

Terms of Reference

GENERAL INFORMATION

Title: Consultancy for the development of SDG Investor Maps

Type of Consultancy: Firm or Institution

Project Name: Data Collection and Analysis to Support the Development of Sustainable Development Goals (SDGs) Investor Map

Reports to: UNDP

Duty Station: Belize

Starting date: May 2021

Duration of Assignment: 15 weeks to be completed no later than 30 September 2021

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	CV and detailed profile of Experts
X	Completed financial proposal

I. BACKGROUND

At a time of unprecedented global challenges, sustainable finance is a driving force for social and economic resilience. Public and private finance are essential for recovery from the COVID-19 pandemic, and from the wide-ranging effects on the achievements of the SDGs. Rallying private sector participation and strengthening private and public sector networks for achieving sustainable and inclusive economic growth take on new urgency. National resource mobilization and increased commitments from private investors and enterprises will be needed for recovery, while maintaining progress towards the achievement of the Sustainable Development Goals (SDGs) by 2030. In order to achieve transformational changes in health, climate, environment, education, agriculture, gender equality, and the eradication of poverty in all its forms, greater private sector engagement and investments are critically needed.

In response to this need, the United Nations Development Program (UNDP) developed the SDG Impact as a flagship initiative to empower investors with clarity, insights and tools to achieve the SDGs. The SDG Impact aims to provide investors, businesses and others with unified standards, tools, and services required to authenticate their contributions to advance the SDGs and to identify SDG investment opportunities in

emerging economies and developing countries. In this context, the SDG Impact introduced an impact intelligence tool - the SDG Investor Maps – to be produced by UNDP Country Offices as a dynamic tool containing a range of market-specific investment opportunities for SDG-aligned capital deployment.

The SDG Investor Map may be complemented by a COVID-19 Rapid Assessment. Its goal is to gather and analyze new data on 1) changes in private sector strategies, and 2) emerging SDG-related priorities in the context of COVID-19, in order to rapidly identify business models and Investment Opportunity Areas (IOA) that can respond to the COVID-19 crisis. It is based on an online survey directed to the private sector, in-depth private sector interviews, and desk research of emerging COVID-19 impact assessments (e.g., UNDP socio-economic impact assessments). While the rapid assessment gives quick insights into the micro-level impact of COVID-19 and can be customised to focus on special groups, it does not on its own have the analytical rigor and standardized approach of a full SDG Investor Map nor does it explore investment intentions: it is therefore not a stand-alone tool to facilitate the determination of potential projects that could benefit from investment flows to generate development outcomes.

The United Nations Development Programme (UNDP) will partner and support the development of an Investor Opportunities Mapping platform for Belize that provides information on investment opportunities that will promote growth and development in Belize thereby reducing the transaction costs for investors searching for opportunities.

UNDP is therefore soliciting the services of a consulting firm or institution to work with the UNDP team and in close collaboration with key stakeholders to implement this initiative.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

The work will be an iterative research-intensive process with close interaction and cooperation with multiple public and private sector stakeholders.

The key pillar of the work is to identify, assess, model, and analyse the existing national priorities and data sources—namely public and private sources of secondary research including government documents, published legislation, regulatory guidance around sustainable development, national investment plans, and sector maps, investment reports and other research from entities pertaining to national and local investment needs – to feed into the development of the mapping. These data sources must be first identified and collected (with sources and citations recorded), discussed and agreed with the CO management team and Project Manager, then assessed and analysed in order to extract the information relevant for populating the proposed Excel template.

The work will be carried out in line with the UNDP's SDG Investor Map methodology, and in concert with the designated SDG Map Project Manager from the UNDP Country Office, along the following main directions.

Define the national priority starting points, i.e. distil and compare national development needs and national policy priorities to identify sectors where there is demonstrable political/ financial commitment to stimulate development and investments and in particular for the SDGs. Useful documentation to inform this includes, among others, the National Development Plan: Horizon 2030, Growth and Sustainable Development Strategy 2016-2021, the Country SDGs Report, National Investment Policy and Strategy- BELTRAIDE,

Nationally Determined Contributions to UNFCCC and associated low Emission Development Strategy, Plan Belize Manifesto, Belize Economic Recovery Strategy and the Voluntary National Review (VNR) for development-related priorities, and national and local Government programs and investment promotion plans for policy priorities; country strategies of international financial and donor agencies as well as other relevant investment task force and bodies. The Consultancy will also look at the United Nations Multi-Country Sustainable Development Cooperation Framework (MSDCF) and the UNDP Country Programme Document (CPD 2017-2021) and their upcoming revised versions.

Identify priority subsectors to focus on, i.e. prioritize subsectors where there is development need and policy/investment momentum directly contributing to poverty eradication, unemployment and inequality reduction strategic goals. The documentation analyzed here is more sector-specific, including sector-specific strategies and action programs; sector specific programs of the Government at national and regional level, assessment of country progress on SDGs, and sector reports from investment bodies and promotion agencies such as Belize Trade and Investment Development Services (BELTRAIDE), Belize Social Investment Fund (BSIF), Development Finance Cooperation of Belize (DFC), Belize Bankers Association, Central Bank of Belize, Belize Social Security Board, and Belize Credit Union League.

Identify priority sub-regions where there is both high development need within each sub-sector and strong political/financial momentum to spur potential subsector growth as the sub-regions on which focus should be placed. Emerging sectors, subsectors and sub-regions are to be validated through focused consultations with cooperation agencies, national development banks, regional and international financial institutions, stakeholders in key ministries, and investment promotion agencies.

