

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 17 January 2020

Country: Bangkok, Thailand

Description of the assignment: International SDG Finance Consultant

Duty Station: Home-based with mission travel.

Project name: Asia-Pacific Development Effectiveness Facility (AP-DEF)

Period of assignment/services (if applicable): 18 February 2020 – 17 February 2021 with maximum total of 261 working days.

Proposal should be submitted no later than **31 January 2020** through the online eTendering system

Please go to eTendering page at <https://etendering.partneragencies.org> (search for Event ID 0000005194 in BRC10) and submit an offer within the deadline indicated in the system itself. Offers submitted via email or other methods may not be considered.

Detailed user guide on how to register in the system and submit the proposal can be found in this link:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Dear Sir / Madam:

The United Nations Development Programme (UNDP) is currently implementing a project Rollout of eTendering system that requires the services of an individual to perform the work described in the corresponding TORs.

DESCRIPTION OF THE ASSIGNMENT: International SDG Finance Consultant

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If you have registered in the system before, do not register again. Use forgotten password function to reactivate your password if you have forgotten it.

Any request for clarification must be sent in writing, or by standard electronic communication to E-mail address: procurement.th@undp.org

Subject : IC-2020-01 International SDG Finance Consultant

**** The deadline for submitting query for clarifications/ questions is 4 days prior the submission deadline**** UNDP BRH will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have included hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP, with password protected; and
- c) General Conditions of Contract for the services of Individual Contractors, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Interested candidates must submit the following documents/information to demonstrate their qualifications:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- Personal CV indicating all 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 that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.
- One page of proposed methodology to complete this assignment

FINANCIAL PROPOSAL must be submitted as a separate file encrypted with a password. None of the financial proposal data is disclosed in other documents of the submission. UNDP shall request password for opening the Financial Proposal only from the candidate who pass the Technical Evaluation as per the criteria established and disclosed in the solicitation document. The candidate shall assume the responsibility for not encrypting the financial proposal.

Do not disclose your price in the line items. you must put price as 1 in the system and provide the financial proposal as encrypted file as explained above.

UNDP looks forward to receiving your bid and thanks you in advance for your interest in UNDP procurement opportunities.

With regards,
Procurement Unit-UNDP BRH

1. BACKGROUND

Project Title: Asia-Pacific Development Effectiveness Facility (AP-DEF)

Project Description:

To address the challenges of sustainable development financing, countries will need to develop new, more effective and integrated approaches to managing public and private finance. The Addis Ababa Action Agenda assumes that countries will use their own national development strategies and plans to respond to the SDGs and calls for the adoption of Integrated National Financing Frameworks (INFFs). These frameworks should provide a structure for governments to form and implement a strategic, holistic, results-driven approach to financing their development objectives. This approach should help countries set a strategy to effectively mobilize the investments they need and provide a structure that supports coherence across government in channeling resources to the areas they are most suited.

UNDP's Bangkok Regional Hub and the Asia-Pacific Development Effectiveness Facility (AP-DEF) have been developing the Development Finance Assessment (DFA), a tool to respond to the growing demand from countries in the region to establish evidence and analysis, and introduce policy and institutional reforms for managing the increasing complexity of domestic and international sources of finance for development. DFAs were introduced as the very first development finance studies of their kind, seeking to bring together fragmented approaches on the use of the different sources of funds that may not all be primarily dedicated to address development challenges. By the end of 2019 more than 35 countries have undertaken DFAs, with demand growing among other countries in the Asia-Pacific region and beyond.

The changing landscape of finance and governments' demand for integrated solutions to financing national priorities are opportunities for UNDP. Having been identified to support country platforms for SDG integration, UNDP country offices are now uniquely placed to offer strategic services based on an integrated and holistic approach to mapping, managing, mobilizing and channeling financing for SDGs in the public and private sectors. At the public-private interface, UNDP is likewise well-positioned to strengthen its services to "close the loop" between governments, investors, and businesses.

