

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 12 December 2014

**Country:** Asia Pacific Regional Centre, Bangkok - Thailand

**Description of the assignment** Asia-Pacific Regional Development Effectiveness Specialist- Consultant

**Duty Station:** Home-based with potential travel to countries in the Asia-Pacific region

**Project name:** UNDP-BRH-Domestic Governance

**Period of assignment/services (if applicable):** 15 January – 15 April 2015 (3 months), maximum of 45 working days

Proposal should be submitted by email to [rcb.procurement.th@undp.org](mailto:rcb.procurement.th@undp.org) no later than **31 December 2014**. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Asia-Pacific Regional Centre will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

### 1. BACKGROUND

The Asia-Pacific Development Effectiveness Facility (AP-DEF) is a country led facility to support countries in implementing their development effectiveness agendas. The Facility is a platform to facilitate regional dialogue, cooperation, and sharing of country knowledge and experiences. It is responding to the growing demand from countries in the Asia-Pacific region to establish evidence and analysis, and potential ways forward in managing the increasing complexity of domestic and international sources of finance for development. In doing so, the AP-DEF will ensure that international processes such as the consultations over the Post – 2015 development agenda and the Global Partnership on Effective Development Cooperation are strengthened through evidence and perspectives from Asia and the Pacific.

Countries from Asia and the Pacific at the Mexico High-Level Meeting (HLM) of the Global Partnership for Effective Development Cooperation (GPEDC), 15-16 April 2014, shared evidence-based perspectives and articulated forward thinking on priorities for the current and future role of development cooperation at a country, regional and global level. The meeting established the GPEDC as a key forum for taking action on improving development effectiveness thereby helping support the implementation of the Post-2015 agenda. Thirty-nine voluntary initiatives were launched in Mexico by more than 1500 participants from 130 countries, including South-South and Triangular Co-operation, the role of civil society, climate finance, transparency and mutual

accountability. Four key issues emerged: domestic resource mobilization for financing national development; South-South Co-operation (SSC) and Triangular Co-operation (TrC); development co-operation for Middle Income Countries (MICs); and business as a partner for development, remain central to strengthening and taking forward the effective development cooperation agenda, for reaching national and global economic, social and environmental development goals, coherently.

Against this backdrop and context, AP-DEF is organizing a regional workshop in early 2015. The workshop will provide a forum to discuss how countries from Asia and the Pacific are adapting to a changing development finance and cooperation landscape and their readiness for implementation of a Post-2015 development agenda.

The regional workshop will make important linkages to the key messages and priorities agreed at the UN General Assembly on Post-2015 development framework (September 2014), the 6th meeting of the GPEDC Steering Committee (January 2015) and the agenda and contributions to the Third International Conference on Financing for Development (July 2015).

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

### **Objective:**

This assignment will support the AP-DEF Secretariat at UNDP Bangkok Regional Hub with the substantive framing and successful delivery of the Asia-Pacific Regional Development Effectiveness Workshop taking place in March 2015.

A key objective of the regional workshop will be to ensure that the evidence, priorities, and progress of Asia-Pacific countries in implementing their development effectiveness agendas are captured in the discussions, and can in turn inform other relevant regional and global dialogues, including the Post-2015 and Financing for Development agendas. As such, the purpose of the assignment will be to support AP-DEF in achieving this objective, by leading the research and analytical work towards ensuring that the workshop outcomes inform the global development effectiveness discourse more broadly.

### **Scope of Work:**

The consultant will be responsible for the following deliverables:

- a) Background research paper for the workshop, which maps and analyzes upcoming milestones in the global and/or regional Development Effectiveness agenda (including post-2015 and Financing for Development, UNDCF Symposium, among others) and proposes strategic linkages and entry points with the workshop outcomes;
- b) Substantive concept note for the workshop, outlining the context/background for the Development Effectiveness agenda in the Asia-Pacific region, the objectives of the workshop consultations and dialogue, and potential areas for follow up and actions to be taken forward;

- c) Lead in the design of the workshop agenda, including recommendations for substantive session topics, potential expert speakers and resource persons, and specific (Asia-Pacific) country experiences to be highlighted;
- d) [At least] Three country case studies (each approximately 2-3 pages in length), highlighting examples from the Asia-Pacific region where countries/initiatives are advancing on some aspect of the global Effective Development Cooperation agenda; these case studies/country briefs will be evidence-based and drafted for sharing at the workshop;
- e) Compilation of background documents and resource materials, to inform dialogue at the workshop, to be shared with participants in advance;
- f) Draft and final outcome documents of the workshop, potentially drafted for circulation and endorsement prior to workshop; this could take the form of a joint statement, declaration, agreed action plan, etc. ; the exact format of such an outcome document will be determined through consultations in the lead-up to the workshop and agreed by delegates to the workshop itself.

