



TERMS OF REFERENCE

Reference	PN/FJ/080/20
Location	UNRC Office, Pohnpei, FSM
Application deadline	03 September 2020
Type of Contract	Individual Contractor
Post Level	National Consultant
Consultancy Title	Consultant - Country Coordination Specialist - FSM
Languages required:	English
Duration of Initial Contract:	84 days (Between 15 September 2020 until 31 December 2020)

BACKGROUND

The UN Resident Coordinator (RC) provides leadership to the Pacific Joint UN Country Team and the UN's programming work, as outlined in the UN Pacific Strategy, in support of national priorities. The RC has a team composed of national and international staff, forming the Fiji RC Multi-Country Office (RCO), and is based in Suva, Fiji. The RCO Fiji oversees 10 Pacific Small Island Developing States (Pacific SIDS or PSIDS), namely Federated States of Micronesia (FSM), Fiji, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, and Vanuatu. Twenty-six resident and non-resident UN entities are signatories to the UNPS and members of The Pacific Joint UN Country Team.

The RCO fulfils ten core coordination functions, namely strategic analysis and planning; oversight of the UN country programming cycle; representation of and support of UN Secretariat and UN agencies (incl. non-resident agencies); support to national coordination systems and processes; development and management of shared operational support services; crisis management preparedness and response; external communication and advocacy; human rights and development; joint resource mobilization and fund management; and general UNCT oversight and coordination.

UN's support to the FSM include regional and country focused programmes in the areas of Climate Change, Disaster Resilience and Environmental Protection; Gender Equality; Inclusive Growth, Equitably Basic Services; Governance and Community Engagement; and Human Rights. Most UN technical advisory assistance is provided from the office in Fiji; the current UN staffing in FSM is composed of personnel from UNFPA, UN Women, UNDP, UNICEF, WHO and IOM.

DUTIES AND RESPONSIBILITIES

Scope of Work

For this assignment, RCO is seeking a resource person to coordinate more actively across UN agencies and national government agencies in FSM with a particular focus on multi-stakeholder coordination,

programming and planning, and monitoring and analysis.

Consultant will provide analytical and operational support to on-going and upcoming UN initiatives including the Socio-Economic Impact Assessment for COVID-19, the UN Joint Country Action Plan, UN Social and Economic Recovery Plan, UN Common Country Analysis, etc. in close collaboration with the RCO Team, UNCT, joint steering committees and designated program task-forces is required.

Under the guidance of the Country Coordination Specialist ensure strategic planning, coordination, monitoring, and reporting of UN country level programming under the UN Pacific Strategy/UN Sustainable Development Cooperation Framework the Consultant's work includes following areas:

- Support the country level UN programming and planning through the development of the Joint Country Action Plans in line with the UN Pacific Strategy and UN Socio-Economic Response Plan;
- Support continuous monitoring and analysis of country level statistical data to inform country analytics reporting, research, and policy reviews, in particular Socio-Economic Impact Assessment for COVID-19 and UN Common Country Analysis;
- Provide operational support in programming and reprogramming and resource mobilization for the UN Joint Country Action Plan for 2020 and 2021;
- Support initiating, establishing and coordinating external partnerships and joint resource mobilization efforts in support of COVID-19 response, support inter-agency coordination and partnership building;
- Support development and implementation of the country specific Comprehensive Community Dialogue and UN 75 initiatives;
- Support advocacy and communication efforts in the area of UN response to COVID -19, ensuring country specific information exchange;
- Support development of briefing papers, talking points, speeches, concept notes, letters, presentations etc, on issues related to the country context for the RC and other colleagues as appropriate;
- Support appropriate admin, finance and logistic processes of the coordination related aspects of the UN Office as per UN Regulations and Rules and in close collaboration with relevant UN entity and national counterparts;
- Any other tasks assigned related to management of the Office.

Expected Outputs and Deliverables

- Support successful planning and delivering UN regional and country specific programs under the leadership of UN RCO in FSM such as:
 - the Socio-economic Impact Assessment for COVID-19,
 - UN Social and Economic Recovery Plan,
 - UN Joint Country Action Plan 2020-21,
 - Common Country Analysis, and
 - UN Humanitarian Response Plan
- Creation of strategic partnerships for UNCT Programming, implementation and support of national strategies and priorities, as well as effective donor coordination in the country.

