

## TERMS OF REFERENCE

<b>Location</b>	Bangkok-based, Thailand- with some flexibility for telecommuting. No travel required.
<b>Type of Contract</b>	Individual Contractor
<b>Position title:</b>	International Consultant- The Asia Pacific SDG Implementation country snapshots.
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	100 workdays from 16 October 2019- 31 March 2020

## BACKGROUND

Countries in Asia and the Pacific are making diverse efforts to implement the SDGs. Initial country level efforts, supported by UNDP and other development partners, have focused on putting in place the building blocks necessary to support SDG achievements. This includes developing institutional arrangements to promote coordination and policy coherence across sectors and government levels, aligning national and sub-national development plans and budgets with the 2030 Agenda and to assess the availability of data and capacities of data ecosystems to monitor progress. Next steps will involve the identification of interlinkages between goals and targets and ‘accelerator interventions’, interventions that can trigger progress across a range of goals and targets. As articulated in its new Strategic Plan 2018-2021, UNDP will further reinforce this work through the establishment of Country Support Platforms for the SDGs.

Beyond the information included in the Voluntary National Review to the UN High Level Political Forum, there is no standardized or systematic documentation of country efforts in this regard. UNDP, in collaboration with partners, aims to fill this void in line with the organization’s priorities. Through the creation of SDG Implementation Snapshots, or succinct summaries of the key steps and issues that countries face in implementing the SDGs, UNDP and partners aim to provide a basis for learning and targeted action to achieve the SDGs. A primary goal of the exercise is to inform the programming efforts of development partners seeking to support countries to make progress on the SDGs. The exercise can also help support countries to communicate their SDG implementation efforts, and support knowledge, learning and exchange of experience across countries as implementation proceeds.

UNDP BRH will recruit a consultant to support research and information gathering on country efforts on SDG implementation in selected countries in Asia and the Pacific. This will complement the ongoing project with Asian Development Bank and focus on preparing the Snapshot basis in additional countries, using a light version of the methodology developed.

## DUTIES AND RESPONSIBILITIES

### Scope of Work

The Consultant will:

- Undertake background research on efforts on the 2030 Agenda and SDGs of selected countries, including reviewing VNRs, DFAs, CCA/UNDAF, national development plans, data availability assessments, etc.;
- Review and analyze materials and prepare country Snapshots and related content;
- Liaise with country offices and external partners for information gathering and verification;
- Support country offices in utilizing the Snapshots through posting on websites/portals and prepare additional communication materials when needed;

### **Expected Outputs and Deliverables**

The consultant is expected to achieve the following outputs:

- 10 Country SDG Implementation Snapshots and related materials, including websites. Potential countries to be covered: India, Maldives, Vietnam, Timor-Leste, Mongolia, Philippines, Bhutan, Fiji, Samoa, Myanmar (TBC)

### **Institutional Arrangement**

The consultant will report to the Focal person, Inclusive Growth and Sustainable Development Team at UNDP Bangkok Regional Hub, in all aspects of the activities that s/he will be involved in. The consultant will also work closely and in consultation with all members of the Inclusive Growth Team; as necessary, the consultant will work closely and in consultation with management and staff of selected country offices of UNDP.

### **Duration of the Work**

The period of this assignment starts from **16 October 2019- 31 March 2020** (for a maximum of 100 working days).

### **Duty Station**

Office based (Bangkok) with some flexibility for telecommuting with countries offices in Asia and Pacific region. No travel required.

## **COMPETENCIES**

### **Corporate:**

- Demonstrates integrity and fairness, by modeling the UN/UNDP'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.

### **Functional/Technical:**

- Strong analytical, writing and editing skills;
- Excellent English proficiency;
- Ability to plan, organize and report on work;
- Openness to change and ability to integrate feedback;
- Ability to work under pressure and tight deadlines;
- Proficiency of use in office IT applications and internet in conducting research;

- Cultural and gender sensitivity and ability to work with people from different backgrounds;
- Ability to work both independently and in a team and ability to deliver high quality work on time;
- Ability to liaise with stakeholders and partners, including governments, research institutions, civil society.

## REQUIRED SKILLS AND EXPERIENCE

### Educational Qualifications:

- ) Masters or advanced University degree in development studies, social sciences, international relations or other fields related to the scope of the assignment.

### Experience:

- ) 5 years of relevant work experience, preferably in the Asia-Pacific region;
- ) Expertise and knowledge of poverty reduction, the 2030 Agenda and SDGs is essential;
- ) Excellent writing skills with a successful track record of preparing knowledge products;
- ) Demonstrated understanding of strategic communication;
- ) Understanding of the political context and partners in the Asia and the Pacific region;
- ) Demonstrated ability to meet deadlines and work under pressure.

### Language requirements

- ) Excellent English, report writing, presentation and communication skills.

### Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

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.

### 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 (100 points)**

- ) Criteria 1: Relevance of Education - Max 5 points
- ) Criteria 2: Experience with the writing and preparation of knowledge products and reports - Max 30 Points
- ) Criteria 3: Understanding of the SDGs in Asia-Pacific - Max 30 points
- ) Criteria 4: Experience in collaborating with various international development organizations, civil society organizations, private sector - Max 20 points
- ) Criteria 5: Relevant experience of the Asia and the Pacific region - Max 15 Points

Only candidates obtaining a minimum of 70 points (70% of the total technical points) would be considered for further technical assessment if applicable and the Financial Evaluation.

**Documentation required**

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, and Financial proposal** using the template provided in Annex III.
- ) **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.

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

**Annexes**

- ) Annex I – TOR International Consultant on Inclusive Growth and SDGs: The Asia Pacific SDG Implementation country snapshots.
- ) Annex II - General Conditions of Contract
- ) Annex III - Offeror's Letter to UNDP Confirming Interest and Availability and Financial Proposal

Approved: Hannie Meesters

Focal person, Inclusive Growth and Sustainable Development

16 September 2019