

TERMS OF REFERENCE- Junior Consultant, Sustainable Urbanization

Location	Duty Station: Bangkok, Thailand
Type of Contract	Individual Contractor
Post Level	International Junior Consultant – Sustainable Urbanization
Languages required:	Fluent English (written and oral)
Duration of Initial Contract:	Tentatively October 2017 to June 2018 for a maximum of 190 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.

2) OBJECTIVES OF THE ASSIGNMENT

Under the overall supervision of the Asia Pacific Regional Team Leader, Inclusive Growth and Sustainable Development, the consultant (urban analyst) will work with other team members to develop new and support existing urban development initiatives, both at the regional as well as the country level. The consultant will also support the regional research and analytical work on cities and urban development.

Scope of Work

) Provide backstopping support as well as technical assistance to the Urban Development Team

(DST) work including desk research, presenting at relevant foras, drafting and editing briefs and project documents.

- J 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.
- J Track data and trends on internal migration and the informal urban economy and develop feasible policy options.
- J Support the development of the 4th Industrial Revolution and its impact on urban jobs workstream.
- J Draft presentations and conduct research as it relates to urban issues in Asia and Pacific.
- J Support the development of urban initiatives at the regional as well as the country level—provide both backstopping support as well as technical assistance.

Expected Outputs and Deliverables

- J Research: conduct desk research on the key themes taken up by the Urban team and the Urban Development Solutions Team.
- J Research: Write briefs, blogs and summaries based on urban data and trends analysis.
- J 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.
- J Proposals and project development: develop proposals, regional and country, based on research, assessments, consultations, donor mapping, and scoping missions.
- J Proposals and project development: further develop the RUCRI project, especially as it relates to the work in Thailand.
- J Advocacy: Develop key info-graphics on inclusive and sustainable urbanization for purposes of internal as well as external advocacy.
- J 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 COs.
- J 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 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

- J Expected initial duration of work is from October 2017 to June 2018 with a maximum of 190 working days, with the possibility of extension subject to satisfactory performance and availability of fund.

Duty Station

- J 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 urban issues, and the SDGs, especially in the Asia Pacific context
-) Proficiency in the use of office IT applications (powerpoint, keynote, illustrator, etc.) 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 urban planning, urban development, development studies or related fields

Experience

-) 2 years of experience with a minimum 1 year working directly on urban development related issues;
-) Experience working in and/or covering Asia Pacific countries on urban issues will be an advantage;
-) Research experience on urban issues;
-) Experience in developing presentations and infographics on urban related issues will be an asset.

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 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 Work experience on urban development issues - Max 25 Points
-) Criteria 3 Work experience in and/or covering Asia Pacific - Max 10 points
-) Criteria 4 Experience in developing presentations and infographics on urban issues - 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.
-) **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