



## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

**POST TITLE:** National consultant - SDGs Roadmap and Indicator Development Consultant  
**Agency/Project Name:** UNDP  
**DUTY STATION:** Bangkok, Thailand, with possible travel within Thailand

### 1) GENERAL BACKGROUND

In September 2015, national governments across the world adopted *The 2030 Agenda for Sustainable Development*. This global “plan of action for people, planet and prosperity” is anchored on a group of Sustainable Development Goals (SDGs) that capture universal aspirations across the three dimensions of sustainable development: economic development, social development, and environmental protection. Implementing the 2030 Agenda will require collective action in every country, making sure it is tailored to local needs and priorities. Because while the SDGs are universally applicable, “each government will also decide how these aspirational and global targets should be incorporated in national planning processes, policies, and strategies.”

On the 16<sup>th</sup> of December 2016, Thailand’s National Committee on Sustainable Development (NCSD) met and reached the decisions on several important issues. One of these decisions is that the NCSD assigned all key responsible ministries or government agencies of each SDG in cooperation with the supporting agencies to **formulate the relevant SDG roadmaps**. The formulation process should involve both the private and civil society sectors. Moreover, the SDG roadmaps should be consistent with the 20-Year National Strategy and should lay out the strategic actions in the three periods of 2017, 2018-2021, and 2022-2030

Implementation of Thailand’s **sustainable development strategy** will therefore be guided by a series of implementation road maps, which are designed to ensure achievement of the principles of the SDGs. The road maps will translate the aspirations of Thailand’s strategy into a firm, detailed plan of action, with clear statements of what will be achieved, by when, and identify those with responsibility for leading progress.

The implementation road maps detail actions and metrics that will drive and demonstrate progress towards the achievement of the SDGs / targets. These will, in themselves, be subject to regular monitoring and reporting. Within the road maps, the ‘lead’ line-authority for each of the SDGs is identified and is responsible for overseeing progress against targets and communicating this to NESDB.

In this regards, the NESDB has requested support from UNDP to strengthen implementation of Sustainable Development Goals (SDGs). Specifically, support for the preparation of roadmaps for “**SDG 10: Reduced Inequalities**”, and “**SDG 16: Peace and Justice**”. For Goals 10, NESDB and the **Ministry of Interior** and **Ministry of Social Development and Human Security** has been identified as the joint lead agencies. For goal 16, the **Ministry of Justice, Ministry of Interior, and Ministry of Social Development and Human Security** are the joint lead agencies.

## 2) SCOPE OF WORK

The objective of this assignment is to support NESDB and key ministries in translating the sustainable development goals, specifically SDG goal 10 and 16 into positive actions by developing sustainable development implementation road maps and indicators as a tool to guide Thailand towards achieving its SDGs and targets.

Support the lead agencies responsible for SDG 10 and 16 (Ministry of Interior, Ministry of Social Development & Human Security, Ministry of Justice) on the followings:

### a. Gather an overview of the current situation contributing towards sustainable development targets (SGD 10 and 16)

- As a baseline study, catalogue on-going activities, existing policies and plans related to, or linked with, relevant area of sustainable development in Thailand. The framework for this study will be based on the strategic objectives identified in Thailand's sustainable development strategy. This study will provide information on existing actions and commitment of RTG line-authorities that can contribute towards achieving the objective. The study will include a review of sustainable development related objectives defined in the national plans, policies and regulations; identify institutional set-ups responsible for the implementation of the policies, plans and regulations and their gaps; and identify policy instruments to implement and enforce the policies, plans and regulations. This study will also evaluate actual achievements against planned results and impacts; examine the current system, indicators and instruments adopted to monitor achievement towards sustainable development in Thailand.
- In addition, the **SDG indicators** that related to a target will be explored in terms of their "readiness," which should be checked against the "metadata"<sup>1</sup> provided by the UN<sup>2</sup>. The statuses of the SDG indicators are ranging from the follows: (1) Thailand has already collected the indicator in consistent with the UN metadata; (2) Thailand has collected the indicator but the methodology and quality are not consistent with the UN metadata; and (3) Thailand has not yet collected the indicator.

### b. Develop short, medium & long –term sustainable development implementation plans for each of the SDG targets (SGD 10 and 16)

- For each of the SDG goals, develop short, medium & long –term sustainable development implementation plans that provides a concise, factual account of the authority's approaches, specific actions and commitment to achieving a positive outcome with respect to achieving the SDG targets. This will:
  - Define, in broad terms, contributions towards achieving the SDG targets in terms of on-going actions.
  - Provide a comprehensive account of the authority's specific activities and role with respect to achieving the SDG targets.
  - For each goal, provide a comprehensive account on how the authority will contribute to fulfilment of the strategic objectives under its purview by identifying clear guidelines, measures, supporting plans/projects and supporting organizations.
- Using the template provided in Annex 1, elements of the roadmap shall include Thailand targets (from the SDG targets – how the desirable or quantifiable targets of Thailand should be in the short-, medium- and long- terms). Each target shall also include measures, time line, budget, responsible agencies, and monitoring & evaluation matrix.
- Regarding the SDG indicators of each target, the series (at least 5 data points) of such indicators should be presented, particularly for those with the status (1) and (2). The suggestive plans for developing the SDG indicators with the status (3) and improving those with the status (2) should be elaborated.

