



Empowered lives.
Resilient nations.

Terms of Reference for PNG National

Assignment Title	Consultancy for Private Sector Contribution to the Sustainable Development Goals - IC/PNG/001-2020
Project	Sustainable Development Goals in Papua New Guinea
Type of Contract	Individual Contract
Contract Period	131 working days from 18 th February, 2020
Supervisor	Development Economist with overall guidance from the Resident Representative
Location	Port Moresby
Country	Papua New Guinea

Background

The private sector is widely acknowledged as a key driver of the achievement of the sustainable development goals (SDGs) across countries and regions. Over the past couple of decades, the private sector is increasingly being acknowledged and recognized for its potential to developing innovative, market-based solutions to address SDG gaps and development challenges in a sustainable manner.

Papua New Guinea (PNG) has demonstrated a strong political will for moving on the SDGs. The recently launched PNG Medium Term Development Plan 3 (MTDP 3 2018-2022), a five-year strategic plan aligned to the SDG's, explicitly recognizes a central role for the private sector alongside public entities and development partners in the achievement of its goals and ultimately, the SDGs.

Over the past years, the private sector has demonstrated significant interest towards supporting the achievement of the SDGs in PNG. The PNG Business Council's strategic plan clearly aligns to the SDGs and the MTDP3. UNDP in partnership with the PNG Business Council has developed an innovative SDG Dashboard that demonstrates and quantifies private sector's contribution to SDGs. UNDP realizes that with strategic and coordinated engagement with the private sector, development partners can create a more sustainable and prosperous PNG for all.

In line with this approach, UNDP PNG is also concretely exploring how to work differently to scale up its impact on the SDGs. Aligned with national priorities and the MTDP 3, UNDP PNG's Country Programme Document (CPD) explicitly highlights the forging of new private sector partnerships to support the 2030 agenda including in the areas of innovation, economic empowerment, natural resource management, disaster risk reduction, and building resilience to shocks and crises. Further, under the UN Development Assistance Framework 2018-2022, the link to each UNDP Activity and MTDP 3 Key Results Area and Goal is clearly defined.

As PNG rapidly transitions from a relatively closed to an open economy attracting regional and global foreign investments, the role of the private sector both domestic and international with significant

investments and presence in PNG, is set to be enhanced further. The government recognizes that human rights, rule of law, inclusive and sustainable economic development, and state-building are interconnected and require investments, both foreign and domestic, to be conducted responsibly.

An important objective of the PNG national constitution is the 'Responsible management and use of natural resources for environmental sustainability.

Globally, while the SDG aligned private investment has been growing, it remains a small part of the total global effort. The UN Global Compact's call to companies to voluntarily align strategies and operations with universal principles on human rights, labor, environment and anti-corruption and take actions that advance societal goals has seen over 12000 plus signatories. UNDP PNG's engagement with the private sector ranges from collaborative and innovative platforms and solutions to support rural communities to move up the value chains, building the capacity of micro, small and medium enterprises to strengthen their competitiveness, promoting a culture of entrepreneurship and start-ups with a focus on women and youth and leveraging innovative financing and partnerships including scoping out impact investing for stepped up private sector investments on SDGs and issue based collaborative action on salient themes such as World Environment Day. UNDP is also seeking to identify entry points across the country office including in the Governance Portfolio as well as the Environment Portfolio including opportunities to co-leverage and crowd in private sector finance in designing of its programming including environmental projects funded by vertical funds such as the Global Environmental Facility (GEF) and the Green Climate Fund (GCF) and across its entire programming portfolio.

The timing of this proposed work is crucial. PNG is currently preparing for the 2020 Voluntary National Review (VNR), a 15-min presentation and report at the global High-Level Political Forum in July 2020. This is a tremendous opportunity to highlight PNG's development progress towards the 2030 Agenda. It is also historic, as it will be the first time that PNG provides an international report against the SDGs. Led by Department of National Planning, a VNR Core Team, consisting of DNPM, Department of Foreign Affairs, NSO and UN. The VNR Introductory Workshop identified two areas for further technical assistance, data/evidence cycle strengthening and inter-/intra-sectoral engagement, particularly the importance of institutionalizing public-private sector engagement. In partnership with the non-resident UN Economic and Social Commission for Asia and the Pacific (UNESCAP), technical assistance for official statistics/SDG dashboard and SDG stakeholder engagement.

Scope of Work, Outputs and Deliverables

UNDP has successfully developed a methodology for engaging the private sector in PNG in relation to the SDGs. This is reflected in a detailed report that highlights the opportunity for the private sector to be involved in achieving the Sustainable Development Goals (SDGs) in Papua New Guinea (PNG). This report also articulates a clear methodology and process by which the private sector can be empowered to assist in achieving the SDGs in PNG, and how this can be measured.

Over the past year, the private sector has demonstrated significant interest in supporting the achievement of the SDGs. Initially the United Nations Development Programme (UNDP) and the Business Council of PNG (BCPNG) held various dialogues and convened several meetings that led to the development of a SDG Dashboard to demonstrate the private sector's contributions to the SDGs.

There are opportunities in the near future that will provide PNG with a global platform to demonstrate its progress towards the achievement of the SDGs – which will only be successful if

private sector engagement is accelerated during 2019. This project facilitated both the necessary engagement strategies and the redesign of the dashboard to feed into this broader PNG wide push to achieve the SDGs.

The Business Council are confident that they can get 50 businesses to sign up to the dashboard this year and reach a target of 100 businesses by 2022.

