

TERMS OF REFERENCE- Consultant, Sustainable Urbanization

Location	Home based, with a trip to Bangkok, Thailand
Type of Contract	Individual Contractor
Post Level	Urban Expert - International Consultant
Languages required:	Fluent English (written and oral)
Duration of Initial Contract:	10 days intermittently during 25 May to 30 June 2017

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.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of the Asia Pacific Regional Team Leader, Inclusive Growth and Sustainable Development, the consultant will provide a set of succinct analytical inputs to strengthen existing products/programmes and specific stand-alone outputs on urban development. The scope of work is detailed below.

Scope of Work

) Based on consultations and a critical review of existing documents, bring an economic lens to

- the strategy/approach contained in the Regional Urban Climate Resilience Initiative- RUCRI.
-) In consultation with the Inclusive Growth and Sustainable Development Team, develop a framework to incorporate an urban lens to the on-going products, services, analytical tools and frameworks.
-) Based on wider consultations with colleagues in UNDP Bangkok Regional Hub, strengthen the narrative and approach to urban development (including service offerings) as contained in the most current draft of the regional programme document.
-) Develop a guidance note and related presentation that draws upon existing and past UNDP experience on urban development. The guidance note should aim to tie together the governance, environmental, resilience, climate change and poverty and inequality dimensions of urbanization.
-) Actively engage and offer critical inputs on issues of urban development at the regional experts group meeting in Bangkok, Thailand (1-2 June 2017).

Expected Outputs

-) A forward looking guidance note that reflects integrated approach to urban development. The note reflect the current demand from country office as well as anticipate future areas of support on urban development. The approach should be grounded in UNDP values and be practical and feasible in terms of roll-out. It should build on the global urban strategy and the urban framing in the current draft of the regional programme document (not more than 5 pages).
-) A powerpoint/prezi based on the guidance note developed. (not more than 10 slides)
-) Succinct analytical inputs provided to existing SDG products and tools to make them 'urban'/city friendly.
-) Provide An economic lens and framing for the RUCRI in the form of a revision to the existing programme document and/or a separate brief with recommendations
-) Participate and engage in the 2-day experts group meeting to be held in Bangkok and provide ideas for future urban programming.

Deliverables and Timelines:

The timeline for deliverables is expected as follows:

Deliverable	Timeline
Active participation to the 2-day Expert Group Meeting (2 days)	1-2 June
Analytical inputs to existing SDG products and tools, and an economic lens and framing for the existing Regional Urban Climate Resilience Initiative (4 working days)	30 June
A guidance note that reflects integrated approach to urban development and its powerpoint/prezi (4 working days)	30 June

Institutional Arrangement

The international consultant with 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

This assignment is for a duration of 10 working days intermittently over the period, 25 May to 30 June

2017 with one travel to Bangkok, Thailand tentatively during 29 May to 2 June 2017. The 5 working days in Bangkok, Thailand include the participation to the 2-day Expert Group Meeting and internal consultations/meetings with UNDP Bangkok Regional Hub colleagues which outputs will feed into the deliverables as indicated in this TOR.

Duty Station

Home-based with one travel to Bangkok, Thailand for 5 working days.

COMPETENCIES

-) Strong analytical, reporting and writing skills;
-) A strong grounding in economics and urban development;
-) A good grasp of the multi-lateral set-up as it relates international development
-) A understanding of the donor/stakeholder landscape
-) A good understanding of urban issues and the SDGs, especially in the Asia Pacific context
-) Ability to plan, organize, implement and report on work;
-) Ability to work under pressure and tight deadlines;
-) Proficiency in the use of office IT applications and internet in conducting research;
-) Good presentation and facilitation skills.
-) Demonstrates integrity and ethical standards;
-) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

-) Advanced degree in urban planning and design, development studies and/or economics. A doctorate degree is considered an advantage

Experience

-) At least 7 years of experience working on urban issues in the context of international development
-) Professional experience in conducting research and producing policy papers on urban issues with integration of economic lens into the products
-) Experience working with United Nations organs on urban development and economic issues will be an advantage

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, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be 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:

Payments will be done upon completion of the deliverables/outputs and as per below percentages:

-) Payment 1- 20% of total contract amount upon the participation to the 2-day Expert Group Meeting.
-) Payment 2- 80% of total contract amount upon the submission of **Deliverable 2**: The analytical inputs to existing SDG products and tools, and an economic lens and framing for the existing Regional Urban Climate Resilience Initiative, and **Deliverable 3**: A guidance note that reflects integrated approach to urban development and its powerpoint/Prezi.
-) Payment 3- Travel cost: One travel to Bangkok, Thailand tentatively during 29 May to 2 June 2017.

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.

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 Relevance of experience in area of specialization (urban) – Max 20 points
-) Criteria 3 Experience in conducting research and producing policy papers on relevant areas (urban and economics) – Max 20 points
-) Criteria 4 Experience working with United Nations organs – 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 U.S. 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@undp.org