
TERMS OF REFERENCE FOR ENGAGEMENT OF A WRITER TO PRODUCE A COMPREHENSIVE REPORT ON THE STATUS OF THE SUSTAINABLE DEVELOPMENT GOALS IN THE NIGER DELTA

ORGAINZATIONAL BACKGROUND

The Foundation for Partnership Initiatives in the Niger Delta (PIND) is a Nigerian non-profit organization established in 2010 with initial funding by Chevron Corporation to support a portfolio of socioeconomic development programs for Nigeria's Niger Delta to improve the standard of living for communities in the region. PIND supports projects in collaboration with a diverse range of donor partners including bilateral and multilateral aid agencies, federal and state government agencies in Nigeria, private companies and foundations. With an overarching goal of increasing income and employment in the region, the Foundation has four distinct but interrelated program areas. They are:

- An **economic development program** focused on generating opportunities for pro-poor market development and employment generation.
- A **capacity building program** that will build the service delivery and engagement capacity of government, civil society, and communities.
- A **peace-building program** that strengthens conflict resolution mechanisms for enabling integrated peace and economic growth.
- An **analysis & advocacy program** that improves analysis and understanding of systemic constraints to growth in the Niger Delta region.

PROJECT BACKGROUND

Accurate socioeconomic information and better-informed stakeholders are not only vital to the effectiveness of PIND's programs but critical ingredients for improving development practice and creating an enabling environment for growth to occur in the Niger Delta.

There is a significant gap in the amount of current, reliable data available to guide development planning and learning. PIND's Analysis and Advocacy program has been helping to address this gap by gathering data and generating a credible analysis of the key economic, institutional, and peacebuilding constraints in the Niger Delta. Consequently, this project seeks to increase



understanding and awareness of these constraints amongst stakeholders with an interest in advancing the Sustainable Development Goals (SDGs) in the Niger Delta.

To further this goal, in September 2019 PIND organized a one-day High-level Roundtable on the theme — *Niger Delta and the SDGs: Accelerating Progress towards Attainment* — in collaboration with the Office of the Senior Special Assistant to the President on SDGs (OSSAP-SDGs) in Warri, Delta State. The event brought key stakeholders from government, civil society, the private sector, and other sectors from all nine States in the region.

The main objectives of the stakeholders' Roundtable were:

- To share best practices and recommendations and mobilize regional support for the implementation of the SDGs through localized actions in Niger Delta.
- To facilitate peer learning and understanding of the SDGs in the region through the exchange of experiences, successful approaches, common features, conditions that work and lessons learned from failures and successes.
- To inspire non-State actors to hold government accountable for implementation of the SDGs.

PIND intends to build on this Roundtable by curating information on the SDGs requested by stakeholders, sponsoring research, and ensuring there is proper analysis done to support monitoring and advancement of the Global Goals in the region.

PURPOSE OF THE ASSIGNMENT

The purpose of this assignment is to engage a researcher to support PIND's research, analysis, and development of an evidenced research brief on the status of the SDGs in the Niger Delta. This activity will draw from PIND's recently concluded SDGs Roundtable that largely captured the gaps around CSOs involvement and representation in SDGs discourse at global and national platforms. This contributes directly to PIND's strategic objective to create socioeconomic information and ensure development stakeholders are informed.

PIND expects a credible and industry-accepted standard report to be produced as PIND intends to use the information gathered to engage State and Federal governments and other diverse stakeholderst to catalize SDG efforts. Additonally, the organization will present the findings in different domestic and international fora and make decisions about resource allocations for interventions to support attainment of the SDGs.

SPECIFIC OBJECTIVES

The key objectives of this project are:



- **To research SDGs issues in the Niger Delta:** The Consultant will be expected to research key issues that contribute to the development of the SDGs in the Niger Delta.
- **To write one opinion editorial and policy brief:** the Consultant will be expected to write a well-researched policy brief and aligned opinion editorial (op-ed) on behalf of PIND for wide publication on SDGs issues in the Niger Delta and in Nigeria.

