

Terms of Reference
Framework Agreement for the services of an Individual Contractor Engaged on an “On-Call” Basis, Trainer for the Training Program on Municipal Enterprises for Local Authorities to Achieve the 2030 Agenda

Type of Contract:	IC (Consultant)
Languages Required:	English
Duration of Initial Contract:	Up to 20 days from 1 February 2021 till 1 February 2022
Location:	Home-based

1. BACKGROUND

Istanbul International Center for Private Sector in Development (IICPSD), established in 2011 in partnership with the Government of Turkey as one of UNDP's six Global Policy Centers. IICPSD supports the private sector and foundations to become transformative partners in development through research, advocacy for inclusive business, facilitation of public-private dialogue and brokering partnerships. IICPSD leads UNDP's global work on private sector and foundations and supports UNDP's offices all around the world. The scale of funding and technical support required to achieve the ambitious 2030 Agenda for Sustainable Development are far beyond the scope of individual governments and multilateral funding agencies. Private sector funding, capabilities, and know-how need to be mobilized within the global partnership for sustainable development to fill this funding gap and to operationalize the policies and actions outlined in the Addis Ababa Action Agenda.

Throughout UN 2030 Agenda; UNDP recognizes the rapid urbanization and changing demographic patterns are challenging conventional thinking on development pathways, and that addressing urban challenges requires cross-cutting, integrated applications of expertise and investment, customized for each country and circumstance and driven by global best practices and international standards.

The gap between the required investment and the actual investment is substantial and growing because of the limited government resources. Local authorities should work with central governments to explore innovative forms of financing including through partnerships with the private sector or establishing their own companies. The current picture requires new form of business models are forged, most notably Municipal Enterprises (MEs) to combine the strengths of different stakeholders. The creation of MEs is a form of 'privatization', which is one example of new way of management reforms. There are many motivations for local authorities to create and operate their own enterprises.

MEs are businesses, established by local governments that provide basic services. While promoting a more inclusive basic service delivery; the MEs also come up with financially sustainable business models. Considering the global practices; MEs have the capacity to open market for new opportunities and can attract the private sector to be engaged in market.

2. OBJECTIVES OF THE TRAINING

The UNDP Urban Strategy highlights sustainable urbanization as setting the right policies to ensure that no one is left behind, every person enjoys the benefits of urban growth and has access to infrastructure and social services. This strategy focuses on the needs of the urban poor and other vulnerable groups for safe environments, housing, decent work and education. In line with UNDP Urban Strategy; IICPSD's Training Program on Municipal Enterprises for Local Authorities to Achieve the 2030 Agenda (MELA) aims to help Local Authorities to encourage and support the development of municipal enterprises to create and leverage the capacity and creating an ecosystem for attracting other private sector to provide sustainability, resilience and inclusion in basic municipal service delivery. The collaboration of the actors both public and private sector, can help tackling with urbanization challenges to provide inclusion in cities. The program is structured as a rigorous technical modular seminar explaining key concepts and recent trends in urbanization and describing how cities can be governed by an inclusive way. The modules in the program aim to highlight the importance of engaging private sector for Sustainable Development Goals (SDGs). The target audiences will be; local government actors; technical experts, representatives from development organizations, regulatory and governmental bodies on development, private sector.

3. DESCRIPTION OF RESPONSIBILITIES

The online training program will be conducted by IICPSD. The program also includes the different modalities of Private Sector engagement in basic municipal services and gives and comprehensive understanding of the legal framework. The program also showcasing global good practices of MEs and potential financial instruments in these fields. The Consultant will be responsible to prepare the Module under the MELA Training Program . The Module covers the following topics

Under overall supervision of the Deputy Director, consultant is expected to:

- prepare the Modules on municipal enterprises under the program covering the topics , *legal framework of the enterprises available financial instruments, structuring current market and possible market expand on basic municipal services, strategies in capacity building in the enterprise and reaching out effective partners in the market, global good practices*
- Conduct needs assessments prior to the training and prepare a training program that matches the needs of the participants;
- Manage the overall coordination of the courses between the host entity and UNDP and facilitate the training sessions;
- Deliver the relevant courses and presentations during the trainings;
- Support the creation and maintenance of the communication network that will established with the trainees by assisting the identification of the communication platform that will be used, establishing a network format that will allow the trainees from different sessions to engage with each other and stay in contact, and actively engaging in the network to support the continuous after the trainings are completed;
- Conduct the monitoring and evaluation process and deliver an assessment report upon the completion of each training for internal quality assurance of the training program.

4. INSTITUTIONAL ARRANGEMENTS

- Estimated level of effort: approximately 10 days each year, spread in various intermittent assignments. However, UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individuals or entities);
- The Consultant will work from home
- The Framework Agreement will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person(s) at UNDP would contact, by email, the Consultant informing of specific deliverables and timeline;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- The consultant will report to the Technical Specialist, based in Istanbul.
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Technical Specialist (Supervisor) on days worked and outputs delivered.

5. REQUIRED COMPETENCIES

Corporate competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Displays cultural, gender, religion, race nationality and age sensitivity and adaptability
- Promotes the vision, mission, and strategic goals of UNDP;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Functional competencies:

- Substantive knowledge of urbanization trends
- Excellent oral and written communication skills
- Ability to establish and maintain good working relationships in a multi-ethnic, multi-cultural and multi-disciplinary environment

- Knowledge of the municipal enterprises

6. REQUIRED SKILLS AND EXPERIENCE

Education:

- Minimum Master's Degree in economics, management and engineering

Experience:

- Minimum 3 years of work experience in the area of basic municipal services
- Experience in at least 1 projects/assignments in municipal enterprises and role of municipalities in local economic development systems or regulations (more than 1 projects/assignments will be an asset)
- Experience in drafting training program preparation or policy papers on the role of the private sector in municipal service improvements
- Proven experience on local administration system is an asset
- Experience in working with central and local administration is an asset
- Track record of producing high quality and deeply analytical reports and articles.

Language skills:

- Outstanding communication skills in English

7. Evaluation of Applicants

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

The award of the contract should 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 (P11 desk reviews) and financial criteria specific to the solicitation.

Technical Criteria - 70% of total evaluation – max. 70 points:

Criteria A – • Minimum 3 years of work experience in the area of basic municipal services (max. 10 points)

Criteria B – • Experience in at least 1 projects/assignments in municipal enterprises and role of municipalities in local economic development systems or regulations (more than 1 projects/assignments will be an asset) (max. 10 points)

Criteria C - • Experience in drafting training program preparation or policy papers on the role of the private sector in municipal service improvements (max. 10 points)

Criteria D - Excellent oral and written communication skills in English (max. 10 points)

- Criteria E – • Proven experience on local administration system is an asset (max. 10 points)
- Criteria F - • Experience in working with central and local administration is an asset (max. 5 points)
- Criteria G - • Track record of producing high quality and deeply analytical reports and articles. (max. 5 points)
- Criterion H – Methodology (max. 10 points)

Financial Criteria - 30% of total evaluation – max. 30 points

Only candidates who will get at least 70% of points (49 points) in the technical evaluation (A-H) will be considered for financial evaluation.

8. Application procedures

The application submission is a two-step process. Failing to comply with the submission process may result in disqualifying the applications.

Step 1: Interested candidates must include the following documents when submitting the applications (Please group all your documents into a single PDF attachment as the system only allows one document to be uploaded).

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11** form or CV including past experience in similar projects and contact details of referees
(blank form can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc); p

Step 2: Submission of Financial Proposal. Only shortlisted candidates will be contacted and requested to provide a financial offer.

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

*Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org
General Terms and conditions as well as other related documents can be found under: <http://on.undp.org/t7fJs>.*