

ANNEX-1
Terms of Reference for
Consultancy Services as Senior Investment Analyst for SDG Investment Initiative

1. Background

The role of the private sector in development cooperation is gaining more importance than ever. To bridge financing gap and alleviate the financing burden, it is essential to expand SDG-related investments by unlocking private capital. Efforts in financing for development should focus more in ensuring that the private sector plays a more active role in building back better from COVID, while policymakers should create an enabling environment to mobilize risk-informed private sector investments which are aligned with the SDGs. The COVID-19 crisis highlighted the necessity to forge solid cross-sector alliances where the potential of private capital in development processes is key, as envisioned by the Addis Abba Action Agenda. There is a growing interest among investors in activities that deliver strong financial returns while generating SDG impact.

To ensure that investor interest translates into higher levels of SDG-investments, it is vital to address the current lack of intelligence and guidance around how asset owners can help generate significant SDG impact through their transactions. A major challenge constraining SDG-investments is the difficulty of identifying bankable projects for investors. The “Annual Impact Investor Survey 2020” by GIIN finds that the lack of high-quality investment options with track record remains as a significant barrier to the growth of SDG investments. With an aim to empower investors through impact intelligence products around bankable investment areas in countries with material SDG contribution, UNDP SDG Impact launched the “SDG Investor Maps”, and UNDP Turkey CO implemented the SDG Investor Map in Turkey with the technical assistance provided by the UNDP’s Istanbul International Center for Private Sector in Development (IICPSD). Following SDG Impact’s methodology, the [“SDG Investor Map Turkey”](#) identified 27 Investment Opportunity Areas under 9 priority sectors in the country which are aligned with national priorities and SDG needs while carrying considerable investment potential.

With an aim to operationalize the outputs of the SDG Investor Map and the impact investing ecosystem study in Turkey, this proposal aims “to address the challenges impeding the flow of private capital towards the achievement of the SDGs and create an enabling environment for facilitating the SDG-anchored investments in Turkey”.

An “SDG Investment Initiative” project is proposed to be established to structure efforts around promoting SDG-anchored investments with an active private sector engagement to mobilize private sector capital and blended financing towards SDG-anchored investment areas with high potential to accelerate economic recovery and growth following the impact of COVID-19. The Initiative is designed to consist of three targeted outputs; (i) strengthened local capacity to structure, monitor and evaluate SDG-anchored investments to foster expertise and transparency in transactions; (ii) increased awareness and inter-industry collaboration to catalyze synergies in private sector for SDG advancing investment opportunities; (iii) improved matchmaking and deal sourcing opportunities to promote private sector transactions in SDG-aligned investment areas.

In the view of the above, a qualified consultant as Senior Investment Analyst will be mobilized for SDG Investment Initiative Project. Specific expectation from the Senior Investment Analyst will be

articulated in the expected outputs and deliverables section. Senior Investment Analyst will be responsible for design and implementation phases of the project.

2. Acronyms and Abbreviations

Unless otherwise noted;

- UNDP refers to United Nations Development Programme Country Office in Turkey,
- IICPSD refers to UNDP's Istanbul International Center for Private Sector in Development,
- The Assignment refers to the present Assignment,
- IC refers to the Individual Consultant,

3. Objective and Scope

Within the scope of the project, UNDP Turkey Country Office and IICPSD will establish the “SDG Investment Initiative” to structure efforts around promoting SDG-anchored investments with an active private sector engagement to mobilize private sector capital and blended financing towards SDG-anchored investment areas with high potential to accelerate economic recovery and growth following the impact of COVID-19. Within this context following main activities will be carried out:

- Activity 1.1. SDG Investment Initiative Virtual Platform
- Activity 1.2. SDG Investment Trainings
- Activity 2.1. SDG-Anchored Investment Dialogues
- Activity 3.1. Investor Convenings

The objective of this assignment is to support UNDP Turkey CO to establish “SDG Investment Initiative” and implementation phases of project activities by including but not limited to making suggestions of better implementation of trainings, content development for trainings and establishment of digital platform etc. The consultant will be responsible for sustainability studies of the SDG Investment Initiative as well. Moreover, the consultant is expected to develop project proposal(s) for UNDP Turkey CO for further actions to ensure sustainable achievements for SDG Investment Initiative.