Derive more specific investment opportunity areas by gathering intelligence through primary and secondary research (primarily with local and global investors) to identify scalable business models with the potential to address critical development needs identified in Stages 1-4 of the methodology. Each 'IOA' anchors around a proven commercial approach with strong potential for achieving at-market or above-market returns, and a clear link to the development challenge addressed in relevant subsectors and sub-regions.

Engage with the Private Sector who have developed their own flagship Investment Project Opportunities that meet the relevant criteria and could contribute to the Mapping.

In addition, the Consulting Firm/Institution will identify, along with the CO team and the Technical/Oversight Review Committee (TORC), key interviewees to collect primary data on sectors of interest, investment prospects, and landscaping of development and financial needs which will catalyse SDG achievement.

The Consulting Firm/Institution will support the workshops to be held with the key stakeholders at various stages of project implementation and will present the output of this initiative at the end of the process.

Specific Duties and Responsibilities

The duties and responsibilities of the Consultancy are as follows:

- Agree with the CO and TORC teams the conceptual and guidance to the team in carrying out the policy and legal, economic, and business analysis and synthesis.
- Conduct direct interviews to public and private stakeholders and investors to identify policy priorities, development needs and investor focus.

- Undertake in-depth analysis of public and donor development statistics (e.g., human development databases, ease-of-doing-business data, private investment flows) at subsector and sub-region level.
- Identify, assess, and analyse the key data sources (e.g., reviewing national, parish/local, and ministerial development plans; and assessing investment promotion strategies) needed to complete the Mapping. This should also include analysis across multiple steps of the Country Office Handbook methodology (sector analysis; subsector analysis; sub-region analysis; investment opportunity area analysis)
- Support the collation of insights from multiple research sources into a master document, ensuring that data collected is of comparable breadth and depth (testing for the mutual- exclusiveness of data points)
- Develop a detailed work plan for the completion of the work along the lines of the methodology described, to fit into the final deliverable Excel template.
- Propose a list of stakeholders, and conduct stakeholder consultations (jointly if required) with governmental agencies, international and foreign country development agencies, the private sector etc. - recording the results of the interviews.
- Prepare the Belize Investor Map tables and platform as well as a summary presentation.
- Support UNDP CO in identifying IOAs through co-organizing and co-leading the workshops required in steps 7-8
- Provide biweekly update to the CO management and project team.

Expected Outputs and deliverables

Outputs	Deliverables / Outputs	Submission Deadline	Payment Percentage
1	<ul style="list-style-type: none"> • Inception report with work plan, timeline, stakeholders, and institutions to be consulted etc. for the development of the country mapping report. • Organise the Consultation Workshop with key stakeholders with support from the CO team • Identify a long-list (15-20) and then shortlist (10) key data sources needed to complete the Mapping • Identify a long (25-30) and shortlist (10-15) of prospective public and private sector interviewees 	Within 1 month after signing the contract	30%
2	<ul style="list-style-type: none"> • Conduct (10-15) interviews to gather insights and identify development needs and investor priorities • Draft outline of country report, including summary of the top "hotspot" or sector / thematic opportunities for SDG investments • Organise Workshop with key stakeholders, with support from the CO/TORC team, to present the draft report 	Within 2 months after signing the contract	30%
3	<ul style="list-style-type: none"> • Final SDG Investor Map for Belize and relevant information material 	Within 3 months after signing the contract	40%

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) The Consulting Firm/Institution will report directly to the designated Project Focal point who will ensure a high standard of analytical rigor and will oversee the day-to-day research work. With support from the country office team, the consultant will be responsible for meeting bookings, logistical arrangements, and production of reports.
- b) Under the leadership of the Resident Representative, a Technical Oversight Review Committee will be established comprising Government, UNDP/UN and other relevant stakeholders and will provide strategic oversight and direction to the initiative and review the deliverables of the assessment.

Duration of the Work

- a) Consulting Firm/Institution is expected to be engaged for 15 weeks but no later than 30 September 2021.
- b) The anticipated start date for the consultancy is May 2021.
- c) UNDP and relevant partners will review and provide comments on deliverables within 5-10 business days of receipt of the deliverable.
- d) Payment for deliverables will be made upon submission and approval of deliverables. Payment usually takes 5-7 consecutive working days to be processed upon clearance and certification of documents.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultancy will be conducted in the specific context of Belize and as such the Consulting Firm/Institution should have a strong and demonstrable background and knowledge of the economic, investment and development landscape. The specific requirements are as follows:

Academic Qualifications:

- Education: Interested Firms are required to demonstrate qualifications and experience in Investment Planning, Economic and Financial Analysis, sustainable development, and sustainable financing initiatives.
- Team members academic qualifications should include (but not be limited to) Master's Degree in Economics, development, finance, accounting, business administration, data science or related field

Required Skills and Experience:

The firm or institution will demonstrate:

- At least five years' experience in Investment project identification and structuring skills
- At least five years' experience in investment management or financial analysis in emerging or low-high middle-income markets, sustainable or impact finance, business development in developing countries, investment research, statistics, analysis

- Proven experience of leading research in cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies around sustainable finance. Proven experience in preparing similar major reports.
- Experience of carrying out assessment and preparing reports on implementation of sustainable development goals (SDG);
- Experience in the analysis and review of technical and legal documents such as policy documents and/or legal contracts; international agreements and conventions; economic and business-related reports and performance indicators; and
- Experience in liaising with public and private sector stakeholders and organizing and facilitating public and private sector stakeholder dialogue activities (workshops, round