The research should help answer questions related to the following:

- **Stakeholders:**
 - What are the key organizations, Niger Delta regional groups, civil society coalitions, banks, private sector actors, etc. doing work focused on the SDGs at the regional and national levels?
 - Which have been most effective and why?
- **Levels of Implementation:**
 - Are the SDGs working in Nigeria or the Niger Delta — why or why not?
 - What are execution strategies being adopted by Federal, State, local governments and other stakeholders including the private sector and civil society?
 - What institutional or organizational mechanisms (intra-governmental committees, creation of Ministries, etc.) have been adopted by the public and non-public sector to advance the SDGs?
 - What are key results achieved till date?
 - In what ways can the SDGs goals and targets be mainstreamed into State plans and initiatives?
 - Have there been unique strategies to promote gender, youth, or persons with disabilities inclusion in relation to the SDGs?
- **Priority Actions**
 - What priority areas have Federal and State governments highlighted in the public domain concerning the SDGs?
 - Have State governments implemented SDGs in their budgets and how much have they received from the Federal government?
 - What initiatives has the Federal Government of Nigeria undertaken to support the SDGs?
 - What mechanisms can be put in place to shift attention from activities to impact and outcomes of interventions based on SDGs targets and indicators?
 - What strategies and approaches can be implemented by Federal and State government to facilitate private, donor, CSO, and public engagement?
- **Challenges**



- What are the challenges to fulfilment of the SDGs identified so far at the national, regional, and local level?
- **Coordination**
 - Are there public and private partnerships that have been established to support the Global Goals?
 - What approaches have been adopted to advance coordination at both the horizontal and vertical levels of governance and stakeholder engagement?
- **Monitoring and Evaluation:**
 - What are the evaluation periods and approaches for the SDGs?
 - How can we improve data collection and dissemination from government and civil society to track progress on the SDGs?
- **Best Practices:**
 - What are best practices for SDGs attainment globally, in Nigeria including a focus on Kaduna State’s actions, and in the Niger Delta?
 - What are the technological and innovative practices that can be adopted?
 - Are there recommended case studies on SDG strategies that can help promote and facilitate learning on the Global Goals?

The questions above are not exhaustive but a guide on the types of inquires to be answered through this research. During the preliminary meeting the Consultant is expected to provide a list of all the questions they will attempt to answer during the data collection and research process to PIND and a workplan with the types of sources they intend to draw from.

PIND will welcome the Consultant to propose methodologies and approaches he or she feels will help clearly bring about the objectives of the research as well as respond to the key information areas outlined. In all cases, during a comprehensive desk review, the Consultant is expected to analyze all relevant information, such as documents from the United Nations, OSSAP-SDGs, Sustainable Development Solutions Network (SDN), National Bureau of Statistics, and public statements and records from Federal and State government officials dealing with the SDGs.

The Consultant is also expected to use interviews, information solitication request from diverse stakeholders, review of social media platforms, and information from questionnaires prepared by PIND at the SDGs Roundtable to prepare their reports.

ACTIVITIES AND TIMELINES

| S/N | Description of activities | # of days | Associated Deliverables (Codes) |
|-----|--|-----------|---------------------------------|
| T1. | Preliminary meeting with relevant PIND Foundation officers to clarify objectives | 0.5 | Workplan |

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| | and scope of work. | | |
| T2. | <p>Research key SDGs updates, tools, successes, challenges, funding opportunities, and best practices</p> <hr/> <p>Data collection and analysis from national and State SDGs Offices, PIND's SDG Roundtable, & other related materials</p> | 7 | <p>A Draft of Brief Outline</p> <p>Draft Research Brief</p> |
| T3. | Write analytical policy brief on the status of the SDGs globally and nationally with focus on the Niger Delta | 2 | Finalized Policy Brief |
| T4. | Make presentation of findings to PIND Foundation | 0.5 | Powerpoint deck of headline results, situation analysis, conclusions, and recommendations |
| T5. | Develop a opinion editorial on SDGs in the Niger Delta | 1 | Op-ed |

DELIVERABLES

| Item | | Due date |
|------|--|---------------|
| D1. | <p>Preliminary workplan with additional questions to be researched and resources to be engaged</p> <p><i>Relates to T1</i></p> | October 2019 |
| D2. | <p>An outline of the report with sub-headings submitted <i>before</i> the research report's submission</p> <p>A well-written draft research report. Written in English for a non-academic audience</p> <p><i>Relates to T2</i></p> | November 2019 |
| D3. | <p>Final policy brief, inclusive of executive summary</p> <p><i>Relates to T3</i></p> <p>See Annex 1 for outline of Report</p> | November 2019 |



| | | |
|-----|---|---------------|
| D4. | Presentation of the headline results and recommendations to PIND <i>Relates to T4</i> | November 2019 |
| D5. | Op-ed <i>Relates to T5</i> | November 2019 |

DURATION

The Consultant in discussion with PIND Foundation will agree to a suitable timeline and schedule for the evaluation. The activities of this engagement are expected to be carried out in October and November with the contract closed out at no later than November 30, 2019.

The Consultant can be based anywhere in Nigeria and should be willing to work effectively virtually with little or no supervision.

COSTS

The Consultant engaged will be remunerated on a daily rate as provided in the PIND procurement policy. Please note that PSS has the mandate to negotiate rates with Consultant. PIND Foundation will provide any logistics requirements (transport/accommodation/feeding) that may arise in the course of the assignment.