4. Duties and Responsibilities of Individual Consultant

UNDP will mobilize and Individual Consultant (IC) as “Senior Investment Analyst” to support UNDP Turkey CO to establish “SDG Investment Initiative” and implementation phases of project activities on a deliverable based contract. The duties and responsibilities of the are as follows:

- Within the scope of the project SDG Investment Trainings will be adapted and delivered by UNDP IICPSD. The IC will be responsible for the following duties within this scope;
 - Providing suggestions for adaptation of trainings content to the Turkey context
 - Providing suggestions for selection of target audience for trainings
 - Providing quality check of training materials
 - Participating in relevant meetings
 - Providing suggestions for better implementation of trainings
 - Providing a list of Stakeholders (Investors, Enterprises and umbrella organizations to be consulted)

- SDG Investment Initiative Virtual Platform will be designed. The IC will be responsible for the following duties within this scope;
 - Providing content alternatives for SDG Investment Initiative Virtual Platform
 - Providing list of potential target audience for the platform
 - Providing suggestions for sustainability studies of the platform
 - Participating in relevant meetings
- A project proposal will be prepared. The IC will be responsible for the following duties within this scope;
 - Collecting feedbacks, needs and expectation of implementation phase of the project
 - Identifying potential needs and expectation for new phase of SDG Investment project to be developed in terms of Turkey context
 - Developing project proposal based on experiences of the project

The listed activities are subject to some minor change with consent of UNDP Project Team and these possible changes will be shared with the IC throughout the contract execution.

5. Institutional Arrangement

UNDP will provide to IC all relevant background documents. UNDP is not obliged to provide any physical facility for the work of the IC. However, depending on the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of UNDP and relevant stakeholders such facilities may be provided at the disposal of the IC. UNDP and/or the relevant project partners will facilitate meetings between the IC and other stakeholders, when needed.

The IC will work closely with UNDP Turkey Co's project team, IICPSD and national partners and report to the ISG Portfolio Managers.

All documents and data provided to the IC cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

After submission of the deliverables, UNDP may have some comments and revision requests on the deliverables. IC shall address the comments of UNDP and shall revise the deliverables as per the comments.

6. Expected Outputs and Deliverables

Within the scope of the assignment; the IC shall produce the below listed deliverables;

#	<u>Deliverables</u>	<u>Activities</u>	<u>Estimated Number of Working days to be Invested by the IC (Indicative)*</u>	<u>Due Date for Submission to UNDP for Approval*</u> *
1	Implementation Report for SDG Investment Trainings	<ul style="list-style-type: none"> - Providing suggestions for adaptation of trainings content to the Turkey context - Providing suggestions for selection of target audience for trainings - Providing quality check of training materials 	15	29/10/2021

		<ul style="list-style-type: none"> - Participating in relevant meetings - Providing suggestions for better implementation of trainings - Providing a list of Stakeholders (Investors, Enterprises and umbrella organizations to be consulted) 		
2	Suggestion Report for SDG Investment Initiative Virtual Platform	<ul style="list-style-type: none"> - Providing content alternatives for SDG Investment Initiative Virtual Platform - Providing list of potential target audience for the platform - Providing suggestions for sustainability studies of the platform - Participating in relevant meetings 	15	30/11/2021
3	Project Proposal (concept note)	<ul style="list-style-type: none"> - Collecting feedbacks, needs and expectation of implementation phase of the project - Identifying potential needs and expectation for new phase of SDG Investment project to be developed in terms of Turkey context - Developing project proposal based on experiences of the project 	10	24/11/2021

* The number of working days are solely just provided to give the IC an idea on the assignment to be undertaken. The payment for each deliverable will be made in accordance with the lump-sum price of deliverables, irrespective of the number of working days to be invested by the IC for the completion of each respective deliverable.

**Dates may be changed according to actual contract start date.

Reporting:

Reporting language shall be English and/or Turkish. The reports shall be submitted to UNDP Turkey ISG Portfolio Managers for final approval. All the reports are subject to approval from ISG Portfolio Managers to realize the payments to the IC.

The acceptable minimum standards of the deliverables are as follows:

Deliverables	Acceptable Minimum Service Standards
Implementation Report for SDG Investment Trainings	Implementation report should contain detailed information and feedbacks for trainings.
Suggestion Report for SDG Investment Initiative Virtual Platform	The report should contain at least 4 content suggestions for SDG Investment Initiative Virtual Platform.
Project Proposal (concept note)	The proposal should cover objective, partners, target, activities, scope of the proposed project. At least 3 pages.

The IC shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

The title rights, copyrights and all other rights whatsoever their nature in any material produced under the provisions of this ToR will be vested exclusively in UNDP Turkey CO.

7. Timing and Duration

The assignment is expected to start in **October 2021** and be completed by **31 December 2021**.