**The consultant will also be expected to undertake the following functions, as related to the specific outputs and overall successful delivery of the workshop:**

- a) Conducting research and synthesizing existing resources on relevant topics, to inform the agenda and discussions at the workshop;
- b) Identifying strategic entry points and concrete opportunities for the workshop outcomes to inform discourse on Post-2015 and Financing for Development, as well as other relevant events and forums;
- c) Leading the design of the workshop agenda, with attention to:
  - Ensuring a balance between sessions targeting both political and technical level Government delegates;
  - Planning for side events and/or back-to-back events, including CSO forum, South-South clinics, DFAA lessons learned and methodological review session, and others to be determined;
  - Identifying potential speakers, experts and resource persons.
- d) Participating in regular consultations and briefing sessions in the lead-up to the workshop with AP-DEF Chair/Steering Committee, AP-DEF development partners, and host Government representatives;
- e) Communicating with speakers, panelists, and resource persons, to provide guidance on their substantive contributions to the workshop;
- f) Communicating regularly with the AP-DEF Secretariat, so as to ensure that the substantive and logistical preparations for the workshop are well coordinated.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Education:**

- Master's Degree in Economics, Finance, Development Studies, International Development, or related area.

**Experience:**

- At least 7-10 years of experience with research and project/program-oriented development initiatives in the field of development cooperation/development effectiveness;
- Knowledge of economic and development cooperation issues, development finance challenges and related fields of developing countries globally and in particular in Asia and the Pacific;
- Sound understanding of how the development effectiveness agenda at the global/regional/country level links with the post-2015/SDGs, and the Financing for Development agendas, including knowledge of the global governance architecture and dynamics in these topical areas;
- Previous experience with framing the substantive concept and discussion topics for high-level conferences/forums at global and/or regional level; previous experience with formulating outcome documents/statements emerging from such events an asset.

**Language requirements:**

Fluency in written and spoken English.

**Core Competencies:**

- Experience working with UNDP and/or UN system an asset;
- Excellent analytical skills and ability to synthesize information from a number of sources;
- Excellent ability to write clearly, insightfully and persuasively in an accessible style;
- Ability to work both independently, against tight deadlines.

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

**Contract Duration:**

The assignment is for a duration of 3 months, for a maximum of 45 working days, during the period 15 January - 15 April 2015. UNDP Bangkok Regional Hub (AP-DEF project) will cover the costs of travel undertaken by the consultant; travel arrangements will be made by UNDP, in compliance with UNDP rules and regulations.

**Duty Station:** Home-based with potential travel to countries in the Asia-Pacific region.

## 5. FINAL PRODUCTS

The Consultant will be responsible for the following deliverables and outputs. More detailed description of these outputs can be found in the Scope of Work section, above.

- Background research paper for the workshop;
- Substantive concept note for the workshop;
- Lead in the design of the workshop agenda;
- [At least] Three country case studies (each approximately 2-3 pages in length);
- Compilation of background documents and resource materials;
- Draft and final outcome documents of the workshop.

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Workshop Consultant will report directly to the Governance and Development Effectiveness Advisor at UNDP Bangkok Regional Hub. The consultant will work closely with the Governance and Development Effectiveness Specialist at UNDP BRH, as well as with the AP-DEF Chair and Steering Committee, and development partners of AP-DEF.

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

### 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** 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.

**Technical proposal**, including a brief description of why the individual considers him/herself as the most suitable for the assignment.

**Financial proposal**, as per template provided in Annex II.

Incomplete proposals may not be considered.

**Annexes:**

Annex I - Individual IC General Terms and Conditions

Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

For any clarification regarding this assignment please write to [Ashley.palmer@undp.org](mailto:Ashley.palmer@undp.org)

**8. FINANCIAL PROPOSAL**

Payment will be **output based** and made when the following are delivered to UNDP’s satisfaction:

Payment Terms	Due Date	Amount
<b>1<sup>st</sup> payment: <u>Outputs</u>:</b> Draft workshop concept note and agenda for circulation and approval	1 Feb 15	(25% of contract value)
<b>2<sup>nd</sup> payment: <u>Output</u>:</b> Background paper outlining strategic linkages between workshop and other global development effectiveness milestones and events in 2015-2016	15 Feb 15	(25% of contract value)
<b>3<sup>rd</sup> payment: <u>Outputs</u>:</b> Three evidence-based country case studies highlighting development effectiveness initiatives in Asia-Pacific	15 Mar 15	(25% of contract value)
<b>4<sup>th</sup> payment: <u>Output</u>:</b> Outcome document from the workshop	15 Apr15	(25% of contract value)

**Review time required:**

Two weeks review time required.

**9. EVALUATION**

The award of the contract will 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<b><u>Technical</u></b>	<b>70%</b>	<b>500</b>
Years of hands on experience with research and project/program oriented development initiative in the field of development cooperation/development effectiveness.	30%	150
Sound understanding of how the development effectiveness agenda at the global/regional/country level links with the post-2015/SDGs, and the Financing for Development agendas, including knowledge of the global governance architecture and dynamics in these topical areas.	20%	100
Knowledge of economic and development cooperation issues, development finance challenges and related fields of developing countries globally and in particular in Asia and the Pacific.	15%	75
Education	20%	100
Excellent analytical skills. Ability to synthesize information from a number of sources and to write clearly, insightfully and persuasively in an accessible style.	15%	75
<b><u>Financial</u></b>	<b>30%</b>	<b>100</b>

