



## TERMS OF REFERENCE

### FOR INDIVIDUAL CONTRACT

**POST TITLE:** International Public Financial Management Specialist  
**AGENCY/PROJECT NAME:** Governance of Climate Change Finance team,  
UNDP Bangkok Regional Hub  
**COUNTRY OF ASSIGNMENT:** Bangkok, Thailand with possibility to travel to Asia  
Pacific countries

#### A. Project Title

The Governance of Climate Change Finance to Benefit the Poor and Vulnerable in South Asia

#### B. Project Description

UNDP BRH supports the Asia Pacific regional countries to improve the governance of Sustainable Development Goals (SDG), including Climate Change Finances in various forms, including by conducting CPEIRs, introducing climate change dimension into the national and sub-national budget systems, as well as by facilitating regional knowledge sharing and capacity building. Currently, there are around 20 countries worldwide that have conducted CPEIRs and most of them are from the Asia Pacific region. Regional countries were also the pioneers in conducting a CPEIR, introducing a climate change budget tagging mechanisms, developing Climate Change Financing Frameworks, etc. Being a cross-sector by its nature in any national budgeting system the climate change dimension of the finances also requires cross-country synergies and cooperation frameworks. UNDP BRH support the cross-country cooperation and the need to gradually improve the synergies and knowledge sharing in the governance aspects of the climate change finances. At the same time, UNDP BRH supports the development of the governance of climate change finances in individual countries including Bangladesh, Bhutan, Cambodia, China, Indonesia, Nepal, Pakistan, Thailand, and Viet Nam.

Nepal and Pakistan are amongst the countries that are severely affected by climate change. Governments of both countries have recently made efforts to address climate change issues by integrating Climate Change into national and subnational budgeting processes, particularly by introducing and upgrading the Climate Change Budget tagging and reporting systems, as well as developing Climate Change Financing Frameworks. UNDP supports these South Asian countries in addressing the challenges on integrating climate change finance into national budgetary frameworks in various forms. UNDP has previously supported the Governments of Nepal and Pakistan in preparation of various national and subnational Climate Public Expenditure and Institutional Reviews (CPEIR) which,

amongst other things, identified a set of strategic interventions to strengthen climate responsive budgeting.

These reforms contribute to UNDP's efforts in budgeting reforms for wider range of sustainable development areas. Budgeting for SDGs is an important aspect of successful mainstreaming and implementation of the Agenda-2030, especially in such cross-cutting areas as the climate change, poverty, gender and other "sectors" which are not visible to conventional budgeting classifications.

An individual consultant (the Consultant) will be engaged in assisting the Bangkok Regional Hub in a transition period in implementing reforms on integrating climate change finance in the domestic planning and budgeting processes in those two countries, as well as forming the approach for UNDP in Budgeting for SDGs. This position requires a complex mix of technical knowledge on public financial management, climate change finance, as well as professional expertise in strengthening institutional partnerships among key government institutions, non-governmental entities, and between the two groups, both at the national level, and among partner governments regionally.

### **Objectives of the Assignment**

The overall objective of the assignment is to ensure the development of the Budgeting for SDGs approach, including by coordination of PFM inputs with other team efforts in delivering the project's outputs by performing quality control, backstopping of regional and national consultants and overall co-ordination support to ensure the successful implementation of UNDP technical assistance and policy advisory support to the Governments of Nepal and Pakistan on climate change budgeting reforms and financing frameworks and to ensure that this support is translated into regional knowledge management and south-south technical exchanges.

## **C. Scope of Work**

The scope of work for this assignment includes:

- I. Provide inputs and quality assurance of GCCF project outputs in relation to PFM components (estimated at 30 working days):
  - a. Guidance and backstopping national consultants on operational use of the CC budget coding systems in Nepal and Pakistan as part of the domestic budgeting processes
  - b. Facilitation of regular development of CC expenditure reports in these countries
  - c. Facilitation of Climate Change Financing Framework implementation.
- II. Budgeting for SDGs initiative (estimated at 70 working days)
  - a. Designing the overall framework of the Budgeting for SDGs within the framework of Governance of SDGs
  - b. Elaborating a PFM approach to the Budgeting for SDGs
  - c. Knowledge sharing on Budgeting for SDGs initiative
  - d. Development of the government cost-sharing approach paper

