

TERMS OF REFERENCE FOR SERVICE CONTRACTING

Assignment	Elaboration of the Benue State Development Plan 2024 - 2029 (National Firm)
Estimated budget	\$1.00
Budget Source	UNICEF Regular Resources (3210/A0/07/006/003/004)
Location	Benue State/Nigeria and Remote work
Duration	Three months, two weeks
Estimate number of working days	65 days within a 4-month period
Start date	TBD
End date	TBD
Reporting to	The Chief of Social Policy, in close coordination with Social Policy Officer, Enugu Field Office
Closing date for proposals	13th October 2023; 12.30 pm; forward your proposals to ngrsupply@unicef.org

Note: this is a re advert due to poor response

1. JUSTIFICATION/BACKGROUND

Decentralization enhances citizen's participation and decision making at the grassroots level. It ensures administrative efficiency by reducing bottlenecks to availability of public services at a minimum loss to communities. In Nigeria, decentralization has shaped the structure of government functions for many years, transferring power, responsibilities, and resources from central authorities to state and local government levels, which can enhance equitable distribution of public services. However, effective decentralization has been weakened in many states by poor planning, weak harmonization and/or weak criteria for prioritisation of interventions, low involvement of the population in strategic choices, alongside insufficient fiscal jurisdiction and low technical capacity at state and local levels which impairs or delays service delivery to the most marginalized populations.

To curtail these challenges and improve effective decentralization in the country and within the states, the State Development Plan (SDP) which provides the foundation and platform for design of coherent public policy and effective public finance management that ensures equitable access to basic social services is required. Therefore, the Government of Benue State with a view to further shape the development of the vision of the state has expressed interest in the development of an SDP. UNICEF Nigeria had agreed to support the State Government to produce the SDP in coherence with the National Development Plan, the Human Capital Development Vision 2030, and the Sustainable Development Goals (SDGs).

2. OBJECTIVE AND EXPECTED RESULTS

The general objective is to produce a human right based, and risk informed State Development Plan for Benue State, consistent with the Nigeria National Development Plan, HCD Vision 2030, and SDGs. This plan will employ a human centred design approach to public

policy design and implementation for equitable socio-economic and sustainable development in the state.

This general objective will be attained through:

- i. The production of a situation analysis through desk review of the major problems, strengths, constraints, and development trends in the state, as well as the synthesis of the aspirations of the populations, particularly women, children, youth, and marginalized populations (persons living with HIV, persons living with disabilities).
- ii. Definition of the vision, guiding principles, development objectives and targeted strategies for equitable improvement of the living conditions of the populations, especially those of children.
- iii. Development of the first Annual Work Plan as an operational platform for the elaboration of the Medium-Term Expenditure Framework (MTEF) to ensure efficient public spending.

The key expected output of the process is the “Benue State Development Plan” document covering the period 2024 – 2033 and approved by the Executive Governor. The State Development Plan (SDP), which will be the main State Planning Document will have the following key elements:

- Descriptive and analytical information on demographic, economic, geographical and cultural situations, as well as the synthesis of the aspirations of populations, especially the most vulnerable;
- The Long-term Development vision of the State over the next 10 years (by 2033);
- Objectives and results to be achieved for the first 5 years (2024-2028) of the implementation of the SDP, as well as strategies, interventions, and priority actions to achieve them with realistic budget estimates. The results and/or objectives as well as the proposed priority actions, should take into account the rights of the child, women and the most vulnerable groups;
- Strategies for resources mobilization and funding sources for proposed interventions and actions;
- A logical framework presenting objectives/results, indicators and means of verification for the 5-year period;
- A monitoring and evaluation framework with clearly defined mechanisms for community participation. This M&E framework will be aligned with National Monitoring and Evaluation Policy of Nigeria launched on 13th February 2023.
- A draft of 2024 Annual Work Plan which will serve as an annual planning tool at the disposal of the State and Local Governments.