<sup>1</sup> <https://en.wikipedia.org/wiki/metadata>

<sup>2</sup> <https://unstats.un.org/sdgs/metadata/>

### c. Develop an evaluation plan (SGD 10 and 16)

- For each implementation plan define SMART targets and associated indicators that will enable monitoring to assess whether those charged with responsibility for leading progress to achieve the SDGs are meeting their obligations. The indicators will assess progress towards the SMART targets set out in the Implementation Plan.
- Each indicator will include a definition, quantification of value for 2017 (the baseline), methodologies for measurement.

Consultations and workshops with the lead agencies responsible for SDG Goal 10 and 16 shall be held throughout the consultancy period.

## 3. EXPECTED OUTPUTS AND DELIVERABLES

Output/ Deliverable	Content	Approximate Date of Output
#1	Work plan including a detailed schedule, data/information requirements, and annotated outline	Within mid of June 2017
#2	A report containing SDG Roadmap and Indicators for selected priority targets and indicators under SDG Goal 10 and 16 (to be agreed with NESDB and UNDP)	Within end of June 2017
#3	A report containing SDG Roadmap and indicators for remaining targets and indicators under SDG 10 and 16	Within end of August 2017

## 4. INSTITUTIONAL ARRANGEMENTS

The consultant will report to the Deputy Resident Representative through the Team Leader of Democratic Governance and Social Advocacy Unit, UNDP Thailand, and the Deputy Secretary General of the National Economic and Social Development Board.

## 5. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract duration: 1 June to 08 September 2017

Duty station: Bangkok, Thailand

A consultant may be required to travel to provinces within Thailand for data collection (if needed). Travels will be authorized by Programme Specialist/Team Leader, Democratic Governance and Social Advocacy when required. Travel expenses (ticket, living allowance and local transport) shall be agreed prior travel and reimbursed after trips completed.

## 6. DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- Advanced university degree in public administration, social science, economics, or other relevant discipline.

Experience:

- At least 7 years of experience in design/implementation of development projects or sustainable development initiatives in Thailand;
- Strong track record in conducting technical studies and assessments;
- Experience in conducting stakeholder consultation and development of technical reports;
- Well acquainted with roles and functions of different stakeholders of government, civil society and private sector working on social development issues;
- Experience in developing roadmaps and implementation strategies; strong familiarity with the SDGs issues relevant to their integration at the national level would be an advantage.

## Competencies

Corporate:

- Demonstrates integrity and fairness, by modeling the UN/UNDP'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.

Functional/Technical:

- Strong analytical skills;
- Excellent writing skills;
- Excellent communication skills;
- Excellent English language skills.

## 7. REQUIRED DOCUMENTS

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 by UNDP;
- Personal CV and P.11**, 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;
- A brief description of methodology** to be employed for developing sustainable development implementation road maps;
- Financial Proposal** that indicates the all-inclusive professional fee for the contract period.

**Incomplete proposals may not be considered.**

## 8. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the 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 500 points)

1. Relevance of Education – Max 50 points;
2. Relevance of experience in area of implementation of sustainable development, design and implement development projects - Max 100 points;
3. Experience in conducting technical studies, assessments and/or evaluation – Max 100 points;
4. Special skills e.g communication, presentation and conducting stakeholder consultation and development of technical reports etc.- Max 100 Points;

5. Assessment of a methodology – Max 150 Points.

Only candidates obtaining a minimum of 350 points (70% of the total technical points) would be considered for the Financial Evaluation.

## 9. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ None      ☐ Intermittent    ☒ Partial      ☐ Full Time

### IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

If the assignment requires full time presence on UNDP premises, a sound justification on why a full time presence is required.

## 11) PAYMENT TERMS

Consultant must send a financial proposal based on 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:

Deliverable No.	Description	Timeline	Payment
1	A report containing SDG Roadmap and Indicators for selected priority targets and indicators under SDG Goal 10 and 16	Within the 1 <sup>st</sup> week of July 2017	50%
2	A report containing SDG Roadmap and indicators for remaining targets and indicators under SDG 10 and 16	Within the 1 <sup>st</sup> week of Sep 2017	50%

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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.