UNDP is looking for someone to lead on the next steps in coordinating the collection of data from the 50 businesses, create the dashboard and present the dashboard to the private sector stakeholders. The ongoing ownership and maintenance of the dashboard will be within the Business Council.

In parallel to signing up the initial 50 businesses and the development of the dashboard, UNDP will provide technical assistance to analyze synergies between the Business Council dashboard and the progress and snapshots of the progress towards the SDGs of the MTDP and the VNR on the SDGs that UN and UNDP are doing to support the GoPNG to report on progress at the 2020 High Level Forum.

The scope of the consultancy will include the following:

- Undertake consultations with key government entities (to be agreed) on institutionalizing private sector in the MTDP 3 and any other planned government initiatives for achievement of MTDP 3 goals and SDGs, particularly considering existing and proposed inter-/intra-agency stakeholder coordination mechanisms (i.e. MTDP3, SDG/VNR),;
- Continue structured consultations with key private sector entities/ start-ups in key sectors including business associations to map out ongoing investments and engagements by the private sector in PNG and scope out potential efforts which can be scaled up;
- Identify ongoing private sector projects and initiatives around the SDGs; Mapping ongoing engagements by the private sector in several provinces and regions where UNDP programming is ongoing;
- Oversee and manage the development of the dashboard that addresses key reporting requirements (MTDP3, SDGs/VNR, etc.) and the signing up of 50 private sector companies;
- Lead on supporting with the Government of PNG and the Business Council dashboard to identify national progress and gaps;
- Based on the consultations prepare a Country Office strategy, well defined entry points and a concrete practical action plan with timelines to strengthen private sector engagement across the entire programming portfolio for achievement of MTDP 3 and the SDGs.

Proposed Methodology

The methodology would be to build on the work achieved so far by the Business Council and UNDP, to use the positive lessons learned in the methodology already developed and expand this to more private Sector entities. Deliver on the dashboard. Ensure that a strong partnership is developed between the Business Council dashboard and the Government of Papua New Guinea (Department of National Planning and Monitoring).

Expected deliverables

- Develop and implement engagement strategy for the Business Council to sign up to 50 private sector entities of varying business sizes
- Fully self-contained/functioning online dashboard for the participating private sector companies

- Protocol for the simple ongoing maintenance of the dashboard (housed within the Business Council)
- Specific strategies for UN, Government and private sector to build relationships, strengthen coordination mechanisms and SME engagement to have a whole of PNG approach to the progress towards the SDGs and identifying accelerators and gaps.

Key milestones or deliverables	Report due	Payment Percentage	Review and Approvals
Payment upon submission of monthly progressive report for the month of February, 2020	28/02/20	16%	UNDP RR
Payment upon submission of monthly progressive report for the month of March, 2020	31/03/20	16%	UNDP RR
Payment upon submission of monthly progressive report for the month of April, 2020	30/04/20	16%	UNDP RR
Payment upon submission of monthly progressive report for the month of May, 2020	31/05/20	16%	UNDP RR
Payment upon submission of monthly progressive report for the month of June, 2020	30/06/20	16%	UNDP RR
Payment upon submission of monthly progressive report for the month of July, 2020	31/07/20	20%	UNDP RR

Education and Experience Required

- Minimum Bachelor's degree in economics, business administration or in any other related field.
- Minimum 7 years of relevant work experience particularly in the ASEAN region with a demonstrated track record of successful engagement with the private sector, CSR vis-a-vis SDGs and financing issues.
- A solid understanding of the SDGs and ongoing innovative programming and financing in partnership with the private sector with special reference to UN agencies.
- Advanced IT skills, excellent analytical, report writing and presentation skills
- Fluency in written and spoken English
- Ability to quickly adapt to change, and to remain calm under pressure

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> ▪ Minimum Bachelor's degree in economics, business administration or in any other related field. 	10	
Experience		57%
<ul style="list-style-type: none"> ▪ Minimum 7 years of relevant work experience particularly in the ASEAN region with a demonstrated track record of successful engagement with the private sector, CSR vis-a-vis SDGs and financing issues. 	30	
<ul style="list-style-type: none"> ▪ A solid understanding of the SDGs and ongoing innovative programming and financing in partnership with the private sector with special reference to UN agencies. 	27	
Competencies		3%
<ul style="list-style-type: none"> • Advanced IT skills, excellent analytical, report writing and presentation skills • Fluency in written and spoken English • Ability to quickly adapt to change, and to remain calm under pressure. 	1 1 1	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Latest updated Curriculum vitae (CV) or Resume
- b) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP. (Separate file from technical proposal (P11 and Brief description), password protected). **Template of Letter of Confirmation of Interest and Availability can be accessible from this [UNP PNG Procurement page](#)**
- c) **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. A methodology is recommended for intellectual services, but may be omitted for support services;
- d) **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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

One return ticket is envisaged for this assignment. In general, UNDP should not accept travel costs exceeding those of an economy return class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

Proposals may be submitted on or before the deadline as indicated below. Proposals must be submitted using this generic email procurement.png@undp.org address only.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

Completed proposals should be submitted using no later than **9th February 2020 (PNG Time)**.

For any clarification regarding this assignment please write to Tirnesh Prasad on procurement.pg@undp.org. Only written communication will be responded.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approval

This TOR is approved by:

Name and Designation Tracy Vienings
Deputy Resident Representative,
UNDP PNG Country Office