3. SCOPE OF THE WORK

Thematic Scope – The thematic focus of this assignment is public policy reform with the goal of improving public spending yielding high level of results for children. Thus, the thematic areas are around relevant programmatic priority of all social sectors including health, education, social protection, child protection, nutrition etc. in addition to cross cutting issues like climate change, gender, humanitarian, etc.

Geographic Scope – The assignment would be conducted in Benue state of Nigeria

Periodic Scope – The period of assignment is estimated 65 working days within a 4-month period.

Implementation scope - The implementation would primarily include but not be limited to situation analysis, report and document development, training of key stakeholders, and system development. The specific activities will include:

- Development of detailed road map

- Training of steering committee
- Conduct/review of state situation analysis
- Facilitation of workshop and programmatic gatherings related to state development plan elaboration
- Review, aggregate and finalize state development plan with consideration for results of outlined activities and inputs by key MDAs, UNICEF, and other development partners

Collaboration – Within the period of work, collaborations will be initiated and sustained with all relevant key MDAs in the state including but not limited to the Ministry of Health, The State Primary Healthcare Board, Ministry of Education, Ministry of Local Government Affairs, Ministry of Sustainable Development, , Ministry of Women Affairs etc. Programmatic liaison will also be assured with CSO and development partners with interventions in the state.

4. EXPECTED DELIVERABLES

Deliverable	Date of Payment	Amount
Inception report detailing the methodology to be used and roadmap	To be determined	20%
Comprehensive State Situation Analysis (10 – 15 pages excluding annex) and Long-Term Vision (5 – 10 pages) excluding Annex	To be determined	20%
Draft State Development Plan document with the following components: i. Narrative (situation overview, vision, and key expected strategy results) ii. Costed Results Framework iii. Monitoring and Evaluation Framework iv. 2024 Annual Work Plan as basis of 2024 budget	To be determined	40%
Final State Development Plan document with a PowerPoint presentation of the Plan	To be determined	20%

5. REALISTIC DELIVERY DATES AND DETAILS ON HOW THE WORK SHOULD BE DELIVERED – to be determined after completing the procurement process

Detailed Activity Workplan

S/N	Activity	Expected Outputs/Results	Time frame
1.	Establishment of Steering Committee	Governor memo establishing the Steering committee and the TWG	September 2023
2.	Setting up of Technical Working Group (TWG)		
3.	Launch of the process by the Steering Committee	<ul style="list-style-type: none"> ▪ Detailed Road map with concrete milestone ▪ State Development structure 	September 2023
4.	TWG Training on Results Based Management focusing on Situation Analysis		
5.	Development of a Comprehensive State Situation Analysis	Draft comprehensive of State Situation Analysis	September 2023
6.	Review of Draft Document of the Situation Analysis	Final version of State Situation Analysis	October 2023
7.	TWG Training on Results Based Management focusing on definition of results and action plan	<ul style="list-style-type: none"> ▪ State Development priorities and draft vision ▪ key expected results 	October 2023

8.	Validation and transformation of the Situation Analysis into results		October 2023
9.	Review of the State Development Vision and results by the Steering committee		October 2023
10.	Production of a comprehensive draft of the State Development Plan	Draft of the State Development Plan	November 2023
11.	Review of the State Development Plan by the steering committee	<ul style="list-style-type: none"> ▪ Final State Development Plan validated and approved ▪ Dissemination plan 	November 2023
12.	Submission of final draft to the State House of Assembly		November 2023
13.	Approval by the Governor		December 2023
14.	Editing and printing	500 copies of the Plan	December 2023
15.	Launch of the Plan by the Governor		January 2024

Note: above timelines are tentative. To be determined after the award of contract

6. OFFICIAL TRAVEL INVOLVED

Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF's rules. Flight costs will be covered at economy class rate as per UNICEF policies.

7. DESIRED QUALIFICATIONS, SPECIALIZED KNOWLEDGE, OR EXPERIENCE

This assignment will be carried out by an institution, a credible international or academic institution with local expertise. The international firm will be selected through a competitive process using UN/UNICEF rules and should have technical competency and experience in developing similar documents in and outside the country. The firm will be required to have an Economist or Planner as team leader with very good knowledge in Human rights approach to programming and Results-based management. The firm is also encouraged to have the following expertise within their team: a sociologist or socio-anthropologist and a statistician/planner. It's important for the firm or its experts, to possess strong experience in ECOWAS. The existence of national experts with knowledge of the local language in the team is highly desirable.