Note: All monies paid by PIND to consultant for expenses shall be retired with relevant receipts at the completion of the assignment and any balance outstanding shall be refunded to PIND.

QUALIFICATIONS

Applicants must possess:

- Research skills
- Interpersonal skills
- Writing skills
- Computing skills and knowledge of basic computer applications.
- Excellent organizational, analytical, oral and written communication skills.
- Knowledge of the SDGs globally, Nigeria and Niger Delta.
- Interest in digital media technologies and in building relationships with partners
- Intellectual curiosity and the ability to learn and adapt quickly.

CRITERIA FOR ASSESSMENT AND SELECTION OF APPLICANTS



| S/N | Scoring criteria | Scores allowed | Scored earned | Remark |
|-----|---|----------------|---------------|--------|
| 1 | Understanding of scope of work/TOR, evidenced by completeness of the approach and proposal in addressing every aspect of the scope of work and good interpretation of the TOR | 30 | | |
| 2 | Experience in working/writing on the SDGs with evidence | 70 | | |
| | Total score | 100 points | | |

HOW TO APPLY

Interested persons should submit the below bolded information documents; along with the following mandatory item/supporting documents:

1. Expression of interest/cover letter describing how you can contribute to the objectives of this engagement, highlighting relevant key past experiences and resources, and detailing the approach (data collection, stakeholders to engage, etc.) to be taken when conducting the assignment.
2. Curriculum Vitae/Resume.
3. One related writing or report sample.
4. Contact details of two independent referees.

In addition, these mandatory items **MUST** be submitted along application documents:

- Certificate of business registration (for firms) / Means of personal identification (for individuals)
- Profile of organization or CV of the individual Consultant as in B aforementioned
- Most recent Tax clearance certificate
- Tax identification number
- Full physical contact address
- Bank reference letter
- Bank details as follows:
 1. Name of Account
 2. Account Number
 3. Name of Bank
 4. Address of Bank

Please use **“NDSGDsReport__LastNameFirstName”** as the subject of your email before close of business Friday October 18th, 2019 . **Only complete applications will be reviewed.**



Non-Discriminatory Clause:

Foundation for Partnership Initiatives in the Niger Delta (PIND) provides equal opportunity in employment and engagement for all persons, vendors and contractors, and prohibits unlawful discrimination and harassment in all aspects of contractual engagement or employment because of age, sex, gender, marital status, disability, nationality, race, religion or any other factor.



Annex 1: Advancing Sustainable Development Goals (SDGs) in the Niger Delta Report Format

Title Page: Title, Address of PIND Abuja Office, Name of Primary Contact, Date of Report, Name of Organization Commissioning Evaluation, PIND Logo

Table of Content: Main headings and page numbers

Executive Summary (2-3 pages): A description of the assignment

- A description of the purpose of the report and its objectives
- Main audiences and users of the review findings
- A short description of research methods
- Short summary of key findings, conclusions, and recommendations with sign-post (e.g., a word or phrase that summarizes and precedes the finding. For instance, the bold in this statement is the sign-post: “Recommendation: 1) **Gender** – Increase gender mainstreaming by appointing more women”).

Introduction (1 page): Explanation of the context in which this research was conducted.

- Information about PIND
- A description of why the policy brief was conducted (purpose) and why it important to be conducted at this particular point
- A description of who the primary audience and users of the research are

Research Methodology (1-2 pages): evaluation scope: name of geographical areas, data gathering time period

- Data Sources: Types of data collected (Documents, KIIs, etc.)

Key Findings (10 - 20 pages max): In this section, the research questions must be answered using evidence and data. This section should be structured in a way that the reader can easily make connections.

- Each State in the Niger Delta should have information included about it
- Best Practices identified

Conclusions (1-2 pages): Summarize any overarching lessons learned and insights gained, for instance what new knowledge was gained about SDGs in the Niger Delta

Recommendations (1-2 pages):

- Practical, feasible recommendations for the intended users (private sector, federal and state government, PIND, and others) should be included.
- Recommendations should be supported by evidence gathered
- Recommendations should be action oriented

Appendix: any attachments necessary

Notes on style



- Submit your draft reports in MS Word using Calibri pt 11 and 1.0 line spacing
- Use footnotes rather than endnotes
- *Every* factual assertion should be evidenced with a footnote using MLA format
- Spell out acronyms on first use
- Use American English (rather than British) and 'z' endings (rather than 's'), e.g. organization. The exception is when keeping an organization's name in the original spelling
- Use 'single quote marks' as standard, but "double" for quotes within quotes (within main body of text) and direct speech.