

TERMS OF REFERENCE

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| Location: | Home based in Phnom Penh with possible travels within Cambodia and to Thailand |
| Application deadline: | 16 October 2016 |
| Position Title: | Urban Resilience and Sustainable Development Goal Consultant |
| Type of Contract: | Individual Contractor |
| Post Level: | National Consultant - Cambodia |
| Languages required: | English |
| Duration of Initial Contract: | 26 October 2016 to 28 February 2017 (70 working days) |

BACKGROUND

Asia Pacific, with its rapid urbanization, remains the engine of global economic growth with more than 50 per cent of the population expected to reside in urban areas by 2030. This is in part due to the emergence of economic/transport corridors that link cities and towns. In the Greater Mekong Sub-region, progress has been made in establishing good road networks and energy infrastructure. Yet, many cities located along these corridors have not been able to effectively tap into the benefits offered by this strategy. Many of the region's major cities struggle with congested infrastructure, inadequate public services and insufficient jobs which in turns is creating social divides and inequality. Asian cities located along coastlines and rivers, under typhoon belts and on top of earthquake-prone fault lines face the added pressures associated with climate change and natural disaster. Crisis has become the new normal.

Access to capital and financial resources is key for a city to develop a reliable, climate resilient infrastructure. Despite cities hosting nearly half the population and contributing up to 80% of global GDP, their municipal revenues and national transfers remain largely insufficient to meet their large and pressing urban infrastructure investment needs and, accessing additional global finance is not easy. In most countries of the Mekong region, funds allocated from central government are often unpredictable and traditional aid mechanisms are no longer an important source of financing. Since few secondary cities can develop robust tax bases, the ability to attract funds from market sources remains difficult because of their limited financial management capacity. In many parts of the region, small and medium size urban centres are not able or permitted to access the capital markets with archaic legal frameworks in place. In addition, many cities lack capacity to develop and manage a viable pipeline of projects to invest in and this lack of capacity to direct and/or absorb existing financing opportunities remains a major challenge preventing cities from acting effectively towards their resilient future.

To date, UNDP **Cambodia** Country Office has been involved in consultations in shaping an urban resilient urban programme with the support provided by UNDP Bangkok Regional Hub (BRH) through a rapid needs assessment, consultations with city authorities and donor discussions. There is high demand for support from the government for an urban resilience programme that addresses the challenges outlined above.

The third United Nations Conference on Housing and Sustainable Urban Development (Habitat III) in October 2016 will define the 'new urban agenda' and offer a platform for UNDP to discuss the opportunities that urbanization brings to the implementation and achievement of the Sustainable

Development Goals (SDGs) as part of Agenda 2030. Within this global context, a regional urban resilience programme for the Greater Mekong Sub-region offers the opportunity to expand its services and expertise to national and local government as they deal with the complexity and challenges of building more resilient cities, crucial to achieving the SDGs in this region.

DUTIES AND RESPONSIBILITIES

Objectives

The objective of this assignment is to undertake a needs assessment, identify entry points and facilitate exchanges to support selected cities in **Cambodia** to develop urban resilience programming proposals.

Scope of Work

To develop and mobilize resources for an urban resilience programme proposal in **Cambodia**, the consultant will work closely with and be guided by the Urban Resilience and Sustainable Development Goal International Consultant to focus on the following activities:

1. In consultation with the government, selecting a municipality for the programme based on a set of agreed criteria
2. Conducting capacity needs assessment in the selected municipality based on an agreed methodology - Comprehensive baseline information and data of the functional capacities, i.e. human resources, technical, financial and political, of municipal government to build a case for UNDP technical assistance and support. This will provide an evidence base of municipal capacity needs to build urban resilience in line with the SDGs to strengthen UNDP's urban agenda and its position at Habitat III for resource mobilization
3. Mapping of key actors, and existing as well as future initiatives related to urban resilience
4. Identifying of key entry points for service delivery pilots in access to water, energy, transport and waste management. This can include identification of potential partnerships and opportunities for resource mobilization.
5. Organization of municipal and national workshops and meetings to demonstrate UNDP's service offer to municipal government in supporting integrated and systems approach to build resilience and deliver on the SDGs, especially SDGs 11.
6. Developing urban resilience programme proposal in **Cambodia** and supporting Country office with resource mobilization.
7. Preparing and organizing the national consultations and supporting Cambodia contribution to the regional event