The desirable team profile is highlighted below for guidance:

Profile	Qualification
Economist – Team leader	<ul style="list-style-type: none"> ▪ Advanced degree in Economics, Development Economics, Demography, Health Economics, Agricultural Economics, Economics of Education or equivalent. ▪ 10 years working experience in the analysis of social development with economic focus; ▪ concepts of developing collection tools and training modules; ▪ Very good knowledge of human rights approach in programming; ▪ Good knowledge of results-based management; <p>Asset</p> <ul style="list-style-type: none"> ▪ Experience in the design and implementation of public policy, development projects, programs, strategies or policies in Nigeria and Sub-Saharan Africa; ▪ A good understanding of the mechanisms of decentralization, particularly the operational role of local governance in grassroots development; ▪ Knowledge of gender-based programming; ▪ Experience in children's rights analysis or reporting.
Sociologist or Socio-Anthropologist	<ul style="list-style-type: none"> ▪ Advanced degree in Sociology, Anthropology or a related and relevant field; ▪ 5 years of confirmed professional experience in the field of decentralization and local development or development base; ▪ Proven practical experience in conducting grassroots activities and projects affecting grassroots communities; ▪ Good knowledge of the decentralization mechanism in Nigeria; ▪ Knowledge of the human rights approach in programming; ▪ Knowledge of gender-based programming; ▪ Excellent command of English and a good knowledge of the computer tool.

The Statistician / Planner:	<ul style="list-style-type: none"> ▪ Advanced degree in Economics, Demography, Statistics, Development planning or a related field; ▪ 5 years confirmed professional experience in the analysis or evaluation of social development problems with a focus on the production and / or analysis of quantitative data; ▪ A mastery of public finance mechanisms, particularly issues related to programming and budget management, including local financing; ▪ Very good knowledge of results-based management; ▪ Basic knowledge of human rights approach in programming; ▪ Experience in local development planning; ▪ Excellent command of English and good computer skills (Word, Excel, Power Point).
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8. PERFORMANCE INDICATORS FOR EVALUATION OF RESULTS

The quality and timeliness of key deliverables would be used to evaluate the performance of the firm in delivering the expected results of this assignment.

9. FREQUENCY OF PERFORMANCE REVIEWS

Performance reviews will be conducted by UNICEF and the key stakeholders within the state and other partners after the receipt of each key deliverable from the assignment. Furthermore, a fortnightly meeting will be held between UNICEF and the secretariat of the Technical Working Group (TWG) while the planning unit in Benue will maintain briefing with the firm weekly depending on the progress.

10. CALL FOR PROPOSALS

A two-stage procedure shall be utilized in assessing the proposals, with assessment of the technical proposal being completed prior to any price proposal being compared. Applications shall therefore contain the following required documentation:

Technical proposal:

A technical proposal that includes a brief cover letter and understanding of the assignment is required. Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required. Updated profiles/ CVs of the team members listing similar experiences/ assignments, highlighting those focused on conducting learning needs assessment and training. Two examples (studies) of the firm's engagement in similar activities and assignments.

Financial Proposal:

A financial proposal with a breakdown of all costs that are to be charged to UNICEF. This includes estimated number of working days, consultancy fees, all office administrative costs, international and local travel costs, as well as any additional requirements needed to complete project or that might have an impact on cost or delivery of products. Travel expenses should be based on the most direct route and economy fare. Quotations for business class fare will not be considered.

11. UNICEF RECOURSE IN CASE OF UNSATISFACTORY PERFORMANCE

In the case of unsatisfactory performance, the firm might repeat the activity within the required timeline for the achievement of the assignment objectives. The cost of the process will be at no cost to UNICEF and must be fully incurred by the firm/consultant.

