**Terms of Reference for Local Consultant **

**(June 22, 2020)**

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| **Assignment:** | Support to SDG localization in Ulaanbaatar  |
| **Project:** | “Supporting the implementation of the 2030 Agenda in Mongolia” |
| **Type of contract:** | Individual contract  |
| **Duration of the assignment:** | 60 working days (July - December 2020) with possible extension based on satisfactory performance |

**Background**

United Nations Development Programme (UNDP) is implementing a project to support the implementation of the Sustainable Development Goals (SDGs) in Mongolia. The project supports the national mechanisms on coordination of SDGs implementation, alignment of national planning, budgeting, financing and monitoring frameworks with the Agenda 2030, and relevant capacity building and advocacy efforts. In addition, UNDP collaborates with the national stakeholders to implement projects to accelerate the SDG implementation. It partners with local governments, namely the Governor’s Offices of Ulaanbaatar city and Orkhon aimag and other local governments, research institutions and the media on SDGs mainstreaming and localization, since local governments are critical in turning Agenda 2030 from a global vision into a local reality.

Memorandum of Understanding (MoU) between the UNDP Mongolia and the Governor’s office of Ulaanbaatar was established to serve as an overall framework for localization of SDGs in 2016 to cooperate in acceleration and localization of the SDGs in Ulaanbaatar, through translating SDGs and national policies into the capital city medium-term development policy and plan, implementing joint programmes and projects, and building SDG capacity and awareness. The Ulaanbaatar Citizen’s Representatives Khural adopted a roadmap for aligning with the SDGs and Mongolia’s Sustainable Development Vision-2030 in February 2020 under the project technical assistance and strong commitment of the UB City official representatives from different institutions and departments. UNDP is continuing to support the Governor’ office initiative to localize SDGs in two districts Songinokhairkhan and Nalaikh on their development plans and programs.

The objective of the assignment is provide support to the Governor’s office, Ulaanbaatar, in acceleration and implementation of SDG localization initiatives through *i) strengthening coordination and collaboration on SDGs localization, ii) updating analysis and studies, iii) conducting capacity building and awareness building activities iv) monitoring and tracking the SDGs progress* to ensure the sustainability and institutionalization of SDG localization initiatives at the local level*.*

##### Scope of work

The consultant shall carry the following specific tasks:

1. *Strengthening coordination and collaboration on SDG localization (20 days):*
2. Develop in consultations with UNDP and Governor’s office of Ulaanbaatar the detailed workplan and methodology by reviewing the Memorandum of Understanding, Financial agreement and Annual work plan 2020 as well as reports/workplans of other localization consultants.

Develop terms of reference for implementation of the planned activities under the Financial agreement and the annual workplans for 2020 and review deliverables from consultants to ensure timeliness and quality;

1. Support in organization and logistical arrangements for all meetings and consultations between UNDP/ its consultants and the Governor’s office and its officials related to SDG localization initiatives activities and project activities;
2. Prepare progress reports for publication, speeches, press releases, meeting minutes, narrative and financial reports as required needed;
3. Develop detailed annual workplan between UNDP Mongolia and the Governor’s office by seeking comments/views from relevant officials of the Governor’s office and UNDP on 2021 and onwards;
4. Act as a liaison officer-in-charge between UNDP Mongolia and Governor’s office as well as supporting to mainstream and explore synergies between development partners and institutions working on SDGs Localization and sustainable development;