Expected Outputs and Deliverables

| Deliverables/ Outputs | Target Due Dates |
|--|---------------------------------------|
| Output 1: Report on baseline assessment of municipal functional capacities <ul style="list-style-type: none"> Report on diagnostics of municipal functions and capacities to plan, budget, implement and monitor urban resilient in the selected city in Cambodia – so that evidence can be developed to build the case for a UNDP’s urban programme for municipal governments to improve urban resilience. Identify entry points for service delivery pilots identified and aligned to country’s SDG priorities - so that municipal governments can begin to formulate service delivery pilots in access to water, energy, transport and waste management. This can include identification of potential partnerships and opportunities for resource mobilization. | 25 November 2016 (20 working days) |
| Output 2: A country proposal for Cambodia for potential funding developed <ul style="list-style-type: none"> Urban resilience initiative for Cambodia developed and presented for resource mobilization – the initiative should support integrated and systems approach to build resilience and deliver on the SDGs to be tabled at Habitat III for resource mobilization. | 15 December 2016 (30 working days) |
| Output 3: Regional event organized to share lessons and identify resources for programming <ul style="list-style-type: none"> Contribute to the set up a financing urban resilience and development event to share knowledge, lessons learnt and options for financing for urban resilience | 28 February 2017 (20 working days) |

Institutional Arrangement

The assignment will be managed by the UNDP Regional Team Leader, Inclusive Growth and Sustainable Development. The consultant will work closely with the Urban Resilience and SDGs International Consultant and regional urban focal points as assigned by the Team Leader. UNDP BRH will review the quality of the services provided by the contractor and the contractor will systematically respond to feedback provided in writing as requested.

Duration of the Work

This assignment is expected to be completed in 70 days by 28 February 2017.

Duty Station

The consultant will be based in Phnom Penh, Cambodia, with possible travel to other selected municipalities. The consultant may also be required to travel to Bangkok two times, at a maximum of five days each trip, for a consultation with the regional urban focal points and the International Consultant, as well as a regional workshop.

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 skills;
- Excellent writing skills;
- Excellent communication skills;
- Excellent English proficiency.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Advanced university degree in development studies and other relevant social sciences relevant to this assignment. A specialization in urban and climate change would be an asset.

Experience

- At least 7 years of work experience in urban project design, urban planning and development and/or urban research and assessments; experience in municipal finance would be an asset;
- Experience of working in the Asia-Pacific region;
- Experience with working on issues pertaining to climate change and risk-informed development;
- Familiarity with current issues being discussed as part of the Agenda 2030 and Sustainable Development Goals will be an asset;
- Track record of working with multi-lateral institutions and government.

Language requirements

- Fluency of English language is essential.
- Fluency of Khmer is desirable.

Price Proposal and Schedule of Payments

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, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

- Output 1: Report on baseline assessment of municipal functional capacities: 25% of total contract amount
- Output 2: A country proposal for Cambodia for potential funding developed: 50% of total contract amount
- Output 3: Regional event organized to share lessons and identify resources for programming: 25% of total contract amount

Travel destinations and number of trips required to complete this assignment will be discussed and agreed after the consultant commences his/her contract with UNDP. Travel expenses are payable on a lump sum basis at the end of each trip, upon submission of supporting documents, and at the amount quoted in the revised financial proposal submitted by the consultant following the bilaterally agreement between the hiring unit and the consultant.

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.

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 (Maximum 70 points)

- Criteria 1: Relevance of education (max 10 points)
- Criteria 2: Special skills, language – fluency in both English and Khmer is desirable. (max 10 points)
- Criteria 3: Relevance of experience in area of specialization – Urban Planning, Urban governance (max 20 points)
- Criteria 4: Relevance of experience in key areas - Facilitation skills, stakeholder analysis (max 20 points)
- Criteria 5: Assessment of approach/methodology to assignment (max 10 points)

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for 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** 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) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.

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

Incomplete proposals may not be considered.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- LETTER OF CONFIRMATION OF INTEREST AND AVAILABILITY TEMPLATE

ANNEX 4- FINANCIAL PROPOSAL TEMPLATE