12. REQUEST FOR PROPOSAL EVALUATION AND WEIGHTING CRITERIA

70% technical & 30% financial: 100% total.

Submitted proposals will be assessed using Cumulative Analysis Method. All request for proposals will be weighed according to the technical (70%) and financial considerations (30%). Financial proposals will be opened only for those applications that attained minimum 49 points or above on the technical part. Below are the criteria and points for technical and financial proposals.

Technical proposal:

A technical proposal that includes a brief cover letter and understanding of the assignment is required. Based on the proposed timetable laid down in the TOR, a proposal of the detailed methodology, tentative work plan and time schedule is required.

Updated profiles / CVs of the team members listing similar experiences/ assignments, highlighting those focused on conducting learning needs assessment and training.

Two previous work samples of the firm’s engagement in similar activities and assignments

The criteria for scoring technical bids are summarized in the following table:

Technical criteria	Technical sub-criteria	Max. Score
Overall adherence to the mission as per the ToR and general experience in policy documents	<ul style="list-style-type: none"> - Understanding of ToR mainly the objective of the consultancy with solid presentation of the purpose of the assignment - Experience in evaluation, elaboration of development policies, strategies or program - general adherence to Terms of Reference and tender requirements - Experience of public policy in Nigeria and ECOWAS 	20
Methodology	<ul style="list-style-type: none"> - Consistency of the organization set up to obtain the expected results - Relevance of proposed activities and in coherence with the ToR to get expected deliverables with consideration to gender and disability considerations - realism of the proposed detailed roadmap - Innovative and creative approaches 	30
Institution and Expert profiles	<ul style="list-style-type: none"> - Team leader and members possess required qualification and professional experience in key areas of this assignment - The firm and/or team leader and members have previously conducted similar work - Existence of state-based experts with relevant profile 	20
Technical proposal	Technical Proposal	70
Total Financial score	Total Financial score	30
	Summary of Technical and Financial score	100

Minimum technical score: 70% of 70 points = 49 points

Financial proposal: A financial proposal that includes a **brief cover letter with summary of cost on letter headed paper with contact details of the company and duly signed with a detailed breakdown of cost as an attachment.**

13. Other Clauses: PSEA Language

Consistent with the UN Secretary General’s Bulletin related to “Special measures for protection from sexual exploitation and sexual abuse” (ST/SGB/2003/13), entities and individuals entering into cooperative agreements with an agency of the United Nations are obligated to “take preventative measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or sexual abuse has occurred.” Failure to do so “shall constitute grounds for termination of any cooperative arrangement with the United Nations.” The Contractor is expected to have in place explicit

policies related to the prevention of sexual exploitation and abuse of beneficiaries, including commitment to the IASC 6 Core Standards (IASC/2002), and the investigation of such cases. Where the contractor does not have enough capacity for the investigation of such cases, it should request the support of UNICEF. Reasonable suspicion of sexual exploitation or abuse of beneficiaries may be reported by any individual to UNICEF.

14. CONDITIONS

- The contractor will work on its own computer(s) and use its own office resources and materials in the execution of this assignment. The contractor's fee shall be inclusive of all office administrative, travel and accommodation costs
- Local travel and airport transfers (where applicable) will be covered in accordance with UNICEF's rules and tariffs.
- Flight costs will be covered at economy class rate as per UNICEF policies.
- Please also see UNICEF's Standard Terms and Conditions attached.

Instructions to bidders:

1. Proposals should be made separately: Technical and Financial. Technical should not have financial information as such technical proposal will be disqualified.
2. All completed proposals should be submitted to this email address: ngrsupply@unicef.org with the RFP reference number: 9185132. Your proposals will not be considered nor opened on failure to quote the RFP number on your forwarding email.
3. Deadline for submission is **13th October 2023**
4. Financial proposal that includes a brief cover letter with summary of cost on letter-headed paper with contact details of the company and duly signed with a detailed breakdown of cost as an attachment is mandatory.
5. International or National consulting firms with the requisite background and experience are invited to send the their proposals for this assignment.