

Terms of Reference

Individual Consultant - Policy support, capacity development and partnerships South-South and Triangular cooperation

Background Information:

Type of Contract: Individual Contract - The offered assignment will be implemented through individual contract designed as the framework agreement as the indicated services are needed on repetitive basis. The individual contract designed as the framework agreement does not form a financial obligation or commitment from the UNDP/UNOSSC at the time the Individual Contract is signed. Financial commitments will be established each time the services are requested within the scope of the Individual Contract, through the call-off in the standard one-page service request form accompanied by the issuance of a purchase order. For months when services are provided, consultant will deliver a timesheet and a delivery report. Payment will be released upon UNOSSC approval of these documents.

Duration of assignment: 3 years, up to 432 full working days, given that 8 working hours - whether within one or several days - constitute a full working day.

Languages Required: English and Russian.

Location: Mostly home-based, with possible missions as the need may arise

Application Deadline: ASAP for 2 weeks

Mission travel: The assignment envisages possible mission travel to Istanbul (Turkey) and, as needs may arise, to other countries for technical support. Mission-related costs shall be calculated as per UNDP rules and regulations and paid for separately.

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. Background

South-South and triangular cooperation (SSC and TrC) continue to play an important role in the global development cooperation discourse and architecture for sustainable development. As a complement to North-South cooperation, its catalytic role has been recognized by major multilateral agreements such as the 2030 Agenda for Sustainable Development, the Addis Ababa Action Agenda, the Small Islands Developing States Accelerated Modalities of Action (SAMOA) Pathway, the Vienna Programme of Action for Landlocked Developing Countries for the Decade 2014–2024, the Istanbul Programme of Action for the Least Developed Countries for the Decade 2011–2020, as well as other relevant agreements and UN outcomes.

The scale, scope, volume and number of stakeholders of South-South and triangular cooperation continue to record an exponential growth at all levels. Within this ever-growing space, many efforts are already under way within the UN system to leverage South-South and triangular cooperation in their efforts to supporting the implementation of the 2030 Agenda and other internationally agreed development goals.

The Second UN High-level Conference on South-South Cooperation (BAPA+40, 2019) resulted in a very ambitious Outcome Document that aims at further strengthening and revitalizing SSC and TrC, within the framework of a Global Partnership for Sustainable Development. In addition, the Outcome Document acknowledged the importance of sharing of knowledge, experiences and best practices, particularly homegrown development approaches, on South-South and triangular cooperation in the attainment of

sustainable development and the implementation of the 2030 Agenda. It also reaffirms the key role of UN system entities in this endeavour, including UN country teams (UNCTs).

Within the UN system, the UN Office for South-South Cooperation (UNOSSC), hosted by the United Nations Development Programme (UNDP), is responsible for mainstreaming South-South and Triangular Cooperation across the UN system and assisting developing countries in strengthening their capacities to manage, design and implement South-South Cooperation policies and initiatives through the identification, sharing, and transfer of successful Southern-generated development knowledge and solutions. At the intergovernmental level, the UNOSSC serves as the Secretariat to the UN High-level Committee (HLC) on South-South Co-operation, a subsidiary body of the General Assembly, which provides policy directives and guidance and reviews progress on South-South Co-operation globally. The UNOSSC is also responsible for the preparation of reports for various intergovernmental bodies, including the annual report of the Secretary-General, and support relevant intergovernmental negotiations.

Since the adoption of the BAPA + 40 Outcome Document, Member States and UN entities have reported activities in the State of South-South Cooperation report of the UN Secretary-General. The next session of the UN High-level Committee on South-South Cooperation is also expected to provide further impetus to the follow-up to the BAPA + 40 outcome document.

In 2020, the first-ever UN System-wide Strategy on South-South and Triangular cooperation was also approved by the Executive Committee of the UN Secretary-General. The ultimate objective of this Strategy is to provide a system-wide policy orientation to UN entities to galvanize a coordinated and coherent approach to policy, programmatic and partnership support on South-South and triangular cooperation and increase impact across UN activities at all levels: national, regional and global.

