

TERMS OF REFERENCE

Individual Contractor – SDGs and Resilience Consultant

Contract:	Individual Contractor (IC)
Post Level:	International Consultant
Duty Station:	Seoul, ROK
Language:	English
Duration:	22 March 2021 – 21 March 2022 (250 working days)

1. BACKGROUND

The UNDP Seoul Policy Centre (USPC) for Global Knowledge Exchange through Sustainable Development Goals (SDG) Partnerships is one of UNDP's five Global Policy Centres and constitutes an integral part of UNDP's Global Policy Network (GPN). USPC represents UNDP in Korea, works with Korea on international issues, and shares Korea's development experiences with other countries. Through 'SDG Partnerships,' USPC acts as a facilitator of global knowledge exchange on innovative and tested-and-proven policy solutions in three thematic areas:

1. Governance, specifically (i) transparency & accountability, and (ii) sexual & gender-based violence;
2. Resilience, specifically sustainable forestry; and
3. Development cooperation, specifically (i) capacity for addressing the challenges of development cooperation, and (ii) engagement of non-state development actors.

SDG Partnerships create and deepen a triangular cooperation among Korea, UNDP (USPC together with UNDP's relevant global/regional teams), and partner countries (consisting of UNDP country offices and their partner Government institutions). They package Korea's experience and knowledge, facilitate dynamic exchange of lessons learned & peer-to-peer mentoring, and support the national adaptation of the tools at the country level, by channeling seed funding and technical support to the partner countries through existing project facilities of UNDP country offices.

For the period of 2020-2021, from the resilience portfolio, USPC has a specific focus area for sharing Korea's experiences & lessons learned with developing countries on sustainable forestry in context of SDG implementation.

Under the overall supervision of the Centre's Director and the Green Economy Specialist, and in close partnership with other members of the USPC team and the GPN network, the Consultant will support the above aspects of the Centre's work covering the resilience portfolio within the global development agenda.

2. SCOPE OF WORK AND RESPONSIBILITIES

The SDGs and Resilience Consultant will support the formulation and implementation of USPC's programme activities to support the SDG Partnerships on Sustainable Forestry as described in the Centre's three-year programme, by conducting work in the following areas on a need basis:

- (1) Provide technical, administrative and logistical support to implement SDG Partnership activities:

-) Monitor and support implementation activities in ongoing SDG Partnerships on Sustainable Forestry in Ghana, Tajikistan and Myanmar including substantive content preparation for webinars, study mission preparation and follow up with government counterparts
-) Provide support for activities in newly added SDG Partnerships on Sustainable Forestry, including, Mongolia
-) Continued support for SDG Partnership development and the identification and selection of topics, experts and partners
-) Provide substantive support in preparing project proposals and grant applications in relation to SDG Partnership scale up including wastewater management, in collaboration with COs and main partners in Korea
-) Draft meeting notes and briefings, terms of reference and supporting documents, planning documents, and progress and outcome reports for implementation of activities
-) Draft and design various outreach materials in English (e.g. reporting documents, publications, press releases, web and social media contents, multimedia)

(2) Provide technical support to identify/maintain partnerships with Korean development actors to share their innovative solutions and services with developing countries:

- ✓ Ensure adequate follow up steps of SDG Partnership on Sustainable Forestry preparation and maintaining relationships with main partners including Korea Energy Agency, Korea Environment Corporation, Ministry of Environment and Korea Forest Service and National Institute of Forest Science
- ✓ Help coordinate the organisation of knowledge sharing events (e.g. policy dialogues, thematic workshops, webinars)
- ✓ Support the Resilience team's day-to-day operations, communications and other needs including reporting to donors

(3) Support the production of knowledge products to facilitate the exchange of best practices and lessons on the SDGs and sustainable forestry, water quality, energy, waste management, circular, green economy and green recovery

