

TERMS OF REFERENCE

Location	Bangkok, Thailand
Application deadline	23 March 2017
Type of Contract	Individual Contractor
Post Level	International Junior Consultant – Sustainable Urbanization
Languages required:	Fluent English (written and oral)
Duration of Initial Contract:	4 months (between 20 April to 20 August 2017) for a maximum of 90 working days

BACKGROUND

The UNDP Inclusive Growth and Sustainable Development Team in the Bangkok Regional Hub works with developing countries in Asia Pacific to improve how inclusive development policies and programmes are designed and implemented. It provides policy advice and tools to fight exclusion and marginalization in areas such as social protection strategies, job creation and livelihoods, and sustainable urbanization. The team helps develop the capacity of governments to formulate strategies and public policies that promote human development, reduce poverty and achieve the Sustainable Development Goals (SDGs).

The team responds to requests from countries to adapt the 2030 Agenda for Sustainable Development with a set of SDGs at its core to national, sub-national and local conditions and realities, incorporating regional and global perspectives. It offers support to both UNDP Country Offices and to local governments in localizing, mainstreaming and accelerating the SDGs implementation as well as works to influence national policy-making with a view to creating an enabling environment for action at local and regional levels.

As part of its core work, the team uses UNDP's comparative advantage and experience to support countries and cities to address pressing and complex urban issues, its interrelated development choices and consequences for sustainable development. The UNDP Sustainable Urbanization Strategy outlines our unique offers of approaches, mechanisms and tools that have been successful in defining and addressing gaps for the promotion of more inclusive cities, focusing on factors such as migration and informal and vulnerable livelihoods.

OBJECTIVES OF THE ASSIGNMENT

Under the overall supervision of the Asia Pacific Regional Team Leader, Inclusive Growth and Sustainable Development, the junior consultant will work with other team members to develop and pilot design-led initiatives to address issues related to migration, unsustainable urban development, and the informal economy within the broader context of SDG localization in Asia-Pacific cities, as identified under the Scope of Work below.

Scope of Work

- Provide backstopping support as well as technical assistance to the Urban Development Solution Team's (DST) work including desk research, presenting at relevant foras, drafting and editing project documents.
- Track data and trends on internal migration and the informal urban economy and develop feasible policy options.
- Support the coordination of the different streams of work on inclusive and sustainable urbanization that bring together the governance, environmental, resilience, climate change and poverty and inequality dimensions of urbanization.
- Help organize and facilitate urban initiatives including regional and country based events/meetings the DST is organizing.
- Draft presentations and conduct research as it relates to urban issues in Asia and Pacific.

Expected Outputs and Deliverables

- Research: Map out key experts that have direct relevance to the work of the Urban DST.
- Communications and advocacy: Conduct interviews (where possible) and develop micro-narratives of the challenges people face in the urban space working closely with the communications team at BRH.
- Research: Write briefs and blogs based on data and trends analysis on migration and the informal economy and its implications for sustainable urbanization.
- Proposals and project development: Map partners, and conduct research that leads to the development of proposals for joint work on urban issues with external partners.
- Advocacy: Capture UNDP DST's initiatives in concise, catchy advocacy and knowledge pieces for external audience including for potential partners.
- Advocacy: Develop key info-graphics on inclusive and sustainable urbanization for purposes of internal as well as external advocacy.
- Country Office Support: provide policy notes and briefs on urban-related issues covering Asia and the Pacific that directly support the development of taking up urban development in UNDP's Country Offices.
- Support to thought leadership: Support the research for and compilation and preparation of speeches, talking points, presentation materials, background notes. etc. on urbanization and the localization of the SDGs in cities.

Institutional Arrangement

The international consultant will report to the Regional Team Leader – Inclusive Growth and Sustainable Development Team, and in close collaboration with Urban Task Team colleagues.

Duration of the Work

- Expected initial duration of work is from April 20 to August 20, with the possibility of extension

Duty Station

- Bangkok, Thailand.

COMPETENCIES

- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- A good understanding of migratory trends, informal economy, urban issues, and the SDGs, especially in the Asia Pacific context
- Proficiency in the use of office IT applications and internet in conducting research;
- Good presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Advanced degree in international development studies, economics, statistics or related field. Specific fields of study on internal migration, social inclusion and/or sustainable urbanization will be an asset.

Experience

- Preferably at least one year of experience working on urban issues, with focus on migration and other factors affecting urban development.
- Experience working with international development organization, covering Asia Pacific countries.
- Proven record of qualitative analysis and research experience, particularly on internal migration, informal economy and/or urban issues.
- Experience in organizing events, workshops and labs.

Language requirements

- Fluency of English language is required;
- Knowledge of an Asian language would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1: Relevance of Education – Max 20 points
- Criteria 2: Direct work experience on issues related to urban development – Max 20 points
- Criteria 3: Experience working with international development organization covering Asia Pacific- Max 10 Points
- Criteria 4 Experience in conducting research and analysis, particularly on urban related issues – Max 10 points
- Criteria 5 Experience in event and workshop organization – Max 10 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in US Dollar.

Incomplete proposals may not be considered.

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

For any clarification regarding this assignment please write to xxx.xxxx@undp.org [insert email of procurement staff assigned to this process]