**TERMS OF REFERENCE**

**“ECONOMIC ANALYSIS” COURSE**

**CONTENT DEVELOPMENT AND DELIVERY**

**UN JOINT PROGRAMME**

**“ROLLING OUT AN INTEGRATED APPROACH TO SDG FINANCING IN MONGOLIA”**

|  |  |
| --- | --- |
| **Location** | National Audit Office and home-based |
| **Application deadline** |  |
| **Type of Contract** | Individual Contractor |
| **Post Level** | National Consultant |
| **Languages required:** | English and Mongolian |
| **Duration of Initial Contract:** | 45 working days |

**BACKGROUND**

|  |
| --- |
| The Sustainable Development Goals (SDGs) are the most ambitious collective development endeavour attempted, requiring the world to equally ensure social governance, economic inclusion, and environmental protection by 2030. Mongolia has taken important steps to accelerate SDGs implementation in policy and socio-economic areas. The Parliament recently approved a long-term development policy document-Vision-2050 replacing the Sustainable Development Vision-2030, and the medium-term (5-year) national development guidelines and 4 year Government Action Plan in alignment with the Vision-2050.  There is growing recognition of the need for more integrated approaches to financing, where public and private sources of finance contribute to sustainable development according to their specific characteristics. This is a central feature of the Addis Ababa Action Agenda (AAAA), which calls for the SDGs to be implemented through nationally owned sustainable development strategies, supported by integrated national financing frameworks[[1]](#footnote-1). Integrated national financing frameworks[[2]](#footnote-2) bring together financing and related policies most relevant to addressing a country’s financing challenges.  The UN Joint Programme “Rolling out an Integrated Approach to the SDG Financing in Mongolia” aims to contribute to improved alignment of financial resources with the national development policies, formulation of an integrated financing strategy, and building capacity of key stakeholders for the implementation of SDGs and their financing strategies.  National Audit Office (NAO) is the supreme audit institution with the mandate to ensure the integrity and efficiency of the use of public funds and monitor the implementation of the national development goals. Strengthening the practices related to the results based policy planning, budget planning, monitoring, evaluation, audit, transparency and inclusion will not only improve the effectiveness and efficiency of the use of public funds but also help accelerate the achievement of the SDGs.  In order to help strengthen NAO’s capacity to conduct performance audit by monitoring the budget performance in relation to the targets and results indicators of the SDGs and national development policies and plan, this assignment’s objective is the development of ‘Economic Analysis’ online course contents and effective delivery of the course. |

**DUTIES AND RESPONSIBILITIES**

|  |
| --- |
| **Scope of Work**  Scope of assignment covers the development and delivery of an online course “Economic Analysis” for the NAO management and all auditors, including but not limited to the following contents.   * Economic analysis methods, methodologies and guidance on applying the methodolody including the multi-factor analysis and prognosis methods; * Financial analysis including budget analysis and debt analaysis; * Analysis on the correlation and alignment of the state budget and the development policies and SDGs;   The consultant shall finalise the course plan and contents in consultation with the NAO.  **Expected Outputs and Deliverables**  А. Develop and receive approval on the e-course curriculum*.* E-course curriculum shall be developed in accordance with the template provided. E-course shall be 3 credits and contain 12 topics with each topic containing 4 hour of content, and altogether 48 hours. The curriculum shall be approved by the Committee of the Development Policy and Planning Department, National Audit Office.  B. Development of e-course training materials package. In accordance with the curriculum, the following e-course training material package shall be developed for each of 12 topics.   * 1. *Reading materials.* The main concepts shall be explained in 5-8 pages on A4 format. */according to template provided/*   2. *РРТ slides.* 20-30 slides for each topic that will be taught in 30-40 minutes long video classes */according to template provided/*   3. *Supplementary materials for further study in each topic.* /at least 3 materials per topic/      1. Main coursebook and handbook to be uploaded to the e-book section. /with page number and references/      2. Open source webpages and links   4. *Discussion material*. 3-5 discussion topics shall be prepared to faciliate the learning process, to validate and deepen the understanding on the subject matter by the learners and provide an opportunity to exchange opinions on the relevant issues.   5. *Е-test bank.* The e-test bank shall be developed with full coverage of the main contents for each topic. The consultant is responsible for the accuracy and confidentiality of the tests. The test shall be multiple choice with 4 options, and the correct answers shall be provided. 35 tests (direct choice, analytical and problem solving) shall be developed for each topic. */according to template provided/*  1. *Course introduction.*   The consultant shall be recorded upon preparation of the course introduction material for to provide an overall introduction to the e-course in 10-15 minutes.   1. *Consultant’s introduction.*   Consultant’s introduction shall be provided with the surname, name, photo, education, professional background, degrees, current employment, position, research and project experiences etc/  C. ***Video recording for the e-course.*** The consultant shall be video recorded for the e-course upon the approval for the contents of the e-course package by the Development Policy and Planning Department. The consultant shall conduct initial quality assurance of the contents of the video and if necessary, may be recorded again.  D. ***Review and acceptance of the e-course.*** The e-course shall be submitted to the E-course acceptance evaluation committee and shall be revised incorporating comments from the committee.  E. Conduct online meetings with the learners and engage in discussion during the training period. Work together with the mentor teacher during the training period and conduct one online meeting with the learners and participate in online discussion where relevant.  **Institutional Arrangement**  The consultant shall report to the Director of Development Policy and Planning Department, NAO and shall brief the UNDP project coordinator about the delivery and acceptance of the work by the NAO. The e-course package and all documents/materials shall be submitted in Mongolian and the research on international practices, and a select document such (e.g. report) shall be conducted in English. The final workplan and the list of deliverables may be amended upon agreement with the consultant.  **Duration of the Work**  45 working days during March 2021 - May 2021.  **Duty Station**  Multiple (NAO, home-based etc) |