-) Provide substantive support in preparing knowledge products on SDG integration with a focus on Goal 6, Goal 15, Goal 16 and Goal 17
-) Policy research and the preparation of knowledge products on forest resilience especially in the context of natural disasters and human conflicts and the role of forestry in disaster mitigation and risk reduction
-) Provide research, editing and publication support for two ongoing USPC papers, on:
 - Understanding Nature-Based Solutions and its potential role in building resilience (by tackling climate adaptation and mitigation) and links to biodiversity, desertification and sustainable development goals: some lessons from Korea
 - Korea's experience in urban greening and forestry: how this can apply to COVID-19 recovery and "Building Back Better"

-) Policy research and the preparation of knowledge products on Korea's Green New Deal; "Building Back Better" in the context of COVID-19; and the political and economic characteristics of promoting a green recovery
-) Provide substantive research on the nexus between green recovery, rapid technological change and the SDGs

3. KEY EXPECTED OUTPUTS

(1) Technical, administrative and logistical support provided to implement SDG partnership activities and events through:

-) Monitor partnership activities and providing technical and logistical support for webinars and study missions
-) Partnership consultations and meetings coordinated with and between COs and Korean partners
-) Meeting notes, briefing notes, and progress and outcome reports drafted

(2) Production of knowledge products to facilitate the exchange of best practices and lessons on the SDGs and sustainable forestry, water quality, energy, waste management, circular, green economy and green recovery through:

-) Support the publication of two ongoing USPC papers, on:
 - Understanding Nature-Based Solutions and its potential role in building resilience (by tackling climate adaptation and mitigation) and links to biodiversity, desertification and sustainable development goals: some lessons from Korea
 - Korea's experience in urban greening and forestry: how this can apply to COVID 19 recovery and Building Back Better
-) Policy research and the preparation of knowledge products on Korea's Green New Deal; "Building Back Better" in the context of COVID-19; and the political and economic characteristics of promoting a green recovery

(3) Ensure adequate follow up and maintain relationships with a variety of partners to support the continued day-to-day implementation of ongoing SDG Partnerships on Sustainable Forestry, ongoing research and future collaborations, through:

-) Maintain relationships with main partners such as the Ministry of Environment, Korea Energy Agency, Korea Environment Corporation, Korea Forest Service and National Institute of Forest Science
-) Help coordinate the organisation of knowledge sharing events (e.g. policy dialogues, thematic workshops, webinars)
-) Respond to UNDP CO enquires and requests for information and knowledge sharing within the context of USPC's mandate

Outputs, payment schedule, and oversight:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required from
<p>1. Technical, administrative and logistical support provided to implement SDG partnership activities and events through:</p> <ul style="list-style-type: none">) Monitor partnership activities and providing technical and logistical support for webinars and study missions) Partnership consultations and meetings coordinated with and between COs and Korean partners) Meeting notes, briefing notes, and progress and outcome reports drafted <p>(25%)</p>	30 April 2021	Green Economy Specialist
<p>2. Production of knowledge products to facilitate the exchange of best practices and lessons on the SDGs and sustainable forestry, water quality, energy, waste management, circular, green economy and green recovery through:</p> <p>Support the publication Understanding Nature-Based Solutions and its potential role in building resilience (by tackling climate adaptation and mitigation) and links to biodiversity, desertification and sustainable development goals: some lessons from Korea</p> <p>(15%)</p>	31 July 2021	Green Economy Specialist
<p>3. Support the publication of USPC paper on:</p> <p>Korea's experience in urban greening and forestry: how this can apply to COVID 19 recovery and Building Back Better</p> <ul style="list-style-type: none">) Policy research and the preparation of knowledge products on Korea's Green New Deal; "Building Back Better" in the context of COVID-19; and the political and economic characteristics of promoting a green recovery <p>(25%)</p>	31 October 2021	Green Economy Specialist