Institutional Arrangement

- The consultant will work under the operational direction of the Country Coordination Specialist in Pohnpei, FSM and the overall guidance of the Team Leader, UN RCO, in Suva, Fiji, and in close

collaboration with designated UN Country Lead in Pohnpei, FSM.

Duration of the Work

- 84 days between 15 September 2020 until 31 December 2020

Duty Station

- The Consultant will be based in the UN Office in the FSM and report to the UNRC in Fiji. The work includes substantive collaboration with the country coordination team in Fiji as well as UN colleagues and national partners in FSM. Tasks include but is not limited to support to strategic planning, coordination, monitoring and reporting of UN country level programming and partnership to advance on Agenda 2030 and the SDGs in line with national priorities and other functions as may be delegated by the RC and / or the RCO Team Leader.

COMPETENCIES

Professionalism:

Ability to apply sustainable development theories, concepts and approaches. Ability to conduct independent research and analysis on sustainable development topics, determine suitability, validity and accuracy of data provided by different sources. Shows skill in developing sources for data collection. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Planning and Organizing:

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Communication:

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Teamwork:

Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Accountability:

Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for

delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field.

Experience

- Five years of experience working in the area of expertise in/or policy analysis and drafting, outcome/impact measurement, capacity development, programme or strategy development, evaluation;
- Track record of performance in similar past assignments at national or international levels;
- Demonstrated experience working on the Sustainable Development Goals is an asset;
- Experience in consultations with key stakeholders (the relevant governmental institutions, independent experts and non-governmental organizations);
- Experience in working with government institutions, UN entities and/or NGOs in the country/region of the assignment is an asset
- Understanding of the UN Sustainable Development Goals, as well as UN gender equality, diversity and inclusion, and women's empowerment priorities
- Strong interpersonal skills and ability to work with people from different backgrounds to deliver quality products within a short timeframe

Language requirements and Computer Skills

- Fluency of English language is required.
- Usage of computers and office software package (MS Word, Excel etc.) and knowledge of database packages and experience in handling of web-based management systems is preferred

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on the **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, 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 on a monthly basis upon completion of the deliverables/outputs and as per below:

- **Deliverable 1:** Report outlining the tasks undertaken in September 2020.
Payment is based on completion of tasks assigned by the supervisor and submission and approval by UNRCO monthly report indicating progress against work assigned.
- **Deliverable 2:** Report outlining the tasks undertaken in October 2020.
Payment is based on completion of tasks assigned by the supervisor and submission and approval by UNRCO monthly report indicating progress against work assigned.
- **Deliverable 3:** Report outlining the tasks undertaken in November 2020.

Payment is based on completion of tasks assigned by the supervisor and submission and approval by UNRCO monthly report indicating progress against work assigned.

- **Deliverable 4:** Report outlining the tasks undertaken in December 2020.

Payment is based on completion of tasks assigned by the supervisor and submission and approval by UNRCO monthly report indicating progress against work assigned.

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.

Evaluation Method and Criteria

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.

Technical Criteria for Evaluation (Maximum 70 points)

Criteria 1: Educational Qualifications: 15 points

- Master's Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or related field is required - 15

Criteria 2: Work experience: 50 points

- Five years of experience working in the area of expertise in/or policy analysis and drafting, outcome/impact measurement, capacity development, programme or strategy development, evaluation is required- **15**
- Demonstrated experience working on the Sustainable Development Goals is an asset - **15**
- Experience in consultations with key stakeholders (the relevant governmental institutions, independent experts and non-governmental organizations) is required- **10**
- Experience in working with government institutions, UN entities and/or NGOs in the country/region of the assignment is desirable - **10**

Criteria 3: Language requirements and Computer skills: 5 points

- Fluency of English language – 5

Financial Evaluation – (Maximum 30 Points)

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, 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.

- **Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

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

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Consultant - Country Coordination Specialist - FSM**) with reference (**PN/FJ/080/20**) and submitted via **UN Job shop** by **3rd September 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org.

Women applicants are encouraged to apply