



Annex II

Terms of Reference

Type of contract: *Contract for professional services & Purchase Order*

Duration: 3 months

Starting date: 6 April 2020

Completion date: 30 June 2020

Location: home-based

Background

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity. UNV is headquartered in Bonn, Germany with an office in New York and has five regional offices in Amman, Bangkok, Dakar, Nairobi and Panama.

The Plan of Action to Integrate Volunteering

In 2015 the UN General Assembly endorsed a Plan of Action to Integrate Volunteering into the 2030 Agenda, most recently re-confirmed under General Assembly Resolution 73/140 in December 2018. Under this process, UN Member States, Private Sector, Civil Society, Academia and Stakeholders are working together to collate and share knowledge on volunteering for the SDGs. A global technical meeting will be held in July 2020 at the High-Level Political Forum on the SDGs in New York, to present regional and country experiences on partnerships with volunteers under the 2030 Agenda. UNV hosts the Secretariat of the Plan of Action, co-leading the initiative with the International Federation of Red Cross and Red Crescent Societies.

The Plan of Action seeks to develop strategies, tools, generate data and evidence with the objective to advance the proposition that when deliberately planned and applied, volunteering can become a powerful means for implementing development plans, including the 2030 Agenda.

Volunteering for SDG Acceleration - the Acceleration Toolkit

2020 marks the beginning of a Decade of Action, in which governments, civil society, the private sector and other stakeholders are working together to generate solutions and accelerate action to address systemic gaps in SDG implementation. Accelerating progress requires the ingenuity and deployment of all resources available as the world faces cross-cutting and critical challenges that threaten to derail progress. Already, the UN Sustainable Development Goals Report 2019 notes that a number of SDGs and their targets remain off-track.

The annual report of the Committee for Development Policy, presented at the High-level Political Forum on the SDGs (July 2019), raised two major challenges to SDG progress: firstly, that inequality levels were ‘unacceptable and unsustainable’ and that ‘moving towards inclusiveness and inequality requires overturning processes that disempower people and communities’ and secondly, that ‘climate change risks was a major factor in the disempowerment of communities’ and that ‘the combination of factors not only clashes with the ideal of social justice, equity and sustainability, but also fuels conflict and insecurity that can derail the 2030 Agenda and SDG implementation. Thus, overcoming these two underlying barriers to progress will define not only the success of the 2030 Agenda but also global, regional and national agendas in the decades to come.

The impact of SDGs implementation, and of failure to implement SDGs, will be felt especially by young people, women, minorities and people with disabilities; people who are often on the margins of development planning and decision-making. The interplay of severe inequalities, climate risk and vulnerability can easily derail all the efforts around the SDGs. The cumulative layers of exclusion often shape women and marginalized groups’ ability to respond and react to the challenges above – benefitting these groups first will help transform the systems and processes that are needed to tackle the challenges of the 21st Century.

Volunteering offers a tangible strategy for involving people in sustainable development, including through self-actualization, empowerment, connectivity and building shared solutions that can help address complexity, scale, and depth in the implementation of the SDGs. Around one billion people actively volunteer. However, volunteering is a complex phenomenon with diverse costs and benefits for people and groups, which can both reflect and challenge development disparities.

In this context, the development of a Volunteering for SDGs accelerator toolkit, will provide practitioners with tools to address complex SDG-related problems, and to accelerate progress in achieving the SDGs. The toolkit will explore how the distinctive contributions of volunteering can be amplified as part of the Decade of Action on the Sustainable Development Goals (SDGs). To do so, it will zoom in on the most complex problems such as climate change and inequality, now and in the future to understand the ways in which people-driven action can transform, disrupt, accelerate and ultimately ensure that goals and targets are met.

The methodology for production of the toolkit will be to bring together existing research on the distinctive contribution of volunteering to development, and to apply this to innovation and transformation thinking in relation to the above SDG-related problems. The core element of the toolkit will be an ‘acceleration matrix’ for decision-makers looking to maximise the impact of volunteering. The SDG Volunteer Acceleration Toolkit will be a guidance resource – in the form of both an online tool and a printed manual allowing people with limited internet connectivity to access and use the toolkit. This toolkit will help practitioners to think about how volunteerism can be a transformative and powerful means of implementing the SDGs.

A brief summary of the assignment

Project Title	Accelerator Toolkit on Volunteering for the SDGs
Project Objectives	Creation of a practical toolkit that demonstrates how and where volunteering can make the biggest difference for the SDGs to 2030 and beyond
Project Context / Background / Rationale / Scope	See above
Expected Project Output/Outcome	See above
Previous work done/history (if any)	n/a
Other Relevant Information	n/a

1. Scope of Services, Expected Outputs and Target Completion

The Service Provider will be responsible for the development of the analytical framework to be used, and the tools and guidance for practitioners, based on review of existing materials and evidence around volunteering, SDGs acceleration, climate change, inequality, inclusion and leaving no one behind. In terms of framework and final product, the consultancy will refer to other existing SDG acceleration tools and resources, particularly those produced by UNDP.