## D. Expected Outputs and Deliverables

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. A workplan on delivery of the project outputs	15 November, 2017	Governance, Climate Change Finance and Development Effectiveness Advisor
2. Draft overall framework of the Budgeting for SDGs within the framework of Governance of SDGs, including elaboration of a PFM approach to the Budgeting for SDGs	5 December 2017	Governance, Climate Change Finance and Development Effectiveness Advisor
3. Final overall framework of the Budgeting for SDGs within the framework of Governance of SDGs, including elaboration of a PFM approach to the Budgeting for SDGs	20 December, 2017	
4. Draft Guidebook for UNDP Country Offices on facilitation of the Government Cost-Sharing component of the assignment	31 January, 2018	Governance, Climate Change Finance and Development Effectiveness Advisor
5. Final Guidebook for UNDP Country Offices on facilitation of the Government Cost-Sharing component of the assignment	28 February, 2018	
6. Draft report on Implementation of CCFF (evidence on improved CC coding and reporting systems in Nepal and Pakistan)	15 July, 2018	Governance, Climate Change Finance and Development Effectiveness Advisor
7. Final report on Implementation of CCFF (evidence on improved CC coding and reporting systems in Nepal and Pakistan)	31 July, 2018	Governance, Climate Change Finance and Development Effectiveness Advisor
8. Final Report on delivery of the outputs		

## E. Institutional Arrangement

The International Public Financial Management Specialist will work under the supervision of the BRH's Governance, Climate Finance and Development Effectiveness advisor with guidance of the Governance of Climate Change Finance team in UNDP Bangkok Regional Hub.

## F. Duration of the Work

The duration of the assignment is from 8<sup>th</sup> of Nov, 2017 to 15<sup>th</sup> August, 2018 for 100 working days in total.

## G. Duty Station

The duty station for the assignment is Bangkok, Thailand with possibility to travel in Asia-Pacific region. Travel, living allowance, and other travel related cost will be reimbursed by UNDP.

## H. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualification;

- Advanced degree in public administration, public finance, public policy, or related areas.
- At least 15 years of professional experience in public finance management.
- Proven experience in policy analysis and public financial management, and advisory role to senior government stakeholders in Asia.
- Experience with Ministries of Finance, planning, and local governments.
- Working Experience on climate change finance, poverty and gender issues in South Asia countries especially in Nepal and Pakistan is an advantage.
- Ability to work with multi-country teams.
- Experience on researching, reporting, writing and editing manuscripts of UN and other international development partners
- Excellent English communication skills, both written and oral

## I. 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 with satisfactory by or before the due dates agreed with the Governance of Climate Change Finance team.

Deliverables/ Outputs	Payment (% of total contract amount)
1. Workplan on delivery of the project outputs	10%
2. Final PFM Approach Paper on Budgeting for SDGs	30%
3. Final Guidebook for UNDP Country Offices on facilitation of the Government Cost-Sharing component of the assignment	20%
4. Final Progress Report on Implementation of CCFF (evidence on improved CC coding and reporting systems in Nepal and Pakistan)	30%
5. Final Report on delivery of the outputs	10%

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 his/her 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 according to UNDP travel rules and regulations.

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.

## J. Recommended Presentation of Offer

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 and financial proposal** using the template provided in Annex II, quote prices in **United States Dollars (USD)**.
- **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.

Incomplete proposals may not be considered. The short listed candidates may be contacted and only the successful candidate will be notified

## K. Criteria for Selection of the Best Offer

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 100 points)

- Criteria 1: Relevance of the Education – **Max 10 points**
- Criteria 2: Experience on researching, reporting, writing and editing manuscripts of UN and other international development partners – **Max 10 Points**
- Criteria 3: Experience in public financial management and advisory role to senior government stakeholders – **Max 25 points**

- Criteria 4: Relevance of knowledge and experience with climate change finance, poverty and gender issues – **Max 30 points**
- Criteria 5: Experience in working with ministries of finance, planning, and local governments in Nepal and Pakistan – **Max 25 points**

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

## L. Approval

This TOR is approved by:

Signature

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Mr. Thomas Beloe

Governance, Climate Change Finance and Development Effectiveness Advisor

Date of Signing

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