To better leverage South-South cooperation as one of the means to implement the 2030 Agenda, the UNOSSC Strategic Framework (2018-21) highlights the need for strengthening its regional offices to respond to the multifaceted needs of developing countries. The BAPA + 40 outcome document also calls on the UN system entities to continue supporting regional and sub-regional organizations, in accordance with their respective mandates, and bearing in mind the ongoing UN Development System reform.

Within the above context and landscape, and building on past performance and achievements, the Division for Arab States, Europe and the CIS of UNOSSC, based in Istanbul, Turkey, will, through its 2021 workplan for both regions, systematically provide further policy, technical and capacity development support to and collaborate with Member States in the regions (and beyond, subject to a demand for cross-regional support), relevant regional institutions, UN entities, international financial institutions, and other stakeholders in advancing South-South, triangular and east-east cooperation (as applicable).

In close collaboration and partnership with the UN entities, the Division will also support the roll-out of the UN System-wide Strategy on South-South and Triangular cooperation and the forthcoming Action Plan both at the regional and country-level (in line with priorities identified in the UN Sustainable Development Cooperation Frameworks (UNSDCFs) and Country Programme Documents of UN entities) so as to increase impact across UN operational activities for development at the country level. Moreover, implementation of the 2021 workplan will also be pursued from the point of view of contributing to the development of the new UNOSSC Strategic Framework 2022-2025.

In this context, the Division is seeking to recruit an international consultant to provide support in the following five broader areas of work: Policy Coordination and Coherence; Programmatic Support; Institutionalization; Knowledge Management and Capacity Development; and Partnerships. The Consultant's work and deliverables will be guided by the following relevant policy documents and reports, including:

- a. Nairobi Outcome Document
- b. BAPA+40 Outcome Document, Report of the Second High-Level United Nations Conference on South-South Cooperation
- c. Current (and future) Strategic Framework of the UN Office for South-South Cooperation
- d. Decisions of the UN General Assembly's High-level Committee on South-South Cooperation

- e. Relevant decisions of the UNDP/UNFPA/UNOPS Executive Board
- f. UN System-wide Strategy on South-South and Triangular Cooperation
- g. Reports of the UN Secretary-General on the State of South-South Cooperation
- h. Secretary-General's reports on the UN Development System Reform

2. Description of Responsibilities

Under the overall guidance and direct supervision of the Chief, Division for Arab States, Europe and the CIS of the UN Office for South-South Cooperation, the incumbent is responsible for providing policy advice and technical guidance across the five areas addressed through the workplan, as well as support the implementation of the workplan for the ongoing joint UNOSSC-IFAD project on South-South Cooperation in Green Economy for Agricultural Development and Enhanced Food Security.

More specifically, the consultant will:

- Support the provision of policy advice and capacity development support to the government and UN focal points on South-South, Triangular and East-East cooperation in the Europe CIS region.
- Support the organization of regional and national-level stock-taking exercises on trends and opportunities for South-South & Triangular Cooperation; provide substantive inputs and ensure production of stock-taking reports (Target deliverable: 3 regional, 6 sub-regional and 12 national-level stock taking reports)
- Provide support and/or lead preparations in the convening of dialogues, conferences, workshops, trainings and knowledge exchanges among national Focal Points and other stakeholders working on South-South and triangular cooperation in the Europe and CIS region, private sector, NGOs and UN agencies, funds and programmes.
- Support the organization of regional and/or sub-regional networking forums on South-South and triangular cooperation and the Division's engagement in the context of the UN Regional Forum on Sustainable Development and the Director General's Forums which bring together Director-Generals from cooperation agencies of national governments of the South and the North.
- Support the elaboration of dedicated regional and national-level initiatives and partnerships efforts in support of South-South & Triangular Cooperation, including joint UN initiatives. Specifically, identify demands, document and share knowledge on South-South policies and programmes that have proven effective in strengthening regional integration.
- Facilitate networking of government, private sector and civil society organizations to strengthen the use of South-South Cooperation as an implementation modality for sustainable development. Identify demands, share and match development solutions, best practices and lessons learned from the Global South, especially in the two regions, through platforms such as the South-South Galaxy and the Global South-South Development Expo.
- Provide substantial support in the implementation of the workplan for the South-South Cooperation in Green Economy for Agricultural Development and Enhanced Food Security initiative, including advisory and coordination support in producing a collection of good practices in Green Economy in Agriculture, organization of relevant events and fora and dissemination of knowledge products on innovative home-grown solutions etc.
- Engage think tanks from the regions to advance thought leadership on SSC and TrC for sustainable development through the South-South Global Thinkers initiative.
- Prepare (on months when services are requested under the LTA and delivered) concise service delivery reports outlining concrete tangible deliverables relevant to the overall priorities identified as well as key activities that have not yet led to concrete results but are essential for future success.