Specific deliverables include the following:

No	Description	Estimated Working Days and Travel	Due date
1	Develop and present inception report with (i) an outline of the structure and design of the Volunteer SDG accelerator toolkit (ii) the research framework and methodology	5 working days	06 April 2020
2	Conduct desk review to input to the research framework bringing together evidence on volunteering, SDGs gaps and bottlenecks particularly relating to climate change and inequality; inclusive and participatory development; leaving no one behind.	10 working days	10 April 2020
3	Identify key acceleration factors as a basis for the toolkit/produce rough analysis and outline for the toolkit (Acceleration Matrix)	10 working days	20 April 2020
4	Design and deliver an (online) event to convene task team and Plan of Action stakeholder meeting to review the Matrix, gather feedback on examples that can be included, and other major components of the toolkit	10 working days	30 April 2020
5	Write up and submit draft toolkit to UNV ⁱ and task team including suggestions for design features and infographics (and inclusion of Good Practice examples)	10 working days	10 May 2020
6	Consult with identified key targets to gather wider feedback from non-volunteering community	10 working days	20 May 2020
7	Present final draft toolkit to UNV and partners	5 working days	01 June 2020
8	Incorporate final feedback and submit final version	7 working days	8 June 2020
	Total number of working days	67 days	

2. Institutional Arrangement

- (a) The Service Provider will be guided on the assignment by the Workstream 2 Taskforce but under the direct and day-to-day reporting to the Co-leads of the Workstream. The Taskforce will be responsible for the approval of the various stages of the work as well as certification of the completion of the assignment;
- (b) The Service Provider will provide weekly updates to the TaskForce and will at two key milestones of the assignment make presentations to UNV Senior management and Partners on progress;

3. Duration of the Work

- (a) The assignment will be completed in no more than 3 months from the date of contract signature. The consultant is required to prepare and submit the entire plan in a way that allows the achievement of all deliverables in good time, bearing in mind the corporate due dates as indicated above;
- (b) As per the detailed workplan and inception report the Service Provider will provided regular updates on key milestones to Taskforce as well as Senior management of UNV and Partners so that they can give comments and approve or certify outputs;

4. Location of Work

- (a) The assignment will be home based. i.e the contractor shall work from his or her premises;
- (b) The Service Provider will be required to report on a weekly basis to the Taskforce and shall cause to convene three virtual meetings with stakeholders at the inception of the assignment, midway and before finalization;

5. Qualifications of the Successful Service Provider at Various Levels

The technical proposal shall contain; the company profile, selected list of projects delivered, customer references, project team, CVs of individuals proposed for the assignment, outline of the methodology to be employed, supporting certificates, and any other documents relevant to the assignment as outlined below.

- (a) Legally constituted organization with a valid registration;
- (b) A minimum of 7 years of relevant experience in SDG/high level frameworks, development planning, toolkit and manuals design and guidelines, for United Nations or other international organizations
- (c) Demonstrated strong technical expertise and experience in research and evidence on on governance, social development, civic participation, community development, activism and/or social movements
- (d) Quality of the proposal and proposed methodology

6. Criteria for Selecting the Best Offer

<i>Technical Criteria</i>		<i>Weight %</i>
<i>Company profile</i>	<ul style="list-style-type: none"> • <i>Profile of company and experience on similar projects</i> • <i>Client references</i> • <i>Previous assignments with UN (if any) contracts and duration</i> • <i>Project management, monitoring and quality assurance process</i> • <i>Number of customers, size of projects, number of staff per Project;</i> 	15%
<i>Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan</i>	<ul style="list-style-type: none"> • <i>Overall concord between TOR/needs and proposal</i> • <i>Completeness of response</i> 	30%
<i>Management Structure and Qualification of Key Personnel</i>	<ul style="list-style-type: none"> • <i>Key personnel that will work on this assignment (should include their cv's and detail of relevant experience and qualifications)</i> • <i>Range and depth of experience of proposed staff with similar projects</i> 	25%
<u><i>Financial</i></u>		30%
<u><i>Total</i></u>		100%

7. Travel:

Any travel shall be undertaken only upon the prior written approval by the UNV Chief VASS and prior written approval of travel expenses by UNV Procurement Associate. The Contractor will pay its own travel expenses in advance. Upon submission of an invoice, UNV will pay the Contractor (a) Daily Subsistence Allowance (DSA) for the period of travel (if authorised and if applicable), subject to standard UNV rules and regulations governing DSA payments, and (b) reimbursement for travel costs upon submission of a ticket receipt and original boarding passes. The Contractor will purchase the lowest available fare in economy class.

ⁱ Resources allowing, it is proposed that this will be face-to-face at UNV HQ, Bonn.