<p>4. Ensure adequate follow up and maintain relationships with a variety of partners to support the continued day-to-day implementation of ongoing SDG Partnerships on Sustainable Forestry, ongoing research and future collaborations, through:</p> <p>Maintain relationships with main partners such as the Ministry of Environment, Korea Energy Agency, Korea Environment Corporation, Korea Forest Service and National Institute of Forest Science</p> <p>(10%)</p>	31 December 2021	Green Economy Specialist
<p>5. Help coordinate the organisation of knowledge sharing events (e.g. policy dialogues, thematic workshops, webinars)</p> <p>Respond to UNDP CO enquires and requests for information and knowledge sharing within the context of USPC's mandate</p> <p>(25%)</p>	21 March 2022	Green Economy Specialist

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

- ☐ Master's Degree in environment, public policy, resource economics, international studies or other relevant subjects is required.

Years of Experience

- ☐ Two years of experience in development studies, or environmental policy or relevant field at the international level with demonstrated experience working with the United Nations.
- ☐ Experience with sustainable development and political economy related field in a global context and good knowledge of Korea's development policy
- ☐ Demonstrated track record of high-quality research and support for publications on policies relating to sustainable development.

Skills and competencies:

- ☐ Strong analytical, research and synthesizing skills.
- ☐ Excellent organizational and time-management skills; ability to work independently against tight deadlines.
- ☐ Ability to write and speak clearly and convincingly, adapting style and content to different audiences.
- ☐ Ability to work as part of a team with required flexibility, mutual support and feed-back.
- ☐ Proficiency in the usage of computers and office software packages.
- ☐ Excellent writing, editing and oral communication skills in English.

-) Demonstrated capacity to write clear and well-constructed reports and process documents.
-) Excellent communication, interpersonal and liaison skills with government, inter-governmental agencies, UN system and international and regional development partners, academic institutions, civil society organizations, private sector and other relevant institutions.
-) Experience in the usage of computers, office software packages and social media is required.

Language

Fluency in written and spoken English is essential.

Functional Competencies

Knowledge Management and Learning

-) Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development;
-) Ability to provide quality policy advice services;
-) In-depth practical knowledge of inter-disciplinary development issues.
-) Strong analytical skills to process qualitative information

Development and Operational Effectiveness

-) Ability to go beyond established procedures and models, propose new approaches which expand the range of programmes;
-) Ability to apply theory to specific country contexts, carry out high-quality research.

Management and Leadership

-) Focuses on impact and result and responds positively to critical feedback;
-) Assesses risk and applies common sense;
-) Pursues creativity and innovation;
-) Consistently approaches work with energy and a positive, constructive attitude;
-) Demonstrates strong oral and written communication skills;
-) Builds strong relationships with peers and external actors;
-) Works as part of a team with required flexibility, mutual support and feed-back.

Corporate Competencies:

-) Demonstrates integrity by modelling the UN's values and ethical standards;
-) Promotes the vision, mission, and strategic goals of UNDP;
-) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
-) Treats all people fairly without favouritism.

5. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will report to the Green Economy Specialist, while under the overall supervision of the Director of the UNDP Seoul Policy Centre.

6. DUTY STATION/TRAVEL

Seoul, Republic of Korea with no travel

7. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ FULL TIME

8. PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Daily (based on timesheet) Currency:

☐ Weekly Currency:

☒ Output-based Currency: USD

9. 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 a set of weighted technical criteria (70%) and financial criteria (30%). The 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

Criteria	Weight	Max. Point
Technical	70%	70
Education: Master's Degree in a relevant subject	10%	10
At least two years of experience in development studies, or environmental policy or relevant field; with demonstrated UN work experience	10%	10
Experience with sustainable development and political economy related field in a global context and good knowledge of Korea's development policy	10%	10
Demonstrated track record of high-quality research and support for publications on policies relating to sustainable development.	10%	10
Written exam	15%	15
Interview	15%	15
Financial	30%	30

Only candidates obtaining a minimum of 49 points (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. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

-) Personal CV indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
-) A cover letter indicating brief description of why the individual considers him/herself as the most suitable for the assignment.
-) Financial proposal, as per template provided in Annex II.