*ii) Undertaking relevant analysis and studies (25 days):*

1. Review all relevant documents related to the aimag development plan, economic and social development, including the SDG Roadmap 2030 for Ulaanbaatar;
2. Conduct a short assessment of the baseline and progress of the Ulaanbaatar’s key development and SDGs indicators, data readiness/gap and their sources, and the implementation status of relevant plans and programs (subprograms) and pre-identify population groups and/ or locations lagging behind in terms of SDGs, national development goals and policies and the aimag socio-economic and environmental indicators by reviewing relevant documents, reports and statistical data on national, aimag/soum and sector development in order promote the principle of ‘Leaving no one behind’ (LNOB);
3. Prepare brief report on the LNOB assessment of Ulaanbaatar city including district level under the city sustainable development medium and long term goals;
4. Assist in policy advocacy to address the needs of most vulnerable groups through the Ulaanbaatar’s development planning, budgeting and reporting;
5. Review and provide comments on documents and reports produced by consultants and prepare for final delivery through quality assurance and close monitoring on final deliverables;
6. Assist the Governor’s offices of the two districts on approval processes of the medium-term development policy documents from the respective Citizen’s Representative Khurals of the Ulaanbaatar and on the implementation;
7. Assist the Governor’s offices, their respective working groups and consultant teams in development of implementation plans of the SDG Roadmap 2030 for Ulaanbaatar and the medium-term development plans of the two districts along with financing framework by providing data, reports, and other relevant documents and seeking comments/views from respective working group and the Governor’s office;
8. Assist the Governor’s office in developing annual socio-economic plan and budget aligned with the national development guidelines and SDG Roadmap 2030 for Ulaanbaatar using SDGs-informed and results-based methodologies; and
9. Assist in identification of priority projects and resource mobilization using innovative approaches and their implementation by supporting activities to accelerate the SDGs Roadmaps and support in drafting bankable projects as required;

*iii) Monitoring, conducting capacity building and awareness building activities (15 days):*

1. Introduce the monitoring and tracking tools on the SDGs progress to ensure the sustainability and institutionalization of SDG localization initiatives at the local level*.*
2. Prepare training and policy advocacy materials on SDG awareness and capacity building for the aimag Governor’s office, implementing agencies, and soum representatives; and
3. Conduct and organize trainings (at least 3) and awareness building activities (at least 2) at each of the component and results in consultation with the UNDP.

##### Deliverables

1. Detailed workplan and methodology based on the annual Workplan between UNDP Mongolia and the Ulaanbaatar City’s Governor’s Office;
2. Draft TORs and detailed implementation plans including the financial forecasts on each pending activities with results framework;
3. Update on baseline assessment of the Ulaanbaatar on key development and SDGs indicators, data readiness/gap and their sources, and the implementation status of relevant plans and programs;
4. Reports on LNOB;
5. Report on review/comments provided on documents produced by consultants on each activities;
6. Submission of report on monitoring, conducting capacity building and awareness building activities;
7. Weekly progress report on implementation of all related activities, including delivery of results.
8. Prepared materials, handouts, advocacy and awareness building materials for various trainings workshops, and consultations.
9. Finalized speeches, press releases, minutes of meetings, project progress reports and deliverables and support on achieving all project related activities and documents;
10. Final report, including approved annual joint workplan for 2021 and draft agreements between the UNDP and the Ulaanbaatar City Governor’s Office.

**Reporting**

The Consultant will directly report to the Project manager. The consultant shall work closely with Policy and Planning Division, and other respective departments and division of the Ulaanbaatar city. He/she should consult closely with the SDG project Advisor and other project workstream teams as required and guided from the Project manager to mainstream and build strong synergies among UNDP projects targeted at Ulaanbaatar.

##### Payment schedule

All payments shall be made upon submission and acceptance by the Policy and Planning Department of Ulaanbaatar city Governor’s Office, and UNDP Country Office.

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| **Deliverables**  | **Target Due Dates** | **Payment installments** |
| Deliverables 1, 2, 7 | July 20, 2020 | 15% of the total payment  |
| Deliverables 2, 3, 6, 7 | August 28, 2020  | 20% of the total payment |
| Deliverables 4, 5, 6, 7  | October 12, 2020 | 20% of the total payment |
| Deliverables 5, 6, 7, 8  | November 16, 2020 | 30% of the total payment |
| Deliverable 5, 6, 7, 8, 9, 10 | December 25, 2020  | 15% of the total payment  |

##### Qualification requirements

* Bachelor’s degree in public and business administration, public policy analysis, public finance, project management and other related fields.
* At least 5-year experience in policy analysis, monitoring, evaluation and project management.
* Experience of working with local Government agencies is an asset.
* Experience of working with projects is an asset.
* Good written and oral English and Mongolian.

**Criteria for Selection of the Best Offer**

Combined Scoring method will be used, where the technical proposal will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Below is the breakdown of technical proposal scores.

* Educational background – 20%
* Work experience – 50%
* Proposed methodology – 30%

Financial proposal shall include daily fee as well as other costs to be incurred, including travel costs, where relevant.

**The TOR is approved by**

Barkhas Losolsuren,

Program Analyst, UNDP Mongolia

**Submitted by:**

Munkhtuul Batbaatar

National Project Coordinator