

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 21 November 2019

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**Country:** Thailand

**Description of the assignment:** Consultant/ expert on data and monitoring systems for the SDGs

**Duty Station:** Bangkok, Thailand with possible travel.

**Project name:** UNDP- BRH

**Period of assignment/services (if applicable):** 15 December 2019– 15 June 2020 (maximum of 50 working days)

To apply for this position, please click the link below:

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=88805](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=88805)

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### 1. BACKGROUND

UNDP is supporting developing countries in Asia Pacific with the implementation of the 2030 Agenda. Initial country level efforts, supported by UNDP and other UN and development partners, have focused on putting in place the building blocks necessary to support SDG achievements. This includes developing institutional arrangements to promote coordination and policy coherence across sectors and government levels, aligning national and sub-national development plans and budgets with the 2030 Agenda and to assess the availability of data and capacities of data ecosystems to monitor progress. Work has also started on identifying priorities and target setting. Beyond aligning national development strategies and other policies, countries are also looking at ways to integrate the SDGs into the budget process and to come up with new, more integrated financing options. Next steps will involve the identification of interlinkages between goals and targets and 'accelerator interventions', interventions that can trigger progress across a range of goals and targets.

UNDP has worked with governments, civil society organizations, private sector and other partners across the Asia Pacific region at country and subnational levels to support SDG monitoring systems and processes and linking it with national development plans' monitoring frameworks. UNDP has also worked in the area of SDG monitoring from different angles such as: in supporting governments in reporting to the global fora – HLPF – on the progress towards SDGs, setting systems and processes for SDGs, mapping out data ecosystems, piloting innovative approaches to data generation and use,

engaging the public with data, as a custodian of selected SDG indicators. Many development partners, including UN agencies have also supported governments, particularly in data collection, target-setting, tracking and reporting on progress on SDG indicators. Through stocktaking of UNDP's national-level work in this area, UNDP seeks to systematize its work in Asia Pacific on data and SDG monitoring and develop a strategy and an actionable programme of work in this area. This strategy and programme of work are to support Country Offices in their efforts to support data efforts at national and local level, to develop partnerships and design programming.

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

### **Objective of The Assignment**

The objective of this consultancy is to help shape a strategy and an actionable programme of work on data and monitoring of the SDGs in Asia Pacific, on the basis of a review of UNDP's work and needs in this area in the region.

The scope of work will cover the data "value chain" from data production to data use, specifically: national SDG/ development monitoring frameworks, data collection and data management systems, data analysis, tracking and reporting, use of data for policy making and planning, nurturing data ecosystems and data collaboration through citizen engagement, strengthening the "whole of government" and the "whole of society" processes. The consultant will cover the domains of official statistics, geospatial data, open data, and big data/ citizen-generated data. Insofar as the scope of work on data and SDG monitoring differs in various development contexts, the consultant will be asked to tailor the outputs to differentiate between countries' typologies.

The scope of work will be limited to high-level data governance, systems and processes for monitoring SDGs and other development goals at the national levels, rather than delving into methodological and technical issues related to specific indicators.

### **Scope of Work**

Specifically, the consultant will undertake the following tasks:

1. Review of UNDP's work and needs in the area of data and monitoring of the SDGs:
  - a) Conduct stock-taking of UNDP's work at the country level in Asia Pacific through online survey and consultations, desk work and visits to selected country offices.
  - b) Review selected thematic areas of UNDP's work at the regional level with sizeable data components and identify synergies and complementarities between them.
  - c) Produce a report documenting this review.
2. Contribute to formulating a strategy and a programme of work in this area:
  - a) Develop a concept note as a basis for a strategy and a programme of work on data and monitoring of the SDGs in Asia-Pacific.
  - b) Identify and propose areas for innovative interventions on data and monitoring of the SDGs.

