

TERMS OF REFERENCE
Hiring of Resource Persons /Subject Matter Experts
on Long term agreement (Roster of consultants)

Title:	Long Term Agreement (LTA) – Resource Person/Subject Matter Experts for the Paving the roads to SDGs through good governance
Duty Station:	Home-based with travel to project locations in the Philippines, as and when required
Duration of LTA:	Two (2) years extendable up to a maximum of three years.

Background

Efficient, resilient, and well-planned road networks ensure that no one is left behind in the drive for inclusive growth. This is why roads are considered as an important foundation for the Sustainable Development Goals (SDGs), and a prerequisite for bringing communities together.

At present, only 24.6% of all provincial roads in the Philippines are of acceptable quality. Of the 12,726km of provincial core roads, 57.2% are unpaved and in need of upgrading, while 20.2% are in poor condition and in need of rehabilitation. The situation is similarly dire for the 19,098 km of non-core roads, with 67% needing upgrading and 7% in need of rehabilitation.

To address this situation, the Department for the Interior and Local Government (DILG) has launched the **Conditional Matching Grant to Provinces (CMGP)** initiative to improve the quality of the local road network across the country, by providing both financial investment for capital outlay, as well as strengthening the governance processes so that provincial governments are themselves able to effectively plan, design, implement and maintain their road networks. The Program addresses the underinvestment in local roads, and improvement of national-local roads connectivity to increase economic activity, and improve public access to facilities and services in the provinces.

The Program, however, is not only a road engineering intervention, it is also a governance reform program in local roads management (LRM) and public financial management (PFM). Thus, in partnership with DILG, UNDP has launched the project ***“Paving the Roads to SDGs through Good Governance (Roads2SDGs)”*** which aims to provide support to the governance reform and quality assurance components of CMGP through the ‘Roads to SDGs’ framework. This framework will anchor the prioritization, planning, design, implementation, and maintenance of infrastructure projects to the achievement of the SDGs, incorporating the elements of partnership building, climate change and disaster risk reduction, gender mainstreaming, and citizen participation for transparency and accountability.

In 2018, a number of key deliverables have been completed, such as: formulation of Provincial Governance Reform Roadmap (PGRR); establishment of G-HUBS; development of the QA Tool; hiring of UNDP and DILG-CMGP Field Engineers; Training-Workshops on Quality Assurance; Conduct of Quality Assurance Inspections by PASUC, GHUBS, UNDP and DILG Field Engineers; and Finalization of the Road Projects Quality Management Manual for LGUs.

For 2019, there are planned activities aimed at intensifying technical assistance to DILG and provincial LGUs (PLGUs) to address other capacity needs along local road construction and management and public financial management. Also, there appears to be a need to strengthen knowledge and skills of LGUs related to Procurement and in public financial management in general. These are but some of the observed needs among LGUs and addressing them will help build competencies in line with a holistic approach to road governance.

With these activities in the pipeline, the Roads2SDGs project needs to engage Individual Consultants who will serve as Resource Persons (**Subject Matter Experts**) and Activity Facilitators.

Objective

UNDP requires the services of individual consultants as **Resource Persons /Subject Matter experts and Activity Facilitators** from time to time to provide trainings as and when required by R2SDGs Project or any UNDP project as appropriate.

Scope of work

The consultant will work under the overall supervision of the UNDP Project Manager and work closely with the focal person for particular engagement as defined in the terms of reference (TOR). The consultant will be responsible in carrying out the following tasks, as applicable:

- Assist or lead in the preparation of Course Agenda/Programme schedule for the courses assigned;
- Support in finalizing course materials and group exercises;
- Co-ordinate and facilitate the training courses;
- Facilitate assigned sessions of the training courses at state/district/Sub-district levels;
- Conduct group exercises;
- Conduct Tabletop/Simulation Exercises at national, regional or LGU levels;
- Provide technical inputs on various aspects of the course;
- Prepare a brief course report after completion of each course - The Resource Persons/Facilitators shall submit an activity/accomplishment report relative to their conducted topic/session.
- In most cases, perform tasks as described in the TOR of the assignment.

Expertise required in following Subjects:

1. Local Road Management (LRM):

- Road planning and design
- Construction management and supervision
- Road maintenance
- Road Quality Assurance (Quality Control)
- Local road asset management
- Public financial management, procurement and internal audit
- Environmental
- Risk management

2. Governance

- Governance reform road mapping

- Program/Project development, management, monitoring, evaluation
- Capacity Development
- Local government units' engagement
- Community development, citizen participation
- Social protection, social safeguard (gender)
- Organizational Development and Management

Institutional Arrangements

The Resource Persons/Facilitators will work under the overall guidance of the UNDP Project Manager.

Duration of Assignment

The duration of the roster will be 2 years on on-call basis. Most of the conferences are expected to be 2-4 days duration. Selected resources persons shall be paid one or two days extra for preparation and report writing.

Duty Station and Travel

The Resource Persons/Facilitators shall be required to travel to the locations where the workshops will be conducted, therefore, should be willing to travel to areas of assignment. They are also expected to attend meetings relative to the preparation and assessment of conducted peace formation sessions.

Payment of travel costs including tickets, lodging etc. should be agreed upon, between the UNDP and the Resource Person prior to travel and will be reimbursed on actuals in line with UNDP rules OR shall be arranged by UNDP.

