

TERMS OF REFERENCE (TOR) for IC

International Consultant for the development of the United Nations Sustainable Development Coordination Framework (UNSDCF) 2021-2025

Location: Home based, with travels to Kuala Lumpur in Malaysia
Application Deadline: 26 September 2019
Type of Contract: Individual Contract
Post Level: International Consultant
Languages Required: English
Starting Date: 28 September 2019
Expected Duration of Assignment: Approximately 50 days (23 September 2019 – 31 March 2020)

BACKGROUND

The United Nations Country Team (UNCT) in Malaysia is currently developing its first United Nations Sustainable Development Cooperation Framework (UNSDCF) for the period of 2021-2025, which is in perfect timing with the development of the Government's next five-year development plan i.e. the 12th Malaysia Plan for the same 2021-2025 period and as agencies such UNDP, UNICEF, UNFPA and WHO develop their next Country Programme Document (CPD). Malaysia is part of the first cohort of countries that will be developing this new generation UNSDCF under the UN Reform that came in to force in January 2019 in accordance with UN General Resolution A/Res/72/279. As stipulated under the Management and Accountability Framework (MAF: <https://undg.org/document/management-and-accountability-framework-of-the-un-development-and-resident-coordinator-system/>) and the UNSDCF Guidance document, the UNSDCF will be the primary document "in articulating Government's expectations of the UN development system and in driving major UN development system contributions at the country level; and UN development system entity country development programmes are derived from the UNSDCF and not vice versa".

As a prerequisite to the development of the UNSDCF, a Common Country Analysis (CCA) has been jointly undertaken by the UNCT, pursuant to a CCA Workshop on 8-9 August 2019, and is expected to be completed by the end of September 2019. The CCA will nevertheless, be a living document to be periodically updated by the UNCT and thematic inter-agency Results Groups. The broad issue areas that emerged from the CCA workshop are as follows:

1. Social cohesion
2. Leaving no one behind (inclusivity and wellbeing)
3. Human rights and governance
4. SDG compliance of new sources of economic growth (e.g. the Industrial Revolution 4.0, Green Growth etc.)
5. Environmental sustainability
6. Sustainable urbanization
7. Gender equality

In the lead-up to the development of the UNSDCF, a number workshops and consultations have been planned as follows:

- 1) Results Based Management (RBM) and Human Rights Based Approach (HRBA) refresher training for UN staff on 25 September 2019.
- 2) High-level closed-door dialogue with Government to validate the broad-based issue areas emerging out of the CCA on 30 September 2019.
- 3) Consultations with the Malaysia CSO-SDG Alliance (representing over 300 CSOs, NGOs, and think-tanks) on 10 October 2019.
- 4) Theory of Change Workshop on 2-3 October 2019.
- 5) National SDG Summit 2019 on 6-7 November 2019.
- 6) Strategic Prioritisation Retreat with Government on 4 December 2019.
- 7) Other consultations and dialogues as may be needed.

UN Country Team (UNCT) in Malaysia

The UNCT in Malaysia consists of the following agencies:

- a) Resident agencies: UNDP, UNFPA, UNICEF, UNHCR, UNU-IIGH, WHO, IOM, WFP-UNHRD and UNDSS.
- b) Non-resident agencies: OHCHR, UNAIDS, UNIDO, UNESCO, ILO, UN-Habitat, UNEP, UN Women, IAEA, UNTIL, UNCDF and UNODC.

The UNCT meets on a monthly basis under the leadership of the UN Resident Coordinator to coordinate UN support and to discuss and decide jointly on programmatic and operational issues in line with the UN Reform.

The joint work of the United Nations system in Malaysia is also taken forward via the following inter-agency Results Groups (RG):

- a) Sustainable Development Goals (SDG) RG (chaired by the UN RC)
- b) Human Rights and Governance RG (chaired by the UN RC)
- c) Inclusivity and Wellbeing RG (co-chaired by UNICEF and UNDP)
- d) Economic and Environmental Sustainability RG (chaired by UNDP)
- e) Gender RG (chaired by UNFPA)
- f) A Humanitarian Country Team that includes Government and key humanitarian actors in the country

The UNCT works closely with Government [i.e. the Ministry of Economic Affairs (MEA), the Department of Statistics Malaysia (DOSM) and other ministries and agencies] as well as with multiple-stakeholders (the CSO-SDG Alliance, the Global Compact Malaysia, the Human Rights 365 group and others) on mainstreaming and localizing the 2030 Agenda and SDGs, Data, Monitoring, Evaluation and Reporting. Examples include the development of the National SDG Roadmap 2018-2020; the SDG Progress Monitoring System (<http://mysdg.dosm.gov.my/>), Malaysia Voluntary National Review (VNR) to the 2017 High-level Political Forum, the National SDG Portal (<https://mysdg.my/>) and the TogetherforSDGs Hub (an integrated SDG solutions, crowd-sourcing, supply-matching system and database of “who” is doing “what”, “where” towards channeling the right solutions to the right place at the right time), among others.

