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Resilient nations.*

TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE: Consultant – Transparent Public Procurement in ASEAN

AGENCY/PROJECT NAME: UNDP BRH, Regional Project “Promoting a fair business environment in ASEAN”

COUNTRY OF ASSIGNMENT: Home-Based – preferably in a country in Asia-Pacific but not necessary. With missions to Thailand, Indonesia and the Philippines

NUMBER OF DAYS: 31 March 2020 to 30 September 2020. Maximum 120 Days.

A. Project Description

In Asia and the Pacific, UNDP is increasingly requested to provide support services to governments and private sector on developing transparent and accountable solutions that contribute to sustainable development in the region. These services are part of UNDP’s Bangkok Regional Hub’s signature solutions on good governance and partnerships with the private sector to achieve the Sustainable Development Goals.

In 2018, BRH has launched a regional project on [“Promoting a fair business environment in ASEAN” \(2018-2021\)](#) targeting 6 countries: Indonesia, Malaysia, Myanmar, the Philippines, Thailand and Viet Nam. The multi-year regional project- Promoting a fair business environment in ASEAN is carried out by UNDP in cooperation with the British government and aims to promote fair, transparent and predictable business environments by working with both governments and the private sector in a collaborative manner.

[UNDP supports governments in building open and transparent public procurement systems](#) that ensure effective service delivery, promote an enabling environment for businesses, maximize the use of domestic resources for development and contribute to the achievement of the SDGs at country level. In addition we support governments in aligning with their obligations under article 9 of the United Nations Convention Against Corruption on Public Procurement And Management of Public Finances. UNDP’s approach to transparent and open government contracting focuses on strengthening the national ecosystem of actors in which:

- Government capacities on open procurement and corruption risks management are developed.
- Citizens’ participation mechanisms exist to monitor and report red flags throughout the procurement cycle
- Oversight institutions (audit institutions or anti-corruption bodies) have strong prevention function and capacities to identify red flags and ensure the integrity of government contracts.
- The private sector upholds high standards of integrity and responsible business practices throughout their engagement in the public procurement cycle.

- Government contracts adhere to sustainable procurement practices that can also benefit under-represented and vulnerable groups.

B. Scope of Work

The consultant will work in the Transparency, Accountability & Anti-Corruption team, under the overall guidance of the Senior Advisor and Regional Project Manager of “Promoting a fair business environment in ASEAN”.

The consultant will perform the following roles and responsibilities

Policy Advice and Programme Support:

- In close coordination with the regional team, lead the policy formulation and development and policy support in relation to the agenda of transparent and open public procurement systems as an accelerator to the SDGs.
- Provide support target countries in these policy areas, helping them to ensure relevance of the services and programmatic activities provided at country level.
- Provide support in the formulation of an integrated approach to strengthen open and transparent procurement ecosystems at national level fit to accelerate the achievement of the SDGs.
- Technical assistance includes quality assurance and monitoring project implementation according to the project’s targets and indicators.

Knowledge Production and Knowledge Management:

- Develop capacity development offers (workshops, trainings, webinars) for UNDP and partners aimed at promoting knowledge exchange about the challenges and opportunities of creating a fair business environment in the ASEAN context.
- Stimulate the use of innovative approaches and solutions aimed at improving transparency and openness in procurement systems.

C. Key outputs and deliverables

The consultant will support the implementation of the Regional Project “Promoting a fair business environment in ASEAN” including:

Deliverables/ Outputs	Target Timeline and Due Dates
1. Provide technical assistance to BRH and at the country level (the Philippines, Indonesia and Thailand), on procurement policy reform and in the development of policies, regulations and tools in accordance with international standards and depending on the specific country priorities. Technical assistance includes quality assurance and monitoring project implementation according to the project’s targets and indicators.	March – September 2020 (Approx. 40 days)

<p>2. Drawing on UNDP's initial mapping of the actors, tools and good practices in open and transparent public procurement, co-develop a toolkit aimed at strengthening the national ecosystem required to strengthen public procurement as a vehicle for achieving the SDGs.</p> <p>Target audience: civil society organizations, business associations, public officials and development practitioners in Asia region.</p>	<p>First draft - May 2020 (30 days) Second Draft – July 2020 (15 days) Final draft – August 2020 (10 days)</p>
<p>3. Design and deliver a workshop to pilot test the content of the toolkit with a selected group of stakeholders who will be using the toolkit at national and local level.</p> <p>Incorporate feedback and comments received into the final version.</p>	<p>September 2020 (approx. 25 days.)</p>

D. Institutional Arrangement

The consultant will work under the overall supervision of the Project Manager, Transparency, Accountability and Anti-Corruption at UNDP Bangkok Regional Hub in close cooperation with the other team members (Programme Analyst and Programme Assistants).

E. Duration of the Work

The period of the assignment starts from 31 March 2020 to 30 September 2020 up to maximum of 120 working days.

F. Duty Station

Home based, with travel missions to Thailand, Indonesia, and the Philippines.

G. Qualifications of the Successful Individual Contractor

- Advanced university degree in economics, finance, business, public administration or related field is required.
- At least 10 years of experience working in the areas of transparency, anti-corruption and/or public administration.
- At least 4 years of specific experience providing advisory services or implementing advocacy programs related to transparency and integrity in public procurement, including elements of open data standards and innovative solutions.
- Experience in designing and delivering capacity building methodologies for public officials and/or civil society organization.
- Demonstrated understanding of the role of public procurement as an accelerator to achieve the SDGs at country level.
- Knowledge of UNDP's role, or UN programming at the country level and regional levels is consider as an asset.

Language:

Fluent in spoken and written English

H. Competencies:

- Persuades others to embrace new ideas, even when controversial;
- Empathizes with client perspectives and needs and communicates messages with the clients' experiences in mind;
- Expands capacity of team to deliver on time, on target, and within organizational standards ;
- Ensures high quality of work in terms of both substantive depth and adaptive relevance to client needs;
- Catalyzes new ideas, methods, and applications to pave a path for innovation and continuous improvement in professional area of expertise.

I. Scope of Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on Daily Fee. 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 IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC's duty station) should be identified separately. 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 (which shall be in accordance with the monthly work plan agreed with the Project Manager).

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.

J. Recommended Presentation of Offer

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-d) must be part of the detailed CV and uploaded as one document**

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) 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;
- c) Brief description of why the individual considers him/herself as the most suitable for the assignment
- d) Brief outline (1-pager) on the proposed approach and methodology to design the toolkit on open and transparent public procurement (See output #2, page 3)
- e) Financial Proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided (in USD currency). 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 short-listed candidates may be contacted and the successful candidate will be notified.

K. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the **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 b) 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. Only shortlisted candidates will be considered for the interview which will be used to assess the below criteria.

Technical Criteria for Evaluation (Maximum 70 points)

- **Criteria 1 Education:** Advanced university degree or master's degree in economics, finance, business, public administration or related field is required. (Maximum 10 points)
- **Criteria 2 Experience:** At least 10 years of experience working in the areas of transparency, anti-corruption and/or public administration. (Maximum 25 points)
- **Criteria 3 Experience:** At least 4 years of specific experience providing advisory services or implementing advocacy programs related to transparency and integrity in public procurement, including elements of open data standards and innovative solutions. (Maximum 25 points)
- **Criteria 4:** Interview (Maximum 10 points)

Only candidates obtaining a minimum of 70% of the total technical points would be shortlisted and considered for the interview and the financial evaluation.

L. Annex to the TOR

N/A