**REQUIRED SKILLS AND EXPERIENCE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Educational Qualifications:**  Master’s degree in economics, development economics, finance, audit, accounting, public policy or a related field.  **Experience**   * Minimum 10 years of professional experience in economic analysis, economic policy development, finance, audit, accounting and other closely relevant fields; * Experience of developing and teaching e-course in related subjects; * Prior consultancies and assignments of similar content, complexity, and scope will be an advantage. * Demonstrated experience of conducting research; * Good analytic, report writing and presentation skills.   **Language requirements**   * Fluency in written and spoken English and Mongolian is required;   **Price Proposal and Schedule of Payments**  Consultant must send a financial proposal based on **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 fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:   * Deliverables 1-6: 50% of total contract amount * Deliverables 7-8: 30% of total contract amount * Deliverables 9-10: 20% of total contract amount   Payments shall be made upon satisfactory acceptance by the NAO of the deliverables.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **№** | **Deliverables** | **Target due date** | **Days** | **Payment** | | 1 | Е-course curriculum | 30 March 2021 | 30 days | 50% | | 2 | Consultant teacher’s introduction | | 3 | Е-course reading materials | 1 May 2021 | | 4 | Е-course PPT slides | | 5 | Additional learning resources | | 6 | E-course introduction | | 7 | Е-course video recording and quality assurance | 1-14 May 2021 | 10 days | 30% | | 8 | Е-test bank | 14 May 2021 | | 9 | Discussion by the e-course acceptance evaluation committee | At announced committee meeting date | 5 days | 20% | | 10 | Online meetings and discussions with learners during the training period | During the e-course training period |   **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%)**   * Criteria 1. Relevance of Education – 20 points * Criteria 2. Relevance of experience in key areas (sustainable development, public policy, audit) and research and writing experience experience - 35 Points * Criteria 3. Prior experience developing and teaching e-courses and completion of similar assignments – 25 points * Criteria 4. Assessment of suitability to assignment and approach/methodology – 20 Points   The candidates obtaining a minimum of 70% of the total technical points would be invited for an interview. The total technical points will comprise of desk review of the application (70%) and interview results (30%). The candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.  **Documentation required**  Interested individual consultants must submit the following documents/information to demonstrate their qualifications:   * **Letter of Confirmation of Interest and Availability** using the template provided in Annex II. * **Personal CV or** [**P11**](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), 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. * **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment. * **Financial proposal**, as per template provided in Annex III.   Incomplete proposals may not be considered. Only the successful candidate will be notified of contract award.  **Annexes**   * Annex I – Technical evaluation scoring guide * Annex II - [Individual IC General Terms and Conditions](http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf) * Annex III – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](https://info.undp.org/global/documents/cap/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx) |

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weight** | **Max. point** |
|
| **Technical criteria 1: Education** |  | **20** |
| Relevance of education |  | *[20]* |
| **Technical criteria 2: Professional experience** |  | **35** |
| At least 10 years of relevant experience in key areas (economic analysis, economic policy development, finance, audit, accounting etc) |  | *[25]* |
| Demonstrated research, analysis and writing experience |  | *[10]* |
| **Technical criteria 3:**  **Prior experience developing and teaching e-courses and completion of similar assignments** |  | **25** |
| Prior experience of developing and teaching e-courses |  | *[15]* |
| Prior assignments of similar content, complexity and scope |  | *[10]* |
| **Technical criteria 4: Proposed methodology and approach** |  | **20** |
| Brief description of the suitability for the assignment |  | *[10]* |
| Methodology and work approach |  | *[10]* |
| **Technical Score** | **70%** | **100** |

**Annex 1. Technical evaluation scoring guide**

1. UNDP, Integrated Financing Solutions: How countries around the world are innovating to finance the SDGs, <https://v2.sdgfin.org/knowledge-hub/publications/> [↑](#footnote-ref-1)
2. [https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance\_ Inception%20Phase%20Module\_Working%20Draft\_20-January-2020.pdf](https://developmentfinance.un.org/sites/developmentfinance.un.org/files/INFF%20Guidance_%20Inception%20Phase%20Module_Working%20Draft_20-January-2020.pdf) [↑](#footnote-ref-2)