances) according to UN rates for the countries visited, tickets and terminal expenses will also be established in the contract.

The expert will be paid terminal expenses and an air ticket, for the most direct and economical route, irrespective of the duration of the flight, at the beginning of the trip.

Travellers are entitled to 80% of travel expenses in advance, at the beginning of each mission, as well as terminal expenses and an air ticket, for the most direct and economical route, irrespective of the duration of the flight. The remaining 20% will be paid by the end of each consultancy after submitting the voucher for reimbursement of expenses (F10 form) and related receipts and ticket stubs.

Fee payments are subject to supervisor's written approval and acceptance of the products and of the Certification of Payment Form submitted by the expert.

Long Term Agreements (LTA) do not entail advance fees payment, neither at the contract start date nor at the beginning of each specific consultancy.

VII. DOCUMENTS AND REQUIREMENTS FOR SUCCESSFUL CANDIDATES

Documents:

- Copy of proof education (PhD, Master's, etc.) and experience requirements.
- Copy of Identification.
- Statement of Good Health, certifying applicant's fitness for work and travel, and, copy of medical insurance in force.
- Copy of identification of a beneficiary designed by the expert.
- Signed form to be registered as individual services provider in UNDP system.
- Other forms to be completed and signed, provided by UNDP before signing the contract.

Requirements:

- Attend UNDP security courses.
- Obtain security travel authorization to the countries where the services are required, before travelling.
- Have a contract signed by both UNDP and the expert before starting the job and any trip. Otherwise, both job and trip will fall under the expert's responsibility.
- Every product and background compilation elaborated by the expert is of UNDP's ownership. The partial or total use of these documents for another consultancy must be previously approved in writing by UNDP Regional Centre for Latin America and the Caribbean.

VIII. QUALIFICATIONS

- **Education**

M.A. (Ph.D an asset) in Economics, Sociology, Political Science, Public Policy, International Policy Development, International Relations, or a closely related field. According to the criteria listed below, if the applicant holds a PhD degree, three years of relevant experience can be deducted from the total years of experience required.

- **Experience:**

- At least 6 years of professional experience in one of the areas detailed above, or closely related sub-areas, preferably including experience in the provision of policy advice, strategy development, and program development with a strong focus that integrates these areas with other UNDP practice areas.
- The candidate is also to have a thorough understanding of the developing country context, if possible based on working experience in the field.
- Of added value will be regional experience in Latin America and the Caribbean, as well as experience in other regions and UNDP experience.
- Additionally candidates are expected to have expertise in at least one of the sub-areas mentioned in section III of this document.
- Excellent organizational and communication skills are also key to this position.

Applicants not reaching the required years of experience are not eligible.

- **Language proficiency:**

Fluency in Spanish and English, both spoken and written. Knowledge of French or Portuguese is an advantage.

DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Qualified candidates who are interested in becoming part of the Regional Centre's Experts Network for the area and sub-area specified in these Terms of Reference must submit to rsclac.Associate.Expert@undp.org the following documents:

1. Application letter, including area and sub-area of work and daily and monthly expected rates, in US\$. Monthly rate must be lower than the amount of a month's total working days at a daily rate.
2. UNDP Personal History form (P-11)
3. Summary of education and experience requirements form. ¹

¹ In addition to P-11 form and in order to speed up selection proceedings, applicants must fill and attach the Summary of Education and experience requirements form.