- c) Conduct an iterative process of communication and consultation with internal and external stakeholders to refine and contextualize the concept note.
- d) Prepare a guidance brief on data and monitoring of the SDGs contextualized to Asia-Pacific that is accessible to a broad range of stakeholders. The guidance brief will serve to provide a common basis for organizing and narrating the work on data and SDG monitoring for UNDP country offices, and as a tool to engage stakeholders, including citizens.
- e) Prepare presentations and briefing materials communicating the outlines of strategy and work programme, tailored to several broad groups of stakeholders.

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Education:

- ) Advanced university degree or postgraduate degree in Statistics, Social Sciences, Public Administration, Economics or other relevant fields.

#### Experience:

- ) At least 5 years of relevant experience in data governance in at least two countries.
- ) Experience in across at least one the following domains: official statistics, geospatial data, open data and big data.
- ) Experience working in the area of data and SDG monitoring in the United Nations is desired.

#### Language:

- ) Excellent written and verbal communication skills in English

#### Competencies:

- ) Ability to plan, organize and report on work
- ) Strong analytical and quantitative skills and knowledge of systems thinking approaches
- ) Openness to change and ability to integrate feedback
- ) Knowledge and understanding of data applications and underlying operating systems
- ) Proficiency in using remote conferencing tools
- ) Cultural and gender sensitivity and ability to work with people from different backgrounds.
- ) Ability to work both independently and in a team and ability to deliver high quality work on time.
- ) Ability to liaise with stakeholders and partners, including governments, research institutions, civil society.

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

**Contract Duration:** 15 December 2019 – 15 June 2020 (maximum of 50 working days)

**Duty Station:** Bangkok, Thailand with travel in region

## 5. FINAL PRODUCTS

The consultant will deliver the following outputs:

1. An inception report with a proposed approach.
2. A report with review / stocktaking of UNDP's work in data and monitoring of the SDGs in Asia Pacific.
3. A guidance brief on data and monitoring of the SDGs contextualized to Asia Pacific.
4. A concept note/ proposal on data and monitoring of the SDGs.
5. Presentations and briefing materials, organization of at least 3 webinars.

Deliverables/ Outputs	Estimated Duration to Complete (days)	Target Due Dates	Review and Approvals Required
Deliverable 1: An inception report	3	20 December 019	Mainly: Economist/ Programme Specialist,  Others in the IGT as required.
Deliverable 2: A report with review / stocktaking	15	24 January 2020	
Deliverable 3: A guidance brief	15	28 February 2020	
Deliverable 4: A concept note/ proposal	5	31 March 2020	
Deliverable 5: Presentations and briefing materials, webinars	12	TBC, the final date of presentation is 29 May 2020	
<b>Total</b>	<b>50 Days</b>		

## 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Economist/ Programme Specialist in the Inclusive Growth Team at UNDP Bangkok Regional Hub.

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

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** 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.

) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

**Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.**

## 8. FINANCIAL PROPOSAL

### Price Proposal and Schedule of Payments:

#### The contract will be based on Lump Sum

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, travel costs, 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 be 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:

Outputs/ deliverables	Payment Terms
Deliverable 1: An inception report	40%
Deliverable 2: A report with review / stocktaking	
Deliverable 3: A guidance brief	30%
Deliverable 4: A concept note/ proposal	
Deliverable 5: Presentations and briefing materials, webinars	30%
<b>TOTAL</b>	<b>100%</b>

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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent.

## 9. 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 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** (the candidates who receive at least 56 points in criteria 1-4, will be invited for the interview)

- ) Criteria 1 Relevant education: Max 20 points
- ) Criteria 2 Relevant experience in data governance in at least two countries: Max 30 Points
- ) Criteria 3 Experience working in official statistics, geospatial data, open data and/ or big data: Max 20 Points
- ) Criteria 4 Experience in data and SDG monitoring in United Nations: Max 10 Points
- ) Criteria 5 Interview: Max 20 Points

Only candidates obtaining a minimum of 56 points on Criteria 1- 4 (70% of the total technical points on criteria 1-4) would be considered for interview and Financial Evaluation respectively.