



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 January 2017

Country: Home based, with regional travel expected

Description of the assignment: Advisor, Investment Analysis/Compliance (IC)

Project name: UNDP-UN Social Impact Fund

Period of assignment/services (if applicable): 15 February 2017 – 15 February 2018

How to apply: How to apply: Please access <http://jobs.undp.org> (By location>Asia and the Pacific>Women's Empowerment or vacancy notification and apply through the website

Deadline: 1 February 2017

1. BACKGROUND

The new Sustainable Development Goals (SDGs) will require a rethink of how our societies and economies are organized, how we can eradicate poverty and how we can adopt sustainable patterns of production and consumption.

The UNDP-UN Social Impact Fund is established with the objective of accelerating the scale-up of successful social business models through a new investment architecture that leverages traditional development funding with Social Impact investments. The goal is to attract follow-on and additional investment capital that can lead to greater social impact while providing the potential for sustainable and inclusive economic returns.

UNDP-UNSIF outcomes include:

- Social Impact Investment advisory services to public and private investors focusing on SDG based results
- SDG-related impact investment selection and financing and the development of a robust pipeline of social impact projects;
- Quality assurance certification to raise the investment potential of social impact projects along social, economic and environmental standards building upon UNDP's work on environmental and social screening standards as well as its gender marker seal;
- Building upon UNDP's South-South cooperation strategy and corporate partnership initiatives, an online and offline platform/ eco-system for impact investing rolled out and subsequently institutionalized, to facilitate project pipeline development, research and advocacy for policy reform for upscaling social impact investments for SDG attainment;
- Development of a research consortium to explore new analytical frameworks that quantifiably measure and disaggregate non-financial and financial returns.

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

The mainstream investment community has made strong advances towards targeting more Socially Responsible Investment (SRI) and using Environmental Social and Governance (ESG) criteria to filter deals. However, these initiatives fall short of explicitly reporting their societal impacts in terms of SDGs. Neither are there strong incentives to do so and some resistance has been observed from mainstream finance to support, of their own volition and cost, what is often seen as a public policy agenda.

To understand the environment in which it positions itself, the UNDP-UNSIF platform seeks to establish comprehensive and robust legal governance, risk management, and compliance frameworks, processes, rules, tools and systems to adopt, implement and monitor an integrated approach to SDG and development financing.

The objectives are:

- Gain and maintain market confidence – to maintain confidence in the financial system, with social impact investors, donors, governments and other stakeholders
- Increase financial sustainability of the UNDP-UNSIF
- Maintain maximum risk mitigation strategy and operations to include perceived reputational risk, legal and financial exposure

UNDP-UNSIF requires in this initial phase a consultant that will:

- Develop a risk mitigation strategy and manage the risks, under the overall guidance of the project manager;
- Evaluate financing and funding structures and make recommendations for effectiveness and efficiencies;
- Ensure the applicable legal regulations are properly followed for the lifecycle of all investments;
- Provide comprehensive risk, legal, and ESG assessment and analysis of potential pipeline investments

EXPECTED OUTPUTS AND DELIVERABLES

The consultant will be responsible for the following deliverables:

Deliverable 1:

Develop an internal framework including initial policies and procedures for the general operation of the UNDP-UNSIF financial compliance and M&E processes in order to prevent illegal, unethical, or improper conduct

Deliverable 2:

Outline a sustainable risk mitigation strategy to respond compliance issues including an effective compliance communication program including promoting;

- Development of standardized Non-Disclosure Agreements
- Advocacy and awareness plan for the increased understanding of the Standards of Conduct
- Dissemination of new and existing compliance issues and related policies and procedures.

Deliverable 3:**Programme operationalization**

The work on and acceptance of deliverables will be preceded by agreement with the Investment Analysis/Compliance Advisor on the outline of each deliverable, methodology, and the sources of information.

Timeline for submission of each deliverable will be agreed with the consultant upon signing of the contract.

INSTITUTIONAL ARRANGEMENTS

The consultant will work under the supervision of the Chief, UNDP-UNSIF Project. The consultant will provide support services in terms of:

- 1) Coordinate with applicable internal stakeholders within UNDP BRH, UNDP BPPS, BERA, BMS and other associated internal business units
- 2) Coordinate with applicable external stakeholders that are leaders in the certification sector and engaged within the financial service, quality assurance, audit and legal compliance sector.

DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL**Duration**

Approximate duration of assignment is 260 working days, 15 February 2017 – 15 February 2018.

Duty Station

Home based with travel to Bangkok Regional Hub or stakeholder locations

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**Expertise and Qualifications**Education

- Master degree in Business Administration or Finance, with continuous learning on sustainable development and business-related subjects.

Experience

The candidate is expected to have experience with identifying potential demand within the following areas:

- At least 7 years of proven knowledge management or technical advisory experience in Investment Analysis/Compliance. Consulting assignments are applicable;
- Being able to state intended positive societal impacts (including SDGs) in appropriate and measurable terms of financial and non-financial returns
- Assess the effect of negative societal impacts, especially if these are unintentional or unforeseen, specifically to avoid mispricing positive outcomes by not fully taking into account related negative outcomes
- Evaluating comprehensive risk across financial and non-financial dimensions

Language

- Excellent English report writing and communication skills.

Competencies

- Excellent proven organizational, communications and writing skills;
- Good understanding of the SDGs, Sustainable finance models, the Principles for Responsible Investment, environmental, social, and governance (ESG) standards for investment processes;
- Strong working experience in management, business consulting, policy development, regulatory or related field in business/ private sector;
- Previous senior management experience in international business organizations, with 15+ years of working experience in compliance and risk management

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Qualified candidates are requested to apply online via this [website](#). The application should contain:

1. Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number)
2. Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment.
3. Financial Proposal that indicates the all-inclusive fixed total contract price.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Please note that the **financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services). All envisaged **travel costs** must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.*

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

*Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org*

General Terms and conditions as well as other related documents can be found under: <http://on.undp.org/t7fJs>.

*Qualified **women** and members of **minorities** are encouraged to apply.*

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

5. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration**

the combination of the applicants' qualifications and financial proposal.

The award of the contract should 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 – 70% of total evaluation – max 35 points

- **Criteria A** (Academic background) specified in the announcement – max 5 points
- **Criteria B** (Proven knowledge management or technical advisory experience in knowledge management – max 15 points
- **Criteria C** (Proven knowledge of UN/UNDP, particularly of specific modalities of work and priorities.) – max 5 points
- **Criteria D** (Proven experience in developing knowledge partnerships) – max 10 points

Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

Financial Criteria - 30% of total evaluation – max. 15 points

6. PAYMENT TERMS

Monthly on receipt of time records.

Annexes:

- 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.

This contract does not carry any expectation of any future engagement by UNDP.

