POST TITLE: CONSULTANCY TO ASSESS THE INSTITUTIONAL CAPACITY OF THE POLICY ANALYSIS UNIT (PAU) TOWARDS THE INTEGRATED COORDINATION OF THE UNDAF AND UN AGENCY ACTIVITIES WITHIN THE BROADER POLICY COORDINATION MANDATE OF PAU

POST CATEGORY: LOCAL

DURATION OF ASSIGNMENT: 20 DAYS

Background to the consultancy
This Terms of Reference (ToR) is prepared to facilitate capacity assessment of the Policy Analysis Unit (PAU) with a view to strengthening its coordination role for the effective implementation of UN System interventions in The Gambia, vis-à-vis the UNDAF and UN Agency CPAPs. The ToR also aims at identifying the core responsibilities of PAU towards the achievement of the national long-term development objectives as enshrined in Vision 2020 and PAGE among others. As part of its mandate, PAU is tasked with the responsibility to sustainably guide overall policy formulation, coordination and implementation which the UN System interventions seek to support. In view of this, the exercise will determine the appropriate pathway(s) to be followed as well as establish relevant linkages and modalities of consolidating the alignment of UN System programmes with the government initiatives, through effective coordination, implementation, monitoring and evaluation structures of PAU.

Objective
The main objective of the assessment is to determine the full scope of capacity required for the full functioning of PAU and its effective coordination in implementation of UNDAF and other UN interventions in The Gambia in line with the “delivering as one” approach.

Furthermore, the assessment will identify relevant competences in terms of the required human, material and financial resources complement, training requirements of PAU staff in the areas of rapid assessments and targeted studies, policy analysis, leadership, proposal development, report writing skills, survey techniques, and statistical application techniques, among others.

Methodology
The assessment will include a desk review to ascertain current functions, identify gaps and conduct interviews on the role and mandate of the Policy Analysis Unit; determine and outline the core functions of the Policy Analysis Unit including synergies for a strong linkage with government sectors and development partners; and assess the capacity needs both human and material resources and infrastructure to enable the Policy Analysis Unit effectively and efficiently analyze development policies, conduct research and establish an
information management system. In addition, the consultant is expected to identify good practices for possible replication. The consultant will submit the report to the United Nations Country Team (UNCT) and Programme Coordination Group (PCG) in The Gambia.

**Deliverables**

1. Comprehensive Capacity Assessment draft report identifying capacity gaps and relevant competences required by the PAU for effective coordination of UNDAF activities and other UN interventions in The Gambia; and a road map for implementation of key assessment findings, recommendations and lessons learned in conducting capacity assessment.

2. A workable calendar/schedule of activities based on the activities and coordination requirement of the various UNDAF Committees, programme and thematic groups.

3. Facilitate a validation of the draft report, incorporate all valid comments and present a final report. The Final report will be submitted in -3 hard copies and soft copies type set, formatted and all illustrations included ready for printing including attachments.

**Scope of work**

The assessment will review the existence and functionality of the structures designed to make PAU effectively operational; review the legal framework in relation to PAU; identify strengths and weaknesses if any; review the need for and adequacy of instruments - guiding documents - SOP manuals, office equipment, communication and transportation facilities required for the effective functioning of PAU; review the human resources situation at PAU in view of the assigned functions and suggest prescribed ways of strengthening and consolidating the PAU policy registry and database for purposes of sound policy research, policy development and documentation in addition to suggesting prescribed ways to create an integrated tracking mechanism for all national/ sectoral and development partner policies, programmes and interventions. The full set of equipment and other necessities in the form of computers and computer accessories, maintenance contracts, stationery support, vehicles for quarterly/annual field monitoring missions and communication requirements will also be determined.

**Qualifications and experience**

This is an individual contract and requires a consultant with prior experience in conducting such assessments and is independent and impartial from the management of PAU. The consultant is expected to have the following background and experience:

- A Master’s degree in the social sciences, management or other relevant disciplines
• At least 10 years of experience and knowledge in conducting institutional capacity assessments, strategic planning and management, organization development and audit
• Knowledge of and exposure/experience in capacity assessment and related activities in The Gambia
• Excellent quantitative and qualitative research skills and techniques
• Previous experience with UN and a good track record is an advantage
• Strong interpersonal and organizational skills
• Good writing and communications skills
• Excellent computer skills and ability to deliver on time

The consultant will work for 20 working days and the consultancy should be completed by or no later than 30th March 2015. All files generated during the consultancy belong to the United Nations in The Gambia.

Quality Assurance
The consultant will work under the direct supervision of the Chairperson of the UN Programme Coordination Group (PCG). In ensuring the quality of the work undertaken, an inception meeting will be held between the PCG and the consultant to agree on expectations, scope of the work, and a specific workplan on the basis of an inception report. Regular briefing will be provided to the PCG chairperson to update on the progress as well as to discuss any issues which requires decisions/guidance from the PCG. Prior to the consultant submitting the final report, a de-brief meeting will be held to discuss any further issues which requires further follow-up.

Mode of Application
Interested applicants should submit an application letter, CV, a technical and financial proposals each in a sealed envelope on or before 12.00 p.m. (midday) Monday 23rd February 2015. The proposals should be sealed in an envelope marked “Consultancy for PAU Capacity Assessment” and addressed to:

UN Resident Coordinator
UN House,
5 Kofi Annan Street, Cape Point,
P.O.Box 553, Banjul - The Gambia.

OR Email: registry@undp.org