United Nations Sustainable Development Cooperation Framework (UNSDCF)

The UNSDCF is “the most important instrument for planning and implementation of UN development activities at country level in support of the implementation of the 2030 Agenda for Sustainable Development (2030 Agenda)”. Given the ambition of the 2030 Agenda and the urgency of its timeline, the resolution represents a significant shift. The Cooperation Framework now guides the entire programme cycle, driving planning, implementation, monitoring, reporting and evaluation of collective UN support for achieving the 2030 Agenda and SDGs. The Cooperation Framework determines and reflects the UN development system’s contributions in the country and shapes the configuration of UN assets required inside and outside the country.

SCOPE OF WORK

Guided by the final version of the UNSDCF 2019 Guidelines and Management and Accountability Framework (MAF), working in close collaboration with the Resident Coordinator and his team, and via consultations with the UNCT, government, regional Convening Agency, Peer Support Group and other relevant stakeholders/partners, the Consultant will perform the following:

1. Based on the proceedings of the CCA, causality analysis/TOC, consultations with internal and external stakeholders, and with inputs from the UNCT and Results Groups on outcome areas, outputs, indicators, results and resources - produce a high-quality draft and final UNSDCF narrative document and annexes that orient the UN programming to national priorities, the 2030 Agenda and SDGs - within the agreed UNSDCF and MAF principles, guidance, processes and UNSDCF companion pieces.
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2. Develop, enrich, edit and finalize the UNSDCF, Results and Resources Framework (RRF) and other required annexes etc. based on the ToC, outcomes of the various consultations with Government, UN Agencies, Results Groups CSOs, private sector and other relevant partners including feedback and review by the Regional Peer Support Group (PSG).
 - Develop UNSDCF key strategies in line with the 12th Malaysia Plan and Agenda 2030 and SDGs - informed by an in-depth understanding of country context (an upper middle-income country on the cusp of becoming a developed country by 2024), leveraging on partnerships, and positioning the UNSDCF with more flexibility, focused on UN capacities towards interventions that are catalytic, strategic and have the greatest impact.
3. Develop a financing strategy for the UNSDCF within the context of wider development financing landscape at the country level and overall investment in the SDGs.
4. Ensure that all existing and new processes and guidance provided under the UN Reform, including UN configuration exercise are duly followed and implemented in the development of the UNSDCF.
5. In collaboration with the UNCT, RGs, support the analysis and multi-stakeholder consultations, coordinate efforts of various groups such that consensus at critical steps of the processes are reached leading to a decision on the UNSDCF strategic priorities, based on the CCA and supported by an overarching UNSDCF theory of change.

In order to achieve and complete the first ever UNSDCF for Malaysia, the set guidance and required activities are to be realized through a well-designed process and capture of strategic outcomes to inform the UNSDCF. Currently, the line-up of some of the key activities, subject to further refinement and possible changes, are as follows:

1) 25 September 2019 (one-day): RBM and HRBA Refresher Training for UN-wide staff members

Objective: Results Based Management (RBM) and HRBA Refresher Training for UN staff

Participants: Heads of Agencies (for relevant sessions) and up to 5 staff members per UN agency

2) 30 September 2019 (half-day - afternoon): Findings of UN Common Country Analysis: High-level Closed-door Dialogue with Government

Time: 2.30 – 5.00 pm

Venue: Zenith Hotel, Putrajaya (TBC)

Objective: Validation of thematic or issue areas emerging out of the CCA that the TOC workshop will focus on – with Government counterparts.

Participants: Heads of Agencies (resident and non-resident agencies) and 1-2 additional key programme staff per agency

Output required of the Consultant if on board by then: Brief report from the Dialogue – that will inform the UNSDCF.

3) 2-3 October 2019 (two-days): Theory of Change Workshop

Time: 8.30 am – 5.00 pm (both days)

Venue: Zenith Hotel, Putrajaya (TBC)

Objective: To do the causal analysis on the CCA areas and problem statements developed and theory of change exercise towards developing a set of outcome areas and preliminary outputs towards formulating the Results and Resources Framework (RRF) for the UNSDCF.

Participants: Heads of Agencies and up to 5 staff members per agency

Outputs required of the Consultant: Pulling together of some of the main outcome areas and outputs for the UNSDCF and TOC diagrams that emerge out of the causal analysis and TOC to inform the UNSDCF; and if possible, a very preliminary draft of the RRF. Also, to facilitate some of the break out group(s) as may be needed.