To support country offices in the region to take initial steps and plan sequenced strategies for mobilizing and aligning public and private resources to the 2030 Agenda, BRH has established the Financing the SDGs Team. At the global level, UNDP has established the Finance Sector Hub, which brings together a corporate approach to offering services across public and private finance to countries around the world.

The consultant engaged through this terms of reference will support the delivery of SDG financing services in the Asia-Pacific region through the BRH Financing the SDGs team and globally through the UNDP Finance Sector Hub. The consultant will support the operationalization of integrated national financing frameworks, providing guidance and analysis and supporting the sharing of lessons and experiences between countries. The consultant will support the rollout of DFAs globally, conducting analysis and providing advice, backstop support and quality assurance. They will support

the continued refinement of the DFA methodology, including regarding its application in a variety of development settings. The consultant will provide inputs to country action plans on SDG financing, conduct analysis to support pitches for government and private sector, and collect evidence for the basis of South-South learning.

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

Scope of work:

The work under this consultancy will be divided between support for BRH's Financing the SDGs team, including support for country offices in the Asia-Pacific region (60%) and support for UNDP's global Finance Sector Hub, including support for country offices in other regions (40%).

Support to BRH's Financing the SDGs Team

The consultant will support the team composed of colleagues working across the office on both public and private finance and across thematic areas with analysis, research and technical inputs for both regional and country initiatives. The Consultant will provide inputs to country action plans on SDG financing, conduct analysis to support pitches for government and private sector, support the provision of technical assistance and collect evidence for the basis of South-South learning. Support will include the following activities:

- I. Support for operationalizing integrated national financing frameworks
 - Support 2-4 countries to operationalize integrated national financing frameworks:
 - Work with country offices and government counterparts to develop national INFF roadmaps, building on global INFF methodology as it is developed
 - Provide analysis and facilitate dialogue among national stakeholders as part of the INFF operationalization process
 - Support the development of national SDG financing strategies
 - Support the creation of institutional tools, such as monitoring frameworks, that will be used to operate an INFF
- II. Support and quality assurance for development finance assessments (DFAs)
 - Provide support to country offices and DFA teams with the scoping and setup of DFAs across the region
 - Provide backstop support and substantive quality assurance on ongoing DFAs, including reviewing draft documents and contributing to key outputs such as financing strategies
 - Support the sharing of lessons and experiences between countries undertaking DFAs
- III. SDG financing policy research, support and service line development
 - Identify lessons from DFAs and other country engagements on the evolving demand for assistance on public and private financing issues
 - Support the development of UNDP service offers, including through the APDEF initiative, that respond to demand in relation to specific aspects of public and private financing for the SDGs

- Support in analysis of financing trends, gaps and opportunities as inputs into SDG financing team integrated missions and support

IV. Technical assistance to countries

- Provide technical assistance to 1-2 countries in support of the establishment or strengthening of specific INFF building blocks or SDG financing strategies following on areas of interest and recommendations from the DFA. Delivering this assistance will include:
 - Support in review of SDG financing action plans and DFAs completed and underway to identify possible entry points for action and policy support
 - Consultations with government and development partners to determine exact focus of DFA follow-up actions and reforms. In addition to responding to the needs of relevant institutions around strengthening the INFF, lessons from the DFA process will be collected to shape the design of country support to other contexts
- Provide support to country offices with the strategy development and design of programming related to SDG financing

Support to UNDP's global Finance Sector Hub

The consultant will support the SDG Finance Advisor in UNDP's Finance Sector Hub (FSH) with the rollout and delivery of FSH services across countries outside the Asia-Pacific region. This will include both support for country-level work in countries outside the Asia-Pacific region and support for the promotion and rollout of the FSH at the global and regional levels. Support will include the following activities:

I. Support countries undertaking DFAs and operationalizing integrated national financing frameworks

- Provide support for 3-4 countries that are undertaking DFAs and which plan to establish an integrated national financing framework:
 - Support country offices and governments with the scoping, setup and delivery of DFAs
 - Provide backstop support to ongoing DFAs, providing quality assurance and sharing lessons based on the experiences of other countries
 - To provide technical inputs on key DFA/INFF outputs such as INFF roadmaps, financing strategies etc.

