

## TERMS OF REFERENCE

<b>Reference</b>	PN/FJI-38-17
<b>Consultancy Title</b>	Local Governance Support Officer – Consultant
<b>Project Name:</b>	Kiribati Strengthening Local Governance and Rural Development
<b>Duty Station</b>	Kiribati
<b>Application deadline</b>	05 September 2017
<b>Type of Contract</b>	Individual Contractor
<b>Competition</b>	National Consultants
<b>Languages required:</b>	English
<b>Duration of Contract:</b>	100 days over 10 month period

## BACKGROUND

Around 40% of Kiribati's population resides on the country's outer islands. However, low levels of investment, lack of community confidence and the absence of core capacity prevent many of Kiribati's Island Councils from delivering basic services to island communities, with a disproportionately negative impact on women and young people. UNDP has in the past provided support toward strengthening the capacities within the Ministry of Internal Affairs and also within the outer islands by creating deeper community participation (particularly by women and youth) in the decisions and processes that affect their lives on the outer islands, while leveraging partnerships across Government and civil society and with development partners to maximise the benefits from such local governance strengthening initiatives.

Local governance in Kiribati is characterized by the ongoing and increasing fiscal and administrative reliance of the island level authorities (Island Councils) on central Government. While the Local Government Act 1984 (LGA) formally devolves political and taxation powers to the island level, Island Councils rely on grant funding and seconded staff from central Government to meet their operational and most or all of capital development needs. In practice, implementation is strangled by lack of resources and capacity and these constraints have resulted in a number of challenges for local governance overall in Kiribati.

Hence, the Government of Kiribati and UNDP has undertaken the necessary first step through the Kiribati Strengthening Local Governance and Rural Development (KIRILOG) Project Initiation Plan as an initial form of assistance to undertake some preliminary level activities to support local and urban island councils in strategic planning, developing an urban policy for Kiribati and undertake consultations for the same. The Project is also expected to support formulation and resource mobilization of a substantive programme of support through UNDP to the Government of Kiribati to strengthen sub-national level governance.

In order to support the work that will be undertaken over the one year period, UNDP is currently looking for a national consultant to support the work in terms of effective delivery of key project activities and undertake stakeholder consultations and coordination for project activities on the ground.

## SCOPE OF WORK AND DELIVERABLES

The Local Governance Support Consultant is expected to work under the direct supervision of the Project Manager/Governance Analyst based at UNDP Pacific Office in Fiji and on a day-to-day working

relationship and supervision of the Secretary for Ministry of Internal Affairs in Kiribati . The Consultant is expected to deliver the following key outputs:

1. Produce monthly report of all stakeholder consultations and coordination work conducted with relevant stakeholders in line with the key project deliverables to ensure achievement of the following project activities:
  - a. Capacity assessments conducted for Island and Urban councils for PFM, Budgeting and Service delivery functions by International Expert.
  - b. Provide support for the review and finalisation of Strategic Plans for urban and island councils in conjunction with the International Expert.
  - c. Provide support for the review, finalization and implementation of the Ministry of Internal Affairs (MIA) Strategic Plan.
  - d. Undertake coordination and consultations for supporting the completion of the national urban development policy that improves governance of urban development issues and strengthens the urban rural relationship with guidance from MIA.
  - e. Public consultations and stakeholder meetings conducted over 3 weeks to review the draft urban policy.
  - f. Support provided in terms of collation of necessary background documentation and research relating to the Project formulation of the longer-term project and arrangement of meetings with key stakeholders.

**Location:**

The Consultant is expected to be based in Kiribati and undertake travels to outer islands including the Line Islands as required.

**Timelines:**

The expected timeframe of the Consultancy exercise is from September 2017 till July 2018 for a period of 10 months.

## **WORKING ARRANGEMENTS**

**Institutional Arrangement**

The Consultant will be directly supervised by the UNDP Governance Analyst based in Fiji and on a day-to-day basis by the Deputy Secretary at the Ministry of Internal Affairs (MIA) in Kiribati. He/She is expected to provide updates to the supervisors on a regular basis to ensure the completion of deliverables as identified in this Consultancy exercise.

**Duty Station**

The Consultant will be based in Kiribati within the MIA, undertake outer islands visit as and when required and will conduct regular skype and teleconferences with the UNDP Governance Analyst based in Fiji and regular face-to-face discussions with the Secretary and Deputy Secretary, MIA and UNDP Officer on the ground in Kiribati.

## **COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities 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;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent 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.

## REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant should have:

### Qualification

- Minimum University degree or advanced university studies in management and public administration; accounting; finance; social sciences; law; and governance or related field.

### Experience

- At least 5 years or more of professional experience in areas such as project coordination or management, subnational or local governance (council), public (government civil service) or private sector administration, service delivery, and other coordination support work.
- Excellent writing, planning, research, communication and reporting skills.
- Knowledge on strategic planning, research, council administration, public financial management, development and governance issues in the Kiribati context is preferable.
- Demonstrated ability to write clearly and concisely, initiative, diligence at work, sound judgment and ability to perform well in a multi-cultural environment.

### Language requirements

- Fluency in English and Kiribati with both excellent oral and written communication skills and outstanding interpersonal skills.

## Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on the work expected under the Scope of Work and Deliverables section of this TOR.

**...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 fixed output-based price regardless of extension of the herein specified duration.

## Evaluation Method and Criteria

### 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)**

- University degree or advanced university studies in management and public administration; accounting; finance; social sciences; law; and governance or related field. 15%
- 5 years or more of professional experience in areas such as project coordination or management, subnational or local governance (council), public (government civil service) or private sector administration, service delivery, and other coordination support work. 20%
- Excellent writing, planning, research, communication and reporting skills. 10%
- Knowledge on strategic planning, research, council administration, public financial management, development and governance issues in the Kiribati context is preferable. 15%
- Demonstrated ability to write clearly and concisely, initiative, diligence at work, sound judgment and ability to perform well in a multi-cultural environment. 10%

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

**DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II).
- 2) **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.
- 3) **Technical proposal:**
  - a. Brief description of why the individual considers him/herself as the most suitable for the assignment and a cover letter explaining the suitability and experience based on the technical criteria above.
- 4) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II)

Queries in regards to this consultancy should be sent to Mr. Ronald Kumar at [procurement.fj@undp.org](mailto:procurement.fj@undp.org). Proposals should be sent to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org). Incomplete proposals and proposals sent to the wrong address will not be accepted.