



TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

POST TITLES:	Senior Advisor, Investor Relations & Business Development
AGENCY/PROJECT NAME:	UNDP SDG Impact Finance (UNSIF), UNDP Bangkok Regional Hub
COUNTRY OF ASSIGNMENT:	Home based, with travel to Bangkok and other locations as needed

A. Project Title

UNDP SDG Impact Finance

B. Project Description

UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. The new Sustainable Development Goals (SDGs) will cost an annual estimated US\$5-7 trillion , with an investment gap in developing countries of about \$2.5 trillion.

Established in Jan 2017, UNDP SDG Impact Finance (UNSIF), is a unique and transparent co-investment platform to promote the public and private investment for the Sustainable Development Goals(SDGs). UNSIF aims to address the financing gaps for SDGs, by facilitating SDGs aligned Impact Investments to support national development priorities, and working with the capital market to create both economic and social returns.

UNSIF is actively working in Asia Pacific region, in the key area of poverty reduction, inclusive finance, job creation, affordable and clean energy, industry innovation & infrastructure, sustainable cities & communities, and climate change, etc.

To address this challenge, the Senior Consultant for Investor Relations and Business Development will help UNSIF and its associated funds and projects by identifying new partners and market opportunities, creating or adapting UNSIF products and services.

C. Scope of Work

The responsibilities of the senior consultant include:

Investor Relations

-) Build investor confidence in UNSIF's vision and its co-branded funds and other initiatives
-) Develop and implement a comprehensive Investor Relations framework and strategy to attract potential institutional investors and High-Net Worth Individuals, including Investor Mapping; develop and expand the Investor base (including IFIs, institutional investors, Family Offices etc.)
-) Build and maintain a powerful reputation through clear and consistent communication, including regular conference calls, investor-targeted events, etc. Arrange and participate in one on one meetings and/or conference calls with investors, and keep detailed meeting notes to be shared with UNSIF team to ensure relationships be transferrable afterwards
-) Monitor investment research and reports key findings on major players to the Management of UNSIF; Evaluate the advice and recommendations of the internal and external stakeholders including investment advisors, financial institutions and industry experts
-) Build and maintain high-level network with prospective investors; develop the UNSIF investor database with the investor contacts and relevant background information
-) Assist with organizing roadshows for fund capitalization as needed; Initiate and respond to written, telephone and email inquiries from members of the financial community
-) Provide market feedback and insights to the UNSIF team, including financial trends, investor appetite, shareholder/investor concerns, etc.
-) Provide in depth technical support, including reviewing results analysis, preparing investor presentations/roadshows, providing inputs to external communication materials to make them more investment ready, etc.
-) Provide trainings for the team on building successful investor relations as needed

Key deliverables:

-) Investor mapping (with substantiated research on the success prospects for potential investors)
-) LP Strategy for UNSIF and its associated funds and projects
-) At least 10 meetings with targeted investors (with notes provided and contacts shared) that directly helps with fund capitalization and received positive feedback and soft commitments

D. Institutional Arrangement

The consultant will work under the overall guidance of the Head of the UNSIF, and in close communication with designated team members.

E. Duration of the Work

The consultant is expected to work for 60 days (inclusive), over the period from 15 June 2018 to 30 November 2018

F. Duty Station

Duty station is home based, with travel to Bangkok and various locations.

Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

Education:

-) Degree in finance, economics, management, or related fields; MBA is a plus.

Experience:

-) 10+ years of industry experience in financial institutions or capital markets, ideally 5+ years of investor relations experience in the field of private equity and venture capital and working with large institutional investors;
-) Sound knowledge of the current issue of the SDGs financing landscape, impact investment, and is familiar with development context and trends;
-) Business development experience and work with institutional and individual investors including Funds of Funds, institutional investors, Asset Managers, Family Offices, HNWI, various funding sources run under Government, Venture Philanthropy, Corporate Venturing.
-) Sound skills of research and analysis on the topic; able to provoke thoughts and ideas in the area and have innovative ideas and initiatives;
-) Strong communication skills, including ability to interact at C-level both internally and externally, and to deliver business strategies and complex financial information clearly and accurately to a variety of audiences both orally and through written material;
-) Broad awareness of current events, industry trends and regulatory environment;
-) Knowledge of the Asian market and established connections with global investors interested in Asia-Pacific exposure a plus.

G. Scope of Price Proposal and Schedule of Payments

The schedule of payment: Daily

The consultant will be paid monthly, upon timesheet proof and satisfactory completion of the assignment, signed by the UNSIF project manager.

H. Recommended Presentation of Offer

Candidates wishing to be considered for this assignment are required to submit the following documents:

-) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
-) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate

-) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (In USD currency)

I. 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 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 educational background (max 15 points)
-) **Criteria 2:** Years of relevant experience (15)
-) **Criteria 3:** Adequacy of competencies for the assignment (30)
-) **Criteria 4:** Regional experience (10)

J. Annexes to the TOR

N/A

K. Approval

This TOR is approved by :

Signature



(Nan Collins)
Head, UNDP SDG Impact Finance (UNSIF)

Date of Signing

8 May 2018