

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Recruitment of Consultant for the Preparation of Cross-Border Projects in the Great Lakes Region for Showcasing at the Great Lakes Investment and Trade Conference (GLITC)
Project/Program Title:	Great Lakes Regional Strategic Framework (GLRSF) and SDG Finance Sector Hub (FSH)
Post Title:	International Consultant (IC)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Home-based with field visits
Expected Places of Travel:	Kigali and Gisenyi, Rwanda as well as projects sites in Great Lakes Region
Duration:	30 working days distributed over 1.5 months
Expected Start Date:	Immediately after concluding the contract agreement

I. BACKGROUND / PROJECT DESCRIPTION

On 2018, the Signatory Heads of States and Guarantors of the Peace, Security and Cooperation Framework for the Democratic Republic of Congo and the Region (PSC-F) mandated the UN Special Envoy for the Great Lakes Region (O/SESG) and the Executive Secretary of the International Conference for the Great Lakes Region (ICGLR) to organize a Great Lake Investment and Trade Conference (GLITC), which will be held in Kigali, Rwanda on 18 - 20 November 2019 and will be organized by the O/SESG, ICGLR and the Government of the Republic of Rwanda.

The GLITC represents a follow-up action to the inaugural Private Sector Investment Conference (PSIC), which took place in Kinshasa, Democratic Republic of the Congo (DRC) in February 2016 and where the leaders of the Great Lakes Region recognized that mobilization of private sector investment into the region could be catalytic to take advantage of the rich natural resources endowments, the under-exploitation of economic opportunities, such as generation, transmission and distribution of energy as well as infrastructure.

With a view to further promoting the role of the private sector in support of peace and stability in the region, the GLITC will focus on cross-border trade and investment as catalysts for regional integration. During a Regional Consultation Meeting held in May 2019, stakeholders from the region took ownership of this initiative, validated the planning process and decided to lead and drive the organization of the GLITC, with the active support of the O/SESG, ICGLR and other partners, including the United Nations Development Programme (UNDP).

The GLITC will aim to be a platform for the promotion of cross-border projects in the Great Lakes Region in the energy, mining, agriculture, infrastructure, financial services, trade and ICT sectors of Rwanda, DRC, Uganda, Burundi and Tanzania, which have the potential to contribute to promoting peace and stability through the provision of jobs and livelihood opportunities especially for youth and women.

In order to be results-oriented, a key component of the GLITC is the announcement of cross-border investment and trade deals, which will be identified and prepared by the Conference organizers together with

investors for showcasing during the GLITC. These projects build on the Investment Opportunities Brief (IOB) ([Volume 1](#), [Volume 2](#), [Summary](#)) prepared for the 2016 PSIC, which showcased illustrative examples of public-private collaboration opportunities involving multiple countries and illustrating the economic opportunities existent and emerging in the region. The sectoral projects included for example Ruzizi Growth Pole (agriculture), World Bank and Economic Community of the Great Lakes Countries (CEPGL) Ruzizi I and II Rehabilitation and Ruzizi III (energy), CEPGL One Stop Border Posts (infrastructure), and ICGLR / CEPGL Reestablishment of the Development Bank of the Great Lakes Region.

UNDP, within its co-leadership of the Pillar Two of the [UN Great Lakes Regional Strategic Framework \(GLRSF\)](#), has been supporting the O/SESG and ICGLR in the preparation of the IOBs in 2016 and is now extending its assistance towards the GLITC with the updating of selected investment projects within its recently launched [SDG Finance Sector Hub](#) that provides an integrated and comprehensive service offer to governments on SDG financing.

II. SCOPE OF THE WORK

UNDP – within its support provided to the O/SESG and ICGLR and as a direct contribution to the GLITC – is seeking an experienced international investment expert to prepare investor-oriented updates on four out of the 25 previously developed “business-oriented” cross-border economic opportunities (cross-border projects).

The selection of the four projects will be led by the consultant based on the following criteria with a decision which projects to pursue being taken jointly with O/SESG, ICGLR, CEPGL and UNDP:

- Strong project promoter ownership and leadership
- Bankability and tangible investor(s) demand or potential large interest
- Advanced project preparation stage and readiness for investors
- Significant development impact aligned PCA aspirations

Once the four projects have been identified, the international investment expert will prepare a status update of the selected investment projects, gather and summarize key existing information, clearly delineating for-profit investment opportunities, identify and complete important gaps and recommend concrete next steps and policy actions for each project from an investor standpoint. The international investment expert is also expected to facilitate dialogue with potential investors, undertake project prioritization and contribute to the GLITC planning with representatives of the Government from the Great Lakes Region.