3. Competencies

- Professionalism – Shows pride in work and achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Ability to assess, plan, coordinate and monitor related activities.

- Teamwork – Excellent interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.
- Communication - Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and respond appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience, demonstrates openness in sharing information and keeping people informed.
- Client Orientation – considers all those to whom services are provided to be “clients” and seeks to see things from the clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identified clients’ needs and matches them to appropriate solutions; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to the client.
- Technological awareness – keeps abreast of available technology; understands applicability and limitations of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows a willingness to learn new technology.

4. Qualifications

- 1) University degree (Master’s degree or above) in economics, development, law, international relations, environment, or another relevant field is essential, an advanced university degree is an asset.
- 2) Minimum of 7 years of relevant experience in the development field including policy development, analysis, research, planning, coordination and monitoring.
- 3) Familiarity with the region to be covered within the purview of this assignment, and knowledge of and demonstrated expertise in South-South and Triangular cooperation is a must. At least 3 years of prior experience in this field preferably with one of the United Nations entities or another international organization, national governments, or other relevant stakeholders is an added advantage.
- 4) Knowledge of green economy and food security is highly desirable.
- 5) Languages: Fluency in spoken and written English, good command of Russian.
- 6) Knowledge and experience in the use of standard office software (e.g. word processing, spreadsheets).

5. 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 interviews) and financial criteria specific to the solicitation.

Only top 4 candidates who will obtain min. 70% of points in desk review will be invited for interviews and written test. Only candidates who will obtain min. 70% of points in overall technical evaluation will be invited for financial proposal evaluation.

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

Criteria A: (desk review) number of years and quality of working experience in the field of development including policy development, programme planning and management – max points: 10

Criteria B: (desk review) evidence of policy analysis, research and advisory services in the field of South-South & Triangular Cooperation– max points: 10

Criteria C: (desk review) experience with United Nations institutions or another international organization, national governments, or other relevant stakeholders – max points: 10

Criteria D: (interviews) working experience in the field of South-South & Triangular Cooperation – max points: 10

Criteria E: (interviews): Knowledge of green economy and food security is highly desirable. – max points 10

Criteria F: (written tests) results of the written test where analytical skills of candidates relevant to the assignment will be assessed – max points: 20

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

6. Application procedures

Qualified candidates are requested to apply online via this website. The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11** form including past experience in similar projects and contact details of referees (blank form can be downloaded from
- http://www.eurasia.undp.org/content/dam/rbec/docs/P11_modified_for_SCs_and_ICs.doc; please upload the P11 instead of your CV.
- **Financial Proposal*** - The financial proposal shall indicate the hourly fee in the US Dollar equivalent.
- **Incomplete applications will not be considered.** Please make sure you have provided all requested materials.

Please note that the **financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, personal security needs and any other relevant expenses related to the performance of services...) except for the costs related to the mission travel. Mission-related costs shall be calculated as per UNDP rules and regulations and paid for separately.*

Payments will be made only upon confirmation of UNDP/UNOSSC 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: ([link to the General Terms and Conditions](#)).

Qualified women are encouraged to apply. UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.