4) 10 October 2019 (afternoon): UNSDCF Consultation with Malaysia CSO-SDG Alliance

Time: 2.30 – 4.30 pm

Venue: Large Conference Room, UN Offices, Putrajaya

Objective: To sensitize Government on the UNSDCF and validate the outcome areas and proposed outputs emerging out of the TOC workshop

Participants: Heads of Agencies

Outputs required of the Consultant: Facilitation and design of this 2-hour consultation; and pull together a report of the salient points emerging from the consultation that will inform the UNSDCF.

5) SDG Summit 6-7 November 2019 and other consultations (as needed) – to inform the UNSDCF

Outputs required of the Consultant: Gathering of inputs to inform the UNSDCF.

6) 26 November 2019 - TBC (one day): UNSDCF Strategic Prioritization Retreat (SPR) with Government

Time: 9.00 – 5.30 pm (TBC)

Objective: To agree with Government on the areas of cooperation needed under the umbrella of the UNSDCF, UNCT configuration in the country, governance structure, monitoring and evaluation (accountability) framework, and sensitization to the legal annexes and all relevant key criteria, principles and requirements under the UN Reform such as those stipulated under the MAF and UNSDCF guidance.

Outputs required of the Consultant: Facilitation and design of this SPR towards reaching consensus on the strategic priorities/outcome areas and RRF; and a report capturing the strategic outcome of the Retreat – to further inform the UNSDCF.

EXPECTED OUTPUTS AND DELIVERABLES

The consultant will produce the following outputs:

- (a) A high quality UNSDCF document with main narrative (25 to 30 pages) and required annexes in accordance with the UNSDCF document template, including RRF (see Annex 1), all relevant UNSDCF guidance, UNSDCF guiding principles and required processes (including visioning¹, strategic prioritization, development of the outcomes and outputs i.e. the results and resources framework, UNCT configuration, consultations etc.) and; and incorporation of inputs received from the UNCT, RGs, the PSG, Development Coordination Office (DCO), RCO and final approval of the UN Resident Coordinator (RC) for Malaysia.
- (b) Manage the overall UNSDCF development processes, activities, and timelines, including all necessary consultations. Work with the team (i.e. Chairs of Results Groups, UNCT, Data/M&E Group, regional Convening Agency i.e. UNDP) in the organization of these processes and events associated with it; facilitate, organize, substantively input and prepare the reports and strategic outcomes of these activities.
- (c) Work together with the Economist in the RCO on a financial landscape analysis² (building on some of the analytical work done by the UNCT in this regard) and jointly develop a UNSDCF Funding Framework with the Economist as per the UNSDCF guidance document linking to SDG financing mapping etc.

INSTITUTIONAL ARRANGEMENT

The Consultant will work under the guidance of the Resident Coordinator and Office of the UN Resident Coordinator (RCO), in close collaboration with the UNCT, Chairs of Results Groups and the core planning team (comprising the RCO and Convening Agency).

Regular briefings will be provided to the RC and UNCT on the progress of work and receive suggestions from the RC/UNCT. Day-to-day management of the consultancy will be overseen by the RCO.

¹ "The visioning exercise that is an integral starting point for formulating the Cooperation Framework. This exercise examines: (a) the Government's vision of its long-term development trajectory through 2030, where this exists, and current national development plans; (b) the UN development system's internal and external working assumptions, considering the country's possible long-term development trajectories to 2030 in line with the Cooperation Framework Guiding Principles; (c) the UN development system's comparative advantage, positioning and evolving role in the country through 2030; and (d) successive Cooperation Framework cycles along the overall country trajectory towards 2030. This visioning exercise should be consultative, collaborative and inclusive so that it is truly shared and owned by the UN development system, the Government and all relevant stakeholders, including people furthest left behind. This requires measures to ensure stakeholders are informed, empowered and can provide inputs, including through geographic outreach if necessary. The UN development system can undertake this exercise in a flexible manner, using a range of tools and processes."

² "An in-depth look at the volume and mix of resources required to deliver Cooperation Framework outcomes and the bigger picture of SDG financing requirements is a key step. This analysis is undertaken after Cooperation Framework priorities, outcomes, outputs and the UNCT configuration have been determined. The assessment of priority development needs drives conversation about available resources and resource mobilization needs, not the other way around."

