



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLES: Junior consultant on innovation, governance and SDG16
AGENCY/PROJECT NAME: UNDP BRH, Governance and Peacebuilding Team
COUNTRY OF ASSIGNMENT: Bangkok based (with no travel required)

A. Project Title

Governance & Peacebuilding

B. Project Description

Goal 16 of the Sustainable Development Goals (SDGs) is on promoting peaceful and inclusive societies for sustainable development, providing access to justice for all and building effective, accountable and inclusive institutions at all levels. SDG 16 is seen as an “enabler” goal, as peace, justice for all, and strong institutions are fundamental for accelerating the progress on other SDGs. SDG16+, thus, refers to the interlinkages between SDG 16 and other SDGs and their targets (i.e. Governance of SDGs).

In 2019, the High-Level Political Forum (HLPF) – responsible for follow-up and review of the Agenda 2030 and the SDGs – will review progress on SDG 16 along with four other goals (SDG 4 on Education, SDG 8 on Growth and Employment, SDG 10 in Reducing inequalities and SDG 13 on Climate Change). The topic of the 2019 HLPF’s annual Thematic Review is ‘Empowering People and Ensuring Inclusiveness and Equality’. The 2019 HLPF thus provides a unique opportunity to promote understanding of and support for SDG 16+: what it is; why it matters for inclusive development and transforming our world; how to implement it; where progress is being made and what it takes to create measurable improvements in peace, justice, and inclusive institutions that deliver on all Goals for all people.

In the Asia-Pacific region, UNDP is taking a lead role in preparing the Goal 16 profile, which highlights the state of Goal 16 in the Asia-Pacific region. UNDP is also taking the lead on organizing a roundtable on Goal 16 as part of the Asia-Pacific Sustainable Development Forum (March 27-29, 2019) organized by the UN Economic and Social Commission for Asia and the Pacific.

In addition, UNDP is part of the UN wide efforts to engage with and catalyze the private sector to play an active role in efforts to achieve the SDGs. UNDP, through its regional initiative on Promoting Fair Business Environment in ASEAN (2018-21), aims to encourage engagement of private sector to develop and implement solutions for SDG 16+ in collaboration with other stakeholders (such as governments at all levels, civil society, academia etc.). Specifically, addressing corruption and strengthening governance

systems requires a more active role of the private sector – both in developing and complying with the spirit and letter of laws and regulations, and ensuring that business practices promote values of fairness, inclusiveness, transparency, accountability and contribute to the principle of “leaving no one behind”. Lessons from implementing solutions can inform standard setting by global initiatives such as the UN Global Compact’s ‘Action Platform for Peace, Justice and Strong Institutions’.

To develop innovative solutions for SDG 16+, UNDP wants to organize a two-day “lab” with private sector actors and other stakeholders in April 2019.

The Governance and Peace-building team of UNDP BRH is seeking a junior consultant to assist in conducting research and support organization of various activities highlighted in the above paragraphs.
About UNDP Bangkok Regional Hub (BRH)

UNDP BRH provides advisory support to 24 UNDP country offices covering 36 countries in the Asia-Pacific region. The main priority of the Regional Hub is to provide UNDP Country Offices in Asia and the Pacific with easy access to knowledge through high quality advisory services based on global applied research and UNDP lessons learned. The second priority is to build partnerships and promote regional capacity building initiatives, which allow UNDP, governments and other development partners to identify, create and share knowledge relevant to solving urgent development challenges.

C. Scope of Work

Under the direct supervision of UNDP Governance Specialist, and the Regional Coordinator, Transparency and Accountability, the Junior Consultant will:

- Assist with researching on the state of SDG 16 in Asia-Pacific countries;
- Assist with identifying key partners (CSOs, private sector etc.,) working on SDG 16+;
- Support finalization of SDG 16 goal profile, and with the development of knowledge products and communication pieces (such as issue briefs, op-eds) that can be disseminated through various channels of communication e.g. newsletter, website, intranet, meetings and conferences;
- Collate results and lessons from City-ILEAPS project target cities;
- Provide ad hoc graphic design support and develop infographics;
- Assist with organizing regional events.

D. Expected Outputs and Deliverables

Key deliverables include:

1. Final Goal Profile on SDG 16
2. SDG 16 Roundtable meeting report
3. Collated results and lessons from City-ILEAPS project target cities
4. Final report on the “innovation lab” with private sector on SDG 16

E. Institutional Arrangement

The consultant will work under the overall supervision of UNDP Governance Specialist, and the Regional Coordinator, Transparency and Accountability at UNDP Bangkok Regional Hub to ensure quality and timely delivery of expected outputs.

F. Duration of the Work

Duration

The period of the assignment will be from 11 February 2019 to 31 May 2019 with maximum 80 working days.

Duty Station : Bangkok, Thailand with no travel required.

This assignment is on a full-time basis. The Consultant's presence at UNDP Bangkok Regional Hub premises is essential.

G. Qualifications of the Successful Individual Contractor

The consultant should possess the following expertise and qualifications:

- Master's degree in International Relations, Development Studies, Journalism, Political Science or other related fields
- At least two years' experience in supporting large research/ writing projects;
- Knowledge of SDGs, specifically SDG 16, and the context in Asia-Pacific is an asset;
- Excellent writing skills in English;
- Sound organizational skills;
- Demonstrated interest in the field of development.

H. Scope of Price Proposal and Schedule of Payments

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. The Governance Specialist and the Regional Project Coordinator must review the quality of the deliverable and authorize payments as per the below payment schedule.

Deliverables/ Outputs	Target due dates	Payment
1. Final Goal Profile on SDG 16; 2. Collated results and lessons from City-ILEAPS project target cities	15 March 2019	50%
3. SDG 16 Roundtable meeting report; 4. Support to the organization and preparation for Final report on the UNDP BRH Lab on Business Integrity and Responsible Business Conduct; 5. Final Report of the Lab	31 May 2019	50%

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.

I. 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:

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (home address, email and telephone number) of the Candidate and at least three (3) professional references.
- **Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template** using the template provided by UNDP;
- **Writing samples**

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

J. Criteria for Selection of the Best Offer

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 10 points
- Criteria 2: Experience in supporting large research/ writing projects, in particular on SDGs-related subjects– Max 25 points
- Criteria 3: Proven ability to write research papers and reports (based on writing samples) – Max 25 points
- Criteria 4 Experience working in UNDP and/or UN system or other International organizations – Max 10 points

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

K. Annexes to the TOR

N/A

L. Approval

This TOR is approved by:

Signature

Name and Designation Nicholas Booth, OIC Team Leader, Governance and Peacebuilding

Date of Signing _____