Under the guidance of the O/SESG, ICGLR, CEPGL and UNDP as well as in close collaboration with the project sponsors and the Governments from the Great Lakes Region, the international investment expert will complete the following tasks:

1. Prepare investor-oriented updates on four selected projects through a desk review
2. Develop a friendly format to present the projects focusing on investors decision making including required business market and financial projections
3. Engage potential investors for the projects and facilitate dialogue with them
4. Identify project developers and government country sponsors as “champions” for the projects
5. Prepare support material to define the for-profit components of the projects that should be promoted at the GLITC, through planned investor roadshows and with Governments
6. Contribute to the showcasing of the projects at the GLITC

III. EXPECTED OUTPUTS AND DELIVERABLES

Through this consultancy, the international investment expert is expected to produce the following deliverables:

1. Inception report detailing the expert’s approach to the consultancy, incl. proposed project selection with relevant justification (not exceeding 3 pages)
2. Consultancy overview report (not exceeding 30 pages), including:

- a. Detailed project sheets with a focus on investors decision-making (project financing- net present value, cost-benefit ratio, internal rate of return and other ratios of the project relevant for private investors)
 - b. Review of concrete investment opportunities, their status, public and private investments required, potential investors, key constraints to moving forward and concrete next steps for each project
3. Visually appealing and concise update document for each project (not exceeding three pages per project)
4. Support material defining the for-profit components of the projects
5. Slide deck to present the updated projects primarily at the GLITC (not exceeding 10 slides each)
6. GLITC report (not exceeding 10 pages) documenting the proceedings of the Conference as relevant to the projects, including suggestions of way forward with the projects

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	1 working day	UNDP Special Advisor on Private Sector and SDG Financing
2	Consultancy overview report	15 working days	UNDP Special Advisor on Private Sector and SDG Financing
3	Project update document	5 working days	UNDP Special Advisor on Private Sector and SDG Financing
4	Support material	2 working days	UNDP Special Advisor on Private Sector and SDG Financing
5	Project slide deck	2 working days	UNDP Special Advisor on Private Sector and SDG Financing
6	GLITC report	5 working days	UNDP Special Advisor on Private Sector and SDG Financing

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The international investment expert will work closely with O/SESG, ICGLR, CEPGL and UNDP and formally report to the UNDP Special Advisor on Private Sector and SDG Financing.

It will be the responsibility of the consultant to arrange travel to and from relevant project sites. **Planned travels will be included in the Inception Report and agreed with UNDP. The costs of the travel are to be borne by the consultant and must be included in the proposal (see below).**

VI. DURATION OF THE WORK

The consultancy is expected to require an investment of approx. 30 person days over approx. 1.5 months. The deliverables 1 – 5 must be completed well in advance of the GLITC on 18 - 20 November 2019 with the final output following maximum two weeks after the conclusion of the Conference.

The consultancy will be undertaken by an international investment expert remotely and shall include field visits to the Great Lakes Region to meet with project sponsors, as considered relevant by the consultant, as well as the CEPGL Headquarters in Gisenyi, Rwanda and its projects sites in Burundi and DRC. The international investment expert is expected to travel to Kigali, Rwanda to actively participate in the GLITC.

The consultant will be responsible to develop and propose its own methodology to carry out the tasks described above. The proposed approach will be discussed through an inception call led by UNDP and with the inputs from the O/SESG, ICGLR and CEPGL and captured in the inception report.

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Master's Degree in economics, legal or related field

b. Experience:

- Have a minimum of 10 years' experience in investment promotion, particularly in advising governments in the developing economies on how to identify, structure and promote specific projects to investors and FDIs

c. Language:

- Fluency in English
- French language would be a strong asset

d. Functional Competencies:

- Be experienced in designing project finance transactions and sector profiles for investment promotion especially in Emerging Markets especially the sub-region;
- Be experienced in advising on the planning and organization of PPPs, concessions and investor conferences
- Have excellent problem-solving ability, financial projection and related pitch presentation skills
- Ability to work independently and deliver high quality work under tight deadlines

e. Core Competencies:

- Demonstrates integrity by modelling the UN'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
- Treats all people fairly without favouritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

Important Note: The Consultant is required to have the abovementioned professional and technical qualifications. Only the applicants who hold these qualifications will be shortlisted and contacted.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	100 pts
▪ Criteria a. Reputation and operation capability of consultant		20 pts
▪ Criteria b. Relevant specialized knowledge of consultant and relevant experience		40 pts
▪ Criteria c. Overall understanding of the TORs and completeness of tasks		20 pts
▪ Criteria d. Proposed approach to the assignment in terms of adequacy and timing		20 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive¹ lump-sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, taxes, out of pocket expenses, and other ancillary costs.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Inception Report	UNDP Special Advisor on Private Sector and SDG Financing	20%
2 nd Installment	Consultancy overview report Project update document Support material Project slide deck	UNDP Special Advisor on Private Sector and SDG Financing	50%
3 rd Installment	GLITC report	UNDP Special Advisor on Private Sector and SDG Financing	30%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed Table of Contents.

Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

Technical Proposal Cover Pages

- Cover Page
- Cover Letter
-

Section I. Technical Proposal Submission Form

- Letter of Motivation
- Proposed Methodology
- Past Experience in Similar Consultancy and/or Projects
- Implementation Timelines
- List of Personal Referees
- Bank Reference

Section II. Annexes

- Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)
- Annex b. Duly Signed Personal CV's

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent.

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.

Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.