8. Place of Work

Place of work (duty station) for the assignment is home-based. All travel, accommodation and living costs in duty station (home based) will be covered by the IC. The travel costs of joining and leaving the Duty Stations shall be also borne by the IC. The prospective ICs are expected to take this into consideration whilst determining the price of each deliverable. There is no planned travel within the scope of this assignment. In case of an unforeseen travel needed, travel related costs will be reimbursed to contractor or covered by UNDP through its Travel Agent. The cost and terms of reimbursement of any travel authorized by UNDP for Individual Contractors must be negotiated prior to travel. Assignment-related travel and accommodation costs, **which are pre-approved** by UNDP, outside of the Duty Station will be borne by UNDP in line with UNDP's corporate rules and regulations and arranged through the travel agency UNDP works with. During the travels the respective travels of the consultant may either be;

1. Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC or
2. Reimbursed to the consultant upon the submission of the receipts/invoices of the expenses by the consultant and approval of the UNDP. The reimbursement of each cost item subject to following constraints/conditions provided in below table;
3. covered by the combination of the above options

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	full-fare economy class tickets	Approval of UNDP before the initiation of travel Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form Approval and acceptance by UNDP of the invoices and F-10 Form.
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations -, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearance prior to assignment-related travels.

9. Qualifications and Requirements

The following table demonstrates the required qualifications of the candidate to be recruited for this assignment. The required qualifications and/or experience are presented below:

	Minimum Requirements and Assets
General Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in economics, finance, business administration, international relations, city and regional planning, statistics, econometrics, engineering or related field (3 points) • Master's Degree in economics, finance, business administration, international relations, city and regional planning, statistics, econometrics or related field (2 points) • Very good command of both written and spoken English is required (3 points) • Proficiency in Turkish is required. (2 pts)
Professional Experience	<ul style="list-style-type: none"> • Minimum ten (10) years of relevant professional experience (15 points)
Specific Experience	<ul style="list-style-type: none"> • Minimum five (5) years of professional experience in local investment landscape, strategy consulting or economic research in emerging or low-income markets, sustainable or impact finance, impact investment, private sector engagement, financial analysis, feasibility studies, investment research, statistics, analysis. (10 points) • Experience in SDG investment initiatives/projects (10 points) • Experience in writing project proposals, reports, research, articles and/or blogs. (5 points) • Asset: Experience working with multiple stakeholders from government, civil society and development partners shall be considered as asset. (5 points)
Notes: <ul style="list-style-type: none"> • Internships (paid/unpaid) are not considered professional experience. • Obligatory military service is not considered professional experience. • Experience gained prior to completion of undergraduate studies is not considered professional experience. • Professional experience gained in an international setting is considered international experience. 	

The consultant should avoid any kind of discriminatory behaviour including gender discrimination and ensure that

- human rights and gender equality is prioritized as an ethical principle within all actions;
- activities are designed and implemented in accordance with “Social and Environmental Standards of UNDP”;
- any kind of diversities based on ethnicity, age, sexual orientation, disability, religion, class, gender are respected within all implementations including data production;
- differentiated needs of women and men are considered;

- inclusive approach is reflected within all actions and implementations, in that sense an enabling and accessible setup in various senses such as disability gender language barrier is created; necessary arrangements to provide gender parity within all committees, meetings, trainings etc. introduced.

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

10. Payments

The Consultant will be hired under an Individual Contract and be paid on the basis of the submission of deliverables detailed in this Terms of Reference upon acceptance and approval of the outputs by the ISG Portfolio Managers. The total amount of payment to be affected to the IC within the scope of this contract cannot exceed the total contract amount.

Payments will be made against submission of the deliverable(s) on time in line with the deadline given Deliverables Table under the Section 6 “Expected Outputs and Deliverables” by the IC and approval of such deliverables by UNDP:

#	Deliverable	Payment Term
1	Implementation Report for SDG Investment Trainings	Upon acceptance and approval of the corresponding deliverable by UNDP, on the basis of the lump-sum price of the deliverables
2	Suggestion Report for SDG Investment Initiative Virtual Platform	Upon acceptance and approval of the corresponding deliverable by UNDP, on the basis of the lump-sum price of the deliverables
3	Project Proposal(s) (concept note)	Upon acceptance and approval of the corresponding deliverable by UNDP, on the basis of the lump-sum price of the deliverables

If deliverables are not produced and delivered by the IC to the satisfaction of UNDP as approved by the ISG Portfolio Managers , no payment will be made even if the IC has invested time to produce and deliver such deliverables.

The IC will be paid in TRY upon submission and approval of the corresponding deliverables by the UNDP. The IC shall be paid in USD if he/she resides in a country different than Turkey. In that case, the payment shall be realized in USD through conversion of the TRY amount by the official UN exchange rate valid on the date of money transfer.

The amount paid to the IC shall be gross and inclusive of all associated costs such as social security, pension and income tax, etc.

Tax Obligations: The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.