

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 21 May 2019

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**Country:** Bangkok, Thailand

**Description of the assignment:** Senior Public Financial Management Specialist

**Duty Station:** home-based, with regional travel to Asia-Pacific countries.

**Project/Agency name:** SDG Finance team, UNDP Bangkok Regional Hub (BRH)

**Period of assignment/services (if applicable):** 15 June 2019 to 31 December 2019, up to a maximum of 60 working days.

Proposal should be submitted no later than **5 June 2019**

Please click on the link below to apply: [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=85401](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=85401)

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### 1. BACKGROUND

The 2030 Agenda and the Sustainable Development Goals (SDGs) reflect a systemic approach to advance truly sustainable development that embodies economic, social and environmental progress and leaves no one behind. Financing this agenda requires both investments and reforms within a holistic approach.

UNDP's portfolio of global and national initiatives on finance and private sector is very diverse in scope and topics and anchored at the global, regional and country levels. The decentralized nature of our work provides fertile ground for innovation and provides an opportunity to build synergies and achieve scale.

To support government and the private sector in scaling-up approaches to finance the SDGs, Country Offices are offering an integrated and systematic package of support to assist countries in more comprehensively engaging with private and public partners and maximize the use of sources of development finance.

#### **Objectives of the Assignment**

The overall objective of the assignment is to assist UNDP Country Offices in Asia-Pacific region to effectively engage with governments in the process of mainstreaming SDGs into national (and subnational) budgeting processes. The role of the UNDP BRH Senior PFM consultant is to provide

the methodology support and actively collaborate with COs in implementation of Budgeting for SDGs (B4SDGs) reforms, including by coordination of PFM inputs with other team efforts in delivering services to COs and governments by performing quality control, backstopping of regional and national consultants and overall co-ordination support. In doing so the Consultant must ensure successful implementation of UNDP technical assistance and policy advisory support to the Governments of Nepal, Bangladesh, Mongolia and others SDG budgeting reforms and financing frameworks and to ensure that this support is translated into regional knowledge management and south-south technical exchanges.

## **2. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

### **SCOPE OF WORK**

The scope of work for this assignment includes:

- I. Provide support to up to four UDNP Country Offices in formulating implementation framework for Budgeting for SDGs for their dialogue with governments. (estimated at 50 working days) in the areas of:
  - a. Integrating SDGs into medium term and annual budget policies
  - b. Strengthening SDG budget expenditure monitoring and reporting systems
  - c. Strengthening accountability for SDG aligned budgets
  - d. Analyses on impact of budgets on SDG targets
  - e. Diagnostic assessment of PFM system readiness to absorb SDGs (SDG Budget Integration Index)
- II. Methodology support and development for B4SDG service offers as per the outcomes of the SDG Collaborative with the UNDP Country Offices.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The consultant should possess the following expertise, qualification, and competencies as below;

### **EXPERTISE AND QUALIFICATION**

- Advanced degree in public administration, public finance, public policy, or related areas.
- At least 15 years of professional experience in governance/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 on SDGs in Asia-Pacific countries.
- Working Experience on budgeting for SDGs, climate change, poverty and gender issues in South Asia countries especially in Nepal, Bangladesh and Mongolia 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.

## **COMPETENCIES**

### **Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

### **Technical Competencies:**

- Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information;
- Proven ability to support the development of high-quality knowledge and training materials, and to train technical teams;
- Proven experience in the developing country context and working in different cultural settings;
- Ability to work with multi-country teams.

### **Communication:**

- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

### **Professionalism:**

- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills.

### **Teamwork:**

- Projects a positive image and is ready to take on a wide range of tasks;

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## **4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**

### **DURATION**

The duration of the assignment is from 15<sup>th</sup> June 2019 to 31<sup>st</sup> December 2019 for 60 working days in total.

### **DUTY STATION AND EXPECTED PLACES OF TRAVEL**

The duty station for the assignment is home-based, with regional travel to Asia-Pacific countries. Travel, living allowance, and other travel related cost will be reimbursed by UNDP.

## 5. FINAL PRODUCTS

### EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
1. Workplan on delivery of the project outputs	30 June 19	SDG Finance Advisor
2. Draft implementation framework for BSDG support from CO to government (Nepal Country Office)	27 Aug 19	
3. Draft implementation framework for BSDG support from CO to government (Bangladesh Country Office)	27 Sep 19	
4. Draft implementation framework for BSDG support from CO to government (Mongolia Country Office)	28 Oct 19	
5. B4SDG Manuals for COs (guidance notes) for four service offer areas on Budgeting for SDGs 6. Draft implementation framework for BSDG support from CO to government (Country Office, TBD) and Final Report on delivery of the outputs	15 Dec 19	

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

### Institutional Arrangement

The Senior Public Financial Management Specialist will work under the supervision of the BRH's SDG Finance Advisor with guidance of the Governance of Climate Change Finance team in UNDP Bangkok Regional Hub, and work in close collaboration with the UNDP Country offices and other key parties.

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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** using the template provided in Annex II.
- **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.
- **Financial proposal**, as per template provided, as per template provided, that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (in USD currency).

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

## 8. FINANCIAL PROPOSAL

**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, and any other applicable cost to be incurred by the IC in completing the assignment. **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)	Due date
1. Workplan on delivery of the project outputs	10%	30 June 19
2. Draft implementation framework for BSDG support from CO to government (Nepal Country Office)	20%	28 Aug 19
3. Draft implementation framework for BSDG support from CO to government (Bangladesh Country Office)	20%	27 Sep 19
4. Draft implementation framework for BSDG support from CO to government (Mongolia Country Office)	20%	28 Oct 19
5. B4SDG Manuals for COs (guidance notes) for four service offer areas on Budgeting for SDGs	30%	15 Dec 19
6. Draft implementation framework for BSDG support from CO to government (Country Office, TBD) and Final Report on delivery of the 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.

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.

## 9. EVALUATION

### Evaluation Method and Criteria

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 (70 points)

- Criteria 1: Relevance of the Education – **10%**
- Criteria 2: Experience in in governance/ public financial management area-**15%**
- Criteria 3: experience in policy analysis and public financial management, and advisory role to senior government stakeholders in Asia – **15%**
- Criteria 4: Relevance of knowledge and experience with Ministries of Finance on SDGs in Asia-Pacific countries. – **15%**
- Criteria 5: Experience on budgeting for SDGs, climate change, poverty and gender issues in South Asia countries **15%**

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

Shortlisted candidates may be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

## ANNEXES

[Annex I - ToR Senior Public Financial Management Specialist](#)

[Annex II - Articulating strategic area of engagement - SDG Budgeting](#)

[Annex III General Terms and Conditions for Contracts Individual Consultants](#)

[Annex IV Letter of Confirmation of Interest and Availability](#)

[Annex V – P11 for ICs \(optional\)](#)

[Annex VI - Procurement Notice Senior Public Financial Management Specialist](#)

All documents can be downloaded at : [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=55885](http://procurement-notices.undp.org/view_notice.cfm?notice_id=55885)