

TERMS OF REFERENCE

Location	Home-based
Application deadline	To be advised by the Procurement Unit
Type of Contract	Individual Contractor (International)
Post title	Poverty Environment Mainstreaming Tools Consultant
Languages required:	English
Duration of Initial Contract:	40 working days spread out over the period: 1 May to 31 July 2017

BACKGROUND

The Poverty-Environment Initiative of the UN Development Programme and UN Environment is a global UN-led programme that supports country-led efforts to mainstream pro-poor environmental and climate change issues into national and sub-national development planning, budgeting and investment management systems. The Initiative assists government partners to strengthen institutional and technical capacity with the aim of influencing policies and investments in environmental sustainability and poverty eradication. The Initiative works with relevant government ministries including planning, finance and environment, and with other relevant actors at the country level such as leading practitioners and knowledgeable organizations, civil society, and the private sector.

PEI has extensive experience in nearly 30 countries in pioneering an integrated approach to core development planning, budgeting and investment management. PEI has produced global and country-level knowledge products on integrating environmental sustainability and climate change into national, sectoral and sub-national development planning and budgeting as well as in managing social and environmental impacts of investments in natural resources (refer to www.unpei.org). For instance, the [Handbook on Mainstreaming Environment and Climate for Poverty Reduction and Sustainable Development \(2015\)](#) provides the rationale and general approaches for poverty-environment mainstreaming.

Achieving the SDGs is a very complex policy challenge, which includes the inter-linkages between the social, environmental and economic dimensions of sustainable development. Thus, a cross-government, whole of society and mutually reinforcing integrated economic, environment and social approach is necessary. A large number of countries are requesting UN support for achieving the SDGs in an integrated manner. With its over 10 years of experience across the world, PEI has valuable knowledge and lessons learned in operationalizing an integrated approach to inform the SDGs implementation process. With the adoption of the new 2030 Sustainable Development Agenda, there is an increasing need to document and share PEI's experiences and lessons learned in a way that is relevant to country-level efforts for achieving the Sustainable Development Goals. There is therefore demand not only from government partners but also from other international partners to share the Initiative's country-specific experiences and know-how in an integrated approach to support country efforts for achieving the SDGs in a user-friendly format that can be applied by national, sub-national government partners, civil society, private sector and international practitioners.

DUTIES AND RESPONSIBILITIES

Scope of Work

The purpose of this assignment is to develop a PEI mainstreaming compendium that takes stock of pro-poor environmental mainstreaming tools and approaches that have been developed and supported by PEI Asia-Pacific. The assignment aims to document the experiences, results and lessons learned from

PEI with a view to inform decision makers and relevant partners on selecting and using integrated tools and approaches for achieving the SDGs.

More precisely, the Consultant will be required to complete the following tasks:

-) Take stock of PEI mainstreaming tools and approaches that have been developed and supported by PEI Asia-Pacific over 2008-2017;
-) Review the selected tools in terms of their results and lessons learned;
-) Assess how the selected integrated tools and approaches can be relevant in helping countries achieve the SDGs. This assessment will focus on how these tools and approaches help countries manage trade-offs and maximize synergies between different national development goals and SDGs throughout the development planning, budgeting and investment management systems.
-) Consult PEI team members at global, regional and country level as needed for coherence with the PEI global compendium, verification and clarification;
-) Consult PEI country partners as needed for verification and clarification; and
-) Produce a narrative compendium report based on the above analysis in a user-friendly format targeting decision makers and relevant partners;

Institutional Arrangement

Under general supervision of the Asia-Pacific Regional Team Leader, Inclusive Growth and Sustainable Development, the consultant is required to work in close consultation with and under the guidance of the PEI Asia-Pacific regional manager based at the UN Environment Asia and the Pacific Office. The consultant will work closely with the team members of the Asia-Pacific UNDP-UN Environment Poverty-Environment Initiative based in Bangkok.

Duration of the Work

The contract will cover a period of 40 working days spread out over the period: 1 May to 31 July 2017.

Expected outputs and timeline:

Inception report (5 working days)	1 week (by 5 May*)
Feedback from the PEI team	1 week (by 12 May)
1st Draft Compendium Report (10 working days)	2 weeks (by 26 May)
Feedback from the PEI team	1 week (by 2 June)
2nd Draft Compendium Report (10 working days)	2 week (by 16 June)
Feedback from the PEI team	1 week (by 23 June)
Final Compendium Report (10 working days)	2 week (by 7 July)
Feedback from the PEI team	2 weeks (21 July)
Content development based on final report for the web-based platform (5 working days)	1 week (by 31 July)

* Dependent on contract commencement date.

The start of the contract is envisioned for 1 May 2017 and should conclude on 31 July 2017. The exact delivery and sequence of the products will be determined in discussion with the UNDP-UNEP Poverty-Environment Initiative and respective assigned focal points for the various products.

Duty Station

The consultancy is home-based.

COMPETENCIES

Corporate Competencies

-)] Demonstrates integrity by modelling 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;
-)] Treats all people fairly without favoritism.

Technical Competencies

-)] Proven experience in the developing country context and working in different cultural settings;
-)] Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information;
-)] Proven ability to support the development of high quality knowledge and training materials, and to train technical teams.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

-)] Advanced university degree (at Master level or equivalent) in Sustainable Development, Public Administration, Environmental Economics, Finance, Social Sciences, Environmental Policy or related field is required. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree. A doctorate degree is considered an advantage.

Experience

-)] Minimum of 5 years of experience with a proven track record in sustainable development tools and approaches in developing countries.
-)] Demonstrated experience in working with policies or programs in the areas related to sustainable development.
-)] Knowledge of the UN system in general, the SDGs and an in-depth understanding of the nexus between poverty eradication, environmental sustainability and climate change.
-)] Work experience with UNDP or UN Environment is an advantage.
-)] Excellent computer skills with a high experience with Microsoft Office package.

Language requirements

-)] Fluency of English language is required.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a Lump Sum Amount. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee and any other applicable cost to be incurred by the consultant in completing the assignment. The contract price will be based on a fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

-)] Deliverable 1 [Inception Report]: 10% of total contract amount.
-)] Deliverable 2 [1st Draft Report]: 20% of total contract amount.

-) Deliverable 3 [2nd Draft Report]: 20% of total contract amount.
-) Deliverable 4 [Final report]: 40% of total contract amount.
-) Deliverable 5 [Content development based on final report for the web-based platform]: 10% of total contract amount.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

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.

FINANCIAL PROPOSAL

Scope of Price Proposal and Schedule of Payments

The method of payment is output-based lump-sum scheme. The payments shall be released upon submitting the required deliverables as per agreement in accordance with a set time schedule to be agreed in the contract.

EVALUATION

Criteria for Selection of the Best Offer

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 10 points
-) Criteria 2: Experience in sustainable development tools and approaches in developing countries - Max 30 points
-) Criteria 3: Regional experience and/or experience working with UNDP and/or UNEP (or other UN bodies) - Max 15 points
-) Criteria 4: Assessment of approach/methodology to assignment - Max 15 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.
-) **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.

-) **Technical brief** providing a brief description of methodology to be used, outline of report and anticipated findings (Max 3 pages).
-) **Cover letter** on why the individual considers him/herself as the most suitable for the assignment.
-) **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 [insert an email of the responsible colleague the procurement unit].