II. Further development of the Development Finance Assessment approach and methodology

- To support in development of further guidance on delivery of DFAs, with a focus on issues such as using DFAs as a step toward operationalizing an INFF and undertaking DFAs in particular contexts, such as the subnational level or in SIDS or contexts characterized by fragility.

III. Support FSH rollout, strategy development etc.

- Support the promotion and rollout of FSH services on SDG financing with analysis, research and other inputs as needed

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualification

Master's degree in social sciences, Humanities, Public Administration, Economics or Political Science or equivalent.

Professional Experience

- Minimum overall experience of 7 years in sustainable development financing, policy analysis, public finance, private sector development, strategic planning and budgeting, capacity building and advisory services; including:
- Minimum 5 years of experience supporting development partners or central government agencies in the area of development finance and public institutional governance and capacity building
- Minimum 4 years supporting country level rooted public policy reforms in close collaboration with central government agencies, demonstrating ability to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders
- Experience supporting Asia-Pacific governments in the establishment of integrated national financing frameworks (INFF); experience with development finance assessment (DFA) methodology will be considered a significant asset;
- 3 years of experience in data collection, analysis and statistical tools.

Functional Competencies

- Excellent writing skills required, as demonstrated by previous research/analytical reports/policy notes on relevant topics.

Language requirement

Fluency in English (written and spoken), and an ability to effectively summarise and present information.

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

Duration

The expected duration of this assignment is one year with maximum of 261 working days. The proposed start date is 18th February 2020, and planned to be completed by 17th February 2021.

Duty station and expected places of travel

The assignment will be home-based with anticipated mission travel.

5. FINAL PRODUCTS

Expected Deliverables

Payments will be based on approved timesheet indicating number of days worked spent for specific output as agreed by both parties.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Institutional Arrangement

The Consultant will work under supervision of the Policy Specialist, Development Finance & Effectiveness at the UNDP Bangkok Regional Hub with guidance from the SDG Finance Advisor at UNDP HQ in New York.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following to demonstrate their suitability for the assignment.

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Financial Proposal 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.
- d) One page of proposed methodology to complete this assignment

Incomplete proposals may not be considered. The shortlisted candidates may be contacted for written test and interview, and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Consultant must send a financial proposal based on **Daily Fee**. Payments will be made monthly, upon approval of timesheet record and certification of number of days worked.

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

UNDP will organize travels and disburse living allowance for the consultant using UNDP rules and regulations. All the cost incurred from the mission will be reimbursed at actual with prior approval according to UNDP rules and regulations.

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 the missions.

9. EVALUATION

Evaluation Method and Criteria

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 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.

Stages of Selection process:

Preliminary Shortlisting on pass/fail basis

- Minimum Required Qualification
- Minimum number of relevant experiences (minimum overall 7 years)

Detailed Technical Evaluation;

Part 1

- Higher Relevant Experience – 25 Marks
- One page of proposed methodology to complete this assignment - 10 Marks

Please note only those candidates who score minimum 70% marks of out above 35 marks will be called for interview.

Part 2

- Telephonic Interview – 35 Marks

Financial Evaluation:

- Financial Evaluation- 30 Marks

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

ANNEXES

[Annex I ToR International SDG Finance Consultant](#)

[Annex II General Terms and Conditions for Contracts Individual Consultants](#)

[Annex III Offerors Letter to UNDP Confirming Interest and Availability](#)

[Annex IV P11 Form for ICs optional](#)

All documents can be downloaded at : http://procurement-notices.undp.org/view_notice.cfm?notice_id=62710