LTA Contracting modality and Call-off mechanism

- The LTA to be signed will have a fixed daily fee for the duration of two years, however, UNDP does not warrant that any quantity of services will be purchased during the term of the LTA as this will depend on forthcoming needs.
- Once the LTA is signed, the focal person in the UNDP hiring unit would contact the top-ranking LTA holder for a specific requirement. Should this Consultant not be available for the event, UNDP will contact the second ranked and so on.
- Upon receipt of this communication, the consultant would have to confirm their availability for the assignment. If positive, s/he would inform UNDP of the expected travel/lodging costs (if applicable if the event requires travel). Upon review of the same, UNDP will send the consultant a written communication confirming the requirement in the form of a work order or purchase order sent by email.
- The order will include details on the location of the event, number of hours/days for work and other practical details.
- Price in the order will be based on daily fee included in the LTA contract and on the agreed travel costs. After the work order has been sent, no further costs would be reimbursed by UNDP (increased number of work days/hours, or increased travel costs) unless there is prior written authorization by UNDP.

- Once the services are completed and have been approved by the hiring unit, the consultant will send the following for payment purposes: a) complete invoice indicating number of hours/days worked and travel costs (if any); b) supporting documentation (bills/vouchers) for reimbursements of travel costs if applicable; c) copy of the UNDP order for the assignment.

Contract management mechanism

UNDP will regularly monitor the performance of these LTA holders, based on the following Key Performance Indicators (KPIs):

- KPI 1: Responsiveness: the consultant should respond and confirm their availability for the event within 1 day of UNDP's notification by email/telephone/WhatsApp.
- KPI 2: Timeliness of submission of reports to UNDP
- KPI 3: Quality of reports are as per work order submitted.
- KPI 4: Accuracy of payment documentation. Consultant shall provide complete payment documentation including accurate invoices with correct quantities, unit price, complete travel bills/vouchers for reimbursement, etc.
- KPI 5: Communication and Reporting. Consultant shall communicate and provide reports in a timely and professional manner
- UNDP will conduct performance reviews of these LTAs every 6 months, which might include meetings with the LTA holders and gather feedback from other stakeholders.

If the consultant fails to meet UNDP's performance requirements detailed above, s/he will receive in the first instance a warning to improve their performance. Continued failure to meet performance requirements may result in the termination of the LTA.

Payment

The Long-Term agreements will be issued to technically qualified consultants at the below mentioned rates.

- Training/Facilitation days – Pesos 15,000 per day worked (5 years to 10 years relevant experience)
- Resource Person/Facilitation – Pesos 18,000 per day worked (more than 10 years relevant experience)
- Preparation and report writing – Pesos 10,000 per day worked

The Resource Persons/Facilitators will submit a timesheet for their efforts on a particular assignment and receive the total amount as - daily fee rates agreed in the LTA multiplied with the number of days spend for each assignment.

100% Payment will be made upon satisfactory performance /completion of work and acceptance by UNDP.

Qualification Requirements

Eligibility

Strong experience in working with national/local government, international/local Non-Government Organization (NGOs), Civil Society Organization (CSOs); experience in Road Management, planning and design, construction management, road asset management, road maintenance; public financial management and procurement; Governance reforms, capacity development, citizen participation, organizational development and management, social protection, project development and management, program/project monitoring and evaluation

Academic Qualification:

- A postgraduate/ Masters degree, relevant to the assignment as described in the terms of reference;
- Technical/ professional qualification preferred but not necessary.

Experience

- I. At least five years of progressive experience in development domain/ Local or National Government departments/ multi-lateral/bi-lateral donors or International / National NGOs
- II. At least three (3) small to bid relevant events facilitated or managed as resource person

Competencies

1. Comprehensive knowledge of UNDP/UN/ Development domain in the country
2. Ability to communicate / delivery trainings
3. Demonstrates excellent oral and written skills in English and Tagalog

Criteria for evaluation of proposals

The offer will be evaluated based on the documentation submitted by consultants. Technical evaluation will be based on the following:

1. Educational qualification – 20
2. Experience in relevant sector – 20
3. Three past references / satisfactory performance – 30 (10 each)

Only candidates with 70% or above (49 marks) will be considered for the roster.

Submission of Proposal

Annexes to the TOR:

- **Annex 1:** Offerors Letter to UNDP Confirming Interest and Availability for the Individual Contractor Assignment.
- **Annex 2:** General Terms and Conditions for ICs (in separate document)
- **Annex 3:** P-11 form for ICs (in separate document)
- **Annex 4:** Banking Detail form (in separate document)

Documents to be submitted by Consultant:

1. Offerors Letter to UNDP Confirming Interest and Availability for the Individual Contractor
2. Updated and signed P-11 form for ICs OR detailed CV;

3. List of events facilitated/managed in last two years
4. Minimum three (3) certificates of satisfactory performance OR list of three (3) references for obtaining performance reference checks
5. Filled in and signed Banking details Form with a copy of cancelled cheque.

Notes:

- Any kind of miscellaneous charges i.e. internet, phone etc. would not be reimbursed;
- Tickets and related expenses will be reimbursed based on UNDP standard provisions (considering the most direct and economical option and subsistence allowance);
- Individuals working with institutions may also apply, contract would be issued in the name of institution for the specific services of individual;
- The consultants must bring his/her own communication equipment/laptop etc.