DURATION OF THE WORK; DELIVERABLES; AND TERMS OF PAYMENT

The Consultant will be engaged from **28 September 2019 to 31 March 2020, for approximately 50 days** and shall be paid the fees based on the delivery of the following outputs and corresponding tranches:

Item no.	Deliverables/ Outputs	Target Due Dates	Review and Approvals	Payment terms
1	Workplan and timelines – based on all relevant guidance, synchronization with development of Country Programme Documents of UNDP, UNICEF, UNFPA.	30 Sept 2019	RCO	10%
2	Development of RRF based on the various activities and processes in the formulation of the UNSDCF and annexes e.g. TOC workshop, Dialogue(s) with Government, Consultations with internal and external stakeholders.	15 Oct 2019	RCO	10%
3	Formulation, presentation and review process of the zero draft of the UNSDCF document with main narrative and all annexes required, including the results and resources framework – with internal stakeholders	15 Nov 2019	RCO, UNCT	20%
4	Organisation, facilitation and advice on UNSDCF Strategic Prioritization Retreat , advocacy with Government, consultations and other processes and structures required for the UNSDCF.	4 Dec 2019	RCO	10%
5	Development, presentation and review process of the first draft of the UNSDCF document with main narrative and all annexes required – with both internal and external stakeholders	18 Dec 2020	RCO, UNCT	10%
6	Development, presentation and review of subsequent drafts of the UNSDCF document with main narrative and annexes informed by validation workshop towards finalization of the	10 Jan 2020	RC	10%

	UNSDCF – with Government, UNCT and RCO			
7	Submission of the finalized version of the UNSDCF document with all sections of the main narrative and annexes required, and oversight of final design and publication of the document – reviewed by Government, UNCT and RCO	20 Jan 2020	RC	10%
8.	Incorporation of any further inputs from Government and/or UNCT – for final version of the UNSDCF ready for execution/signature	10 Feb 2019	Government, UNCT and RC	10%
9.	Support to the financial landscape analysis and development of the UNSDCF Funding Framework linked also to SDG financing mapping etc. together with the Economist in the RCO and in consultation with the UNCT, RCO and other relevant stakeholders.	20 March 2019	UNCT, RC	10%

DUTY STATION

The Consultancy is output-based. Meetings/workshops will be held in Kuala Lumpur/Putrajaya, Malaysia and there are some foreseen travels to Malaysia during the duration of the contract (see Scope of Work) estimated as follows:

1. 30 September to 15 October 2019 (TBC)
2. 4 November – 29 November 2019 (TBC)
3. 13 to 17 January 2020 (TBC)
4. 17 to 21 February 2020 (TBC)

QUALIFICATIONS

Education:

- Post-graduate degree (preferably PhD graduate) in economics, social sciences, development economics, development studies, development management or related field

Experience:

- At least 10 years relevant experience, preferably three years of which with international organization
- Strong understanding and knowledge of economics and human development issues, particularly those related to poverty reduction and SDGs
- Strategic planning; Excellent analytical skills
- Excellent facilitation skills with experience in leading multi-stakeholder discussions.
- Previous experience in the formulation and facilitation of Theory of Change is an advantage.
- Knowledge about the UN system and expertise on rights-based approach, gender, environmental sustainability and capacity assessment an advantage
- Experience in developing CCA and UN Development Assistance Frameworks is an advantage.
- Familiarity with the East Asia region is an advantage

Language Requirements:

- Fluency in oral and written English

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The Consultant shall be required to submit a financial proposal based on an all-inclusive lump sum amount. The said amount shall be fixed regardless of the changes on the actual cost of the component included in the lump sum amount. In case local travel will be required, the RCO shall bear the cost of the airfare and living allowances of the consultant not to exceed the UN DSA rates.

RECOMMENDED PRESENTATION OF OFFER

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) 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;
- c) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

CRITERIA FOR SELECTION OF THE BEST OFFER

The offers that will be received shall be evaluated based on the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%.

REFERENCE MATERIALS

- UNSDCF Guidelines & Annexes (https://undg.org/wp-content/uploads/2019/06/UN-Cooperation-Framework-Internal-Guidance-25_June-2019.pdf)
- Management and Accountability Framework of the UN Development and Resident Coordinator System (<https://undg.org/document/management-and-accountability-framework-of-the-un-development-and-resident-coordinator-system/>)
- Common Country Analysis
- Common Minimum Standards for Multi-Stakeholder Partnerships
- Website of the 12th Malaysia Plan <http://rmke12.mea.gov.my/>
- Resolution adopted by the General Assembly on the repositioning of the United Nations development system, A/RES/72/279 (<https://undocs.org/A/RES/72/279>)
- UN Reform website (<https://reform.un.org/>)
- Companion pieces for the UNSDCF
- Timelines and drafts of Country Programme Documents of UNDP, UNICEF, UNFPA
- Other relevant materials and any further guidance provided by the UN system