Terms of Reference
Policy Specialist on Non-communicable diseases, tobacco control and development

Type of Contract: IC (Consultant)
Languages Required: English
Duration: Five months (part time – 50%)
Location: Home based
Application Deadline:

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. Background
The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life, as envisaged by 2030 Agenda for Sustainable Development. We are on the ground in more than 170 countries and territories, working with governments and people on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners that can bring about results.

The Bureau for Policy and Programme Support (BPPS) has the responsibility for developing all relevant policy and guidance to support the results of UNDP’s Strategic Plan and help countries to achieve the Sustainable Development Goals. BPPS’s staff provides technical advice to Country Offices; advocates for UNDP corporate messages, represents UNDP at multi-stakeholder fora including public-private dialogues, government and civil society dialogues, South-South and Triangular cooperation initiatives, and engages in UN inter-agency coordination in specific thematic areas.

Non-communicable diseases (NCDs), such as cardiovascular disease, diabetes, cancer and chronic respiratory disease, are a leading health and development challenge. Responding to NCDs requires the significant engagement of sectors beyond health, who are often uniquely placed to address the underlying drivers that shape people’s exposure to the four main behavioural risk factors for NCDs – tobacco use, harmful use of alcohol, unhealthy diet and physical inactivity – as well as access to prevention and treatment services.

Tobacco use, driven by industry marketing and fueled by social inequities, kills seven million people per year, inhibiting socio-economic development at household, national and global levels, exacting economic burdens on national health care systems, infringing human rights and obstructing progress towards achieving the Sustainable Development Goals. UNDP works closely with the Secretariat of the WHO Framework Convention on Tobacco Control to help countries strengthen their national tobacco control governance frameworks.

Collaborating with WHO, UNDP’s support to countries focuses on the areas of:
- Developing NCD investment cases;
- Assisting with planning of National Strategies for NCDs and tobacco control;
- Supporting a whole-of-government and multi-sectoral approach to addressing NCDs and their risk factors; and
Advancing NCD response through supporting national strategy development and national coordination mechanisms, legislative reviews, and prevention of corruption as appropriate;

Objective of the assignment: The consultant will provide expert policy and research support for WHO’s and UNDP’s work on NCDs, including through preparing and following up on in country-level investment case missions as part of the project under the UN Interagency Task Force on the Prevention and Control of NCDs. Contributions will be made to both global-level knowledge products and country-level programming. Consultancy is expected to lead on the development of the final report for the WHO/UNDP project for 2018-2019.

2. Description of Responsibilities
Under the overall supervision of the Health and Development Programme Specialist, the consultant will be responsible for:

- Providing inputs to the technical support to countries and UNDP country offices on addressing NCDs and implementation WHO/UNDP joint project on NCDs through a multi-sectoral, whole of government approach;
- Contributing to the development of NCD investment cases through both desk reviews and travel to support country-level needs assessment and other missions;
- Contributing to global UNDP Knowledge Products on health and development, with an emphasis on the development dimensions of tobacco control and non-communicable diseases.
- Contributing to UNDP resource mobilization for flagship health programmes;

All activities and tasks will be coordinated in close collaboration with UNDP regional offices, WHO, and other partners.

Expected Deliverables:

- Contribute to technical support to at least two countries / UNDP country offices on addressing NCDs through multisectoral approaches.
- Research, draft and contribute to the finalization of UNDP knowledge products (including advocacy, research and discussion papers).
- Contribute to the development of NCD investment Cases with data collection, drafting and coordination.
- Work with partners in countries to collect experiences for input into UNDP knowledge products.
- Work with other members of UNDP’s Health, Gender and Environment Team to develop and execute a resource mobilization strategy on NCDs.
- Develop the final report for the joint WHO/UNDP Project “NCDs 2030” for 2018-2019
- Contribute to other reporting inputs for NCD control projects.

Reporting:
The consultant will work regularly with the members of UNDP’s Health, Gender and Environment Team, reporting regularly to the Programme Specialist.

Travel:
No travel is currently foreseen for this assignment. Any travel that is required would be processed according to WHO and/or UNDP regulations.

Payment Method: All-inclusive daily fee
Consultant will be paid in installments upon submission of progress report and timesheet providing details of time spent on respective tasks, their timely execution and acceptance by the Supervisor. Specific deliverables and timeline will be agreed between Consultant and the Supervisor at the beginning of each month.

3. Competencies:

Organizational Competencies:
- Demonstrates integrity by modeling the UN’s values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional Competencies:
- Strong analytical, negotiation and communication skills, including ability to produce high quality practical advisory reports and knowledge products,
- Professional and/or academic experience in one or more of the areas of the Development or knowledge management field.

Project and Resource Management:
- Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.
- Strong organizational skills.
- Ability to work independently, produce high quality outputs.
- Sound judgment, strategic thinking and the ability to manage competing priorities.

Partnership building and team work:
- Demonstrated well developed people management skills.
- Demonstrated flexibility to excel in a multi-cultural environment.

Communications and Advocacy:
- Strong ability to write clearly and convincingly, adapting style and content to different audiences and speak clearly and convincingly.
- Strong analytical, research and writing skills with demonstrated ability to think strategically.
- Strong capacity to communicate clearly and quickly.

4. Qualifications:

Education:
- Master’s Degree in Social Science, Public Health, Medicine, Law, Economic, International Development or other related field.

Experience:
- Minimum of one year of professional experience in health and development with policy or programme management experience.
- Work experience in a developing country highly desirable.
- Experience of NCD policy work in low- and middle-income countries is an asset
- Experience in the use of computers and office software packages as well as web based management systems.
- Experience with research on health and development
- Experience with programme development, project delivery and resource mobilization on health and development
- Knowledge of UN policy priorities, operational procedures and programme implementation is highly desirable.

**Language skills:**
- Fluency in English is required
- Working proficiency in another official UN language, is required. French or Russian specifically, would be an asset.

5. Evaluation of Applicants

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants’ qualifications and financial proposal.**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and  

b) Having received the highest score out of a pre-determined set of weighted technical (P11 desk reviews) and financial criteria specific to the solicitation.

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

**Technical Criteria - 70% of total evaluation – max. 70 points:**
- Criteria A: At least 5 years of progressive professional experience in health and development - 15 points  
- Criteria B: Knowledge of UNDP/UN health and development policies and processes – 10 points  
- Criteria C: Experience of NCD or tobacco policy work in low- and middle-income countries – 20 points  
- Criteria D: Proven track record in programme development, project delivery and resource mobilization on health and development – 10 points  
- Criteria E: Proven track record with health and development research and writing – 5 points  
- Criteria F: Working proficiency in English plus another UN language, preferably French or Russian – 10 points  

**Financial Criteria - 30% of total evaluation – max. 30 points**

Deadline:
Expressions of interest are to be delivered to the Task Force email address at: unncdtaskforce@who.int no later than 17:00 CET (Geneva time) on Wednesday 7 November 2018

*Please note that the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services…). All envisaged travel costs must be included in the financial proposal.*

Per diems cannot exceed UN DSA rates (http://icsc.un.org/rootindex.asp).

*Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.*
Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

**General Terms and conditions** as well as other related documents can be found under: [http://on.undp.org/t7fis](http://on.undp.org/t7fis).

Qualified **women** and members of **minorities** are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.