

TERMS OF REFERENCE

Reference	PN/FJ/082/20
Consultancy Title	Special Assistant to the Resident Coordinator
Duty Station	Suva, Fiji
Application deadline	27 August 2020
Type of Contract	Individual Contractor
Competition	International
Languages required:	English
Duration of Contract:	4-month period, September to December 2020

Consultancy proposal should be sent via email to etenderbox.pacific@undp.org no later than 27th August 2020 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

BACKGROUND

With the 2030 Agenda for Sustainable Development at its core, and in response to the General Assembly resolution 71/243 on the quadrennial comprehensive policy review of operational activities for development of the United Nations system, the UN Secretary General's report (December 2017) "Repositioning the United Nations development system to deliver on the 2030 Agenda: our promise for dignity, prosperity and peace on a healthy planet" puts forward a comprehensive proposal on further improvements to the resident coordinator system to ensure more coherent, accountable and effective support for the 2030 Agenda. This was further reinforced by General Assembly resolution 72/729 of 1 June 2018, which gave the Secretary-General the mandate to implement the repositioning.

A reinvigorated resident coordinator (RC) system is at the centre of a repositioned United Nations development system. While the system has been instrumental in driving coherence on the ground over the past four decades, it is now insufficiently robust to respond to the needs of the 2030 Agenda. The report stresses that resident coordinator offices will need to be adequately staffed to ensure sufficient substantive capacities to lead United Nations country teams. The core capacity will include expertise in coordination and strategic planning, economics, tailored policy support, results monitoring and evaluation, and strategic partnerships, plus a robust standing communications capacity within United Nations country teams.

Consultancy

This Consultancy position is expected to support the Office of the Resident Coordinator, with the new skillset and competencies required to deliver on the 2030 Agenda. In particular, the Consultant will bring substantive experience and knowledge on planning, coordination and management; particularly experience in organizing and managing meetings and preparing written summaries for further follow-up activities. The Consultant should have the necessary skills to analytically review information and identify priority matters that need to be urgently addressed, including on advising options. Further key areas of technical knowledge

and skills required from the Consultant include experience in undertaking programmatic analysis, high-level advice and management; and skills on advocacy, partnerships and resource mobilization in a multi-country or regional setting.

SCOPE OF WORK AND DELIVERABLES

The Consultant is expected to support the following activities:

Coordination and Facilitation

- Provide substantive support to the RC on the planning, coordination and management.
- Keep the RC informed on all matters requiring his/her personal attention, assist in formulating options as to how those matters might be handled, and ensure appropriate follow-up, as directed.
- Assists in planning the RC's schedule and mission, participates in relevant meetings, preparing notes for file.
- Organize and manage the RC's meetings and mission events, prepare written summaries and ensure follow-up activities, as appropriate.
- Analytically review information received by the RC and the management and identify priority matters that need to be urgently addressed, advising options.
- Draft and review substantive correspondence for the RC, as well as, draft and clear briefing notes and talking points, including communication to inform UN Country Team meetings.

Programmatic Analysis, Advice and Management

- Support policy research and analyses and prepare analytical briefs in support of UNCT's strategic priorities and work plans.
- Identify, analyze and monitor developments and emerging trends with respect to the implementation of the UNCT's mandate in the region and the UN Pacific Strategy (UNPS).
- Lead programme management, M&E and reporting for the UN Pacific Strategy Fund (UNPSF) and related work, in particular liaison with the UN Multi Partner Trust Fund (MPTF) Office for implementation and management of the UNPSF.
- Support the development of inter-agency joint work plans for the UNPSF and provide lead secretariat support for steering committee meetings and support towards the governance elements of the UNPSF.

Advocacy, Partnerships and Resource Mobilisation

- Lead formulation and implementation of advocacy strategies for effective resource mobilization under the UNPSF and other areas of the UNPS.
- Contribute towards the development of a Partnerships Strategy for the UNPS and UNPSF as needed.

Deliverables

- The Consultant in undertaking the above activities will provide regular briefing (weekly and as needed) to the Resident Coordinator and the Team Leader, RCO, and provide written monthly summary report of activities completed.

Location:

Consultant is expected to be based in Suva, Fiji during the duration of this assignment.

WORKING ARRANGEMENTS

Institutional Arrangement

The Consultant will physically work from the United Nations Resident Coordinator's Office (RCO) and will report directly to the Resident Coordinator in Fiji MCO and to the Resident Coordinator in Samoa MCO (matrix reporting). The Consultant will also maintain a close working relationship with the Development Coordination Officer, Strategic Planning and RCO Team Leader

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

The consultant should have an advanced university degree in social sciences, international relations, development studies, business or related field

Experience

- At least 5 years of experience in coordination, programme planning and management within UN
- Substantive experience in undertaking programmatic analysis, providing policy advice and programme management experience
- Excellent writing, planning, research, communication, and reporting skills and demonstrated ability to perform well in a multi-cultural environment
- Fluency in English, excellent oral and written communication skills, and outstanding interpersonal skills

Evaluation Method and Criteria:

Individual consultants will be evaluated based on the cumulative analysis methodology.

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 a pre-determined set of weighted technical and financial criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and Qualifications section) and Financial Criteria 30%.

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

Technical Criteria – Maximum 70 points

- Criteria 1 - At least 5 years of experience in coordination, programme planning and management within UN- 25%
- Criteria 2 - Substantive experience in undertaking programmatic analysis, providing policy advice and programme management experience- 15%
- Criteria 3 - Advanced university degree in social sciences, international relations, development studies, economics or related field- 15%
- Criteria 4 - Excellent writing, planning, research, communication and reporting skills and demonstrated ability to perform well in a multi-cultural environment- 10%
- Criteria 5 - Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills- 5%

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex II).
- 2) **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.
- 3) **Technical proposal:**
 - a. Brief description of why the individual considers him/herself as the most suitable for the assignment
 - b. A methodology, on how they will approach and complete the assignment.
- 4) **Financial proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II)

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Consultant must send a financial proposal based on **a Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee (Daily fees to include IC's medical insurance costs), travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

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.

For any clarification regarding this assignment please write to procurement.fj@undp.org.