

Consultant for Nauru's VNR report

Terms of Reference

Ref: PN/FJ/009/19

Project Title: Nauru's VNR report

Consultancy Title: VNR Lead writer- National Consultant

Languages required: English/Nauruan

Contract Type: Individual Contract (Local Position_ Nauruan Nationals Only)

Duration: March to September 2019 (100 working days)

Duty Station: Nauru

Consultancy Proposal should be sent via email to etenderbox.pacific@undp.org no later than **25th February , 2019 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

NOTE

Proposals must be sent to the designated email (etenderbox.pacific@undp.org)

Please do NOT copy or directly email applications to UNDP staff.

Background

Nauru's Sustainable Development Strategy (NSDS) provides the forward-looking vision for "Transforming Nauru" towards a progressive, vibrant and inclusive society. It outlines a framework that encompasses strategic policy initiatives, new approaches to development and the aspirations of all Nauruans. The NSDS provides the long-term aspirations of transformational national development. A socio-economic development that ensures land rehabilitation is at the centre of the NSDS, while recognizing and addressing the integrated nature of development and the need for multi-sectoral solutions.

The NSDS is aligned with global commitments including the 2030 Agenda for Sustainable Development. With an overall theme of Transforming Nauru, the NSDS strives to steer Nauru towards a sustainable, inclusive, and resilient future by 2036 building upon major targets.

Nauru is at a point of strength with the key support from regional processing centre and fisheries revenues to improve infrastructure and institutions, also a large number of young people, growing digital connectivity, and the continuing investing opportunities to absorb them as advantages. These positive developments and advantages provide a sound platform for Nauru's future prosperity. The Voluntary National Review (VNR) of the 2030 Agenda and the SDGs will also provide an opportunity to report the progress of the NSDS and identify opportunities and challenges for accelerating the implementation of the development plan.

The intention of this Technical Assistant (TA) is to provide support to the SDG Taskforce. The SDG-taskforce has the mandate to technically manage all the SDG implementation and reporting to the higher committee of decision making by the Government Cabinet of Nauru. This TA is based full time in Nauru, and so become part of the efforts towards ensuring the timeliness delivery of Nauru's VNR Report. The TA will provide support to the PAD and the SDG Taskforce to efficiently and effectively manage required activities to produce the end product of a VNR Report and VNR presentation at the HLPF.

Activities:

1. Plan and organize meetings to collect data and information from development sectors to create the story of Nauru's development progress and challenges.
2. Write-up the VNR report to be finalized through the necessary channels for endorsement.
3. Ensure the comprehensive socialization of the VNR report with follow-up actions and ensure long-term practices of the national systems for monitoring and reporting on the national development plan and SDGs.

Location: Planning and Aid Division, Department of Finance, Yaren District, Nauru

Term: The contract will be for an initial period of 6-months with the completion of the project with the follow-up consultation regarding the VNR report to relevant stakeholders.

Supervision/Reporting

Director for Planning and Aid Division, Department of Finance and the UNDP Pacific Office, Inclusive Growth Deputy Team Leader.

GENERAL DUTIES AND RESPONSIBILITIES:

The overall objective of the consultancy service is to help facilitate the formulation of the first country SDG /Voluntary National Review report in line with UNDG guidelines on VNR and Country SDG reporting. The process should be inclusive and consultative using mechanisms for multi-stakeholder consultations and inclusive of left-behind groups to raise their voice. The consultant will develop and coordinate a process for the delivery of the VNR report for Nauru that ensures the production of a credible, high-quality and well-supported VNR report, to be shared and presented at the meeting of the High Level Political Forum (HLPF) on sustainable development in 2019. The HLPF is convened under the auspices of the Economic and Social Council and it will be held from Monday, 8 July, to Friday, 18 July 2019; including the three-day ministerial meeting of the Forum.

The consultancy will be provided based on the following key principles:

- (i) Lead the writing of Nauru's first VNR Report that will be effective in highlighting Nauru's development story;
- (ii) Strengthen the national ownership, provide added values and align to the national review/reporting process and quality of Nauru's first SDG report and
- (iii) Utilize UNSDS's comparative advantages and past experiences in supporting Nauru in achieving, monitoring and reporting on MDGs and preparing the SDG Action Plan and in close cooperation with other development partners, especially within the UN Delivering as One and joint framework of UN support on SDGs in Nauru.

Accountabilities Under the direct supervision of the Planning and Aid (PAD), Ministry of Finance and Sustainable Development, and guidance from the SDG Taskforce, and in consultation with UN agencies and CROP development partners, the consultant will:

1. Update and Implement the work plan of Nauru's SDGs VNR reporting, in cooperation with the PAD, SDG Taskforce, and the UN agencies, ensuring the final agreement on the process by the relevant Government authority, that is aligned with the UN requirements/standards for consultations, namely; recognizes international experiences in VNR/SDG reporting and embraces innovative mechanisms for multi-stakeholder consultations and left-behind groups to raise their voice.

Deliverable: draft of Nauru's SDG VNR report formulation work plan. Timeline: March 2019

2. Use UN guidelines on VNR and SDG reporting to prepare a framework for the Nauru VNR. *Timeline: March 2019*
3. Facilitate the development of the VNR framework, including identification of main policy messages to focus on, in cooperation with the SDG team at the Ministry of Finance and Sustainable Development and in consultation with Government and civil society organizations (CSOs). Identify the inputs, resources and perspectives needed for each section and coordinating with the Government and SDG Focal points to secure the necessary resources and leadership/involvement of the appropriate entities.

Deliverable: Final draft of the Nauru's VNR report formulation work plan and related materials. Timeline: March 2019.

4. Facilitate the development of draft VNR with inputs from relevant stakeholders through a comprehensive and participatory consultation process.

Deliverable: Final draft of the Nauru's VNR report. Timeline: April 2019

5. Facilitate consultation with SDG Task Force on the draft VNR.

Timeline: April 2019

6. Based comments and feedback on the draft VNR from the consultation process with Government and CSOs, revise the draft VNR.

Timeline: April 2019

7. Coordinate final consultation with SDGs Taskforce on the final draft of the VNR. *Timeline: April 2019*

8. Facilitate the submission final draft version of the Nauru VNR for Cabinet approval including the submission of 700 words key message on the Nauru VNR to UNDESA. *Timeline: May 2019*

9. Facilitate the development of the layout, design and publication of the Nauru VNR. *Timeline: June 2019*

10. Presentation of the Nauru SDGs VNR to the High-Level Political Forum. *Timeline: July 2019*

Multi-stakeholder approach

Multiple stakeholders in Nauru, namely: parliament, academia and experts, business community, civil society and faith –based organizations and media. A stakeholder engagement plan should enable all to be actively involved in developing the VNR, which will be guided by taskforce to formulate the VNR of Nauru 2019.

The involvement of all stakeholders should be consistent with principles, such as:

1. Trust building
2. Equal partnership
3. Participation
4. Accountable
5. Mutual benefit

The implementation of inclusive and participatory approach on SDGs implementation follows the open government guidance, which is reflected in the timeline to develop this VNR in Nauru:

1. Inclusive development of timeline;
2. Initial announcement of the activity and timeline to public;
3. Campaign to increase public participation;
4. Utilize various consultation channel (online & offline);
5. Public consultation involving all stakeholders;
6. Documentation of the public consultation result.

DOCUMENTS AND SUPPORT OF SUSTAINABLE DEVELOPMENT OFFICE, UNSDS and UN system

UNSDS will provide following relevant background documents:

- Overview report to guide the preparation of the VNR
- Concept note of UNSDS support to the VNR/SDG reporting process (in appendix)
- Other documents that are relevant and available.

All documents and data provided to the consultants are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNSDS and other development partners.

Nauruan Government will provide a physical space for the work of the consultant, however venues for some technical meetings/consultations can be provided, at the discretion of the Ministry of Finance and Sustainable Development and UNSDS and as necessary. The consultant is expected to make arrangements for consultation meetings with stakeholders, however, where necessary, Ministry of Finance and Sustainable Development and development partners will arrange meetings with relevant government agencies and experts.

QUALIFICATIONS

Essential

- Minimum Master Degree in development, economics or social science and/or related fields OR minimum Bachelor's degree in development, economics or social science and/or related fields.
- Strong understanding and knowledge on the development context and challenges of Nauru.
- Good knowledge about Nauru's stakeholders on SDGs, and have contacts with development partners/NGOs that are working with/facilitating the engagement of vulnerable groups in SDG reporting/monitoring/VNR process.
- Minimum 2 years of working experiences in designing process for and facilitating engagement of stakeholders/vulnerable groups in consultative process (on SDGs/MDG is an asset).
- Knowledge of Nauru's development context and coordination mechanisms is an advantage.
- Strong facilitation skills, good command of written English and making presentations in English.

It would be advantages to have the following:

- Sound knowledge and understanding of the Agenda 2030, SDGs, both processes and contents, sound knowledge of UN guidelines on VNR/SDG reporting processes and contents/technical requirements.
- Good knowledge of international experiences in VNR/SDG reporting processes and SDG reports, knowledge on Nauru's SDG process is an advantage; Action Plan and MDG experiences, knowledge on international experiences in VNR/SDG reporting processes and SDG reports is an advantage.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualifications		70%
Minimum of Master's Degree in International Affairs, Development Studies, Economics, Political or Social Science.	5	
Experience		
Good knowledge of Nauru's development context and national development coordination mechanisms.	20	
Good knowledge and experience working with key stakeholders on SDGs including private sector and NGOs that are working with vulnerable groups on SDG implementation, monitoring and reporting.	15	
Minimum 2 years of working experiences in designing processes and facilitating engagement of stakeholders/vulnerable groups for national or sub-national or sector development plans and/or reports.	15	
Evidence of strong consultation facilitation skills, analytical skills, report writing, and presenting in English.	15	
Technical Criteria		70%
Financial Criteria – Lowest Price		30%
Total		100%

Deliverable:	Percent of contract amount
Signing of contract	20%
<i>VNR formulation plan which would include a multi-stakeholder engagement plan and outline of the VNR;</i>	10%
<i>Multi-stakeholder consultation workshop report</i>	10%
<i>First draft of the VNR Report</i>	30%
<i>Final Draft of the VNR Report including the key messages to be presented at the HLPF</i>	20%
Prepare VNR Report presentation for High Level Representative to the HLPF	10%

Proposal Submission

Offerors **must send** the following documents.

- i) **Signed CV including names of at least 3 referees**
- ii) **Cover letter** - How the proposer meets the qualifications and experience required.
- iii) **Completed template for confirmation of Interest and Submission of Financial Proposal**

Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants

Consultant must send a financial proposal based on a **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. Payments will be done upon completion of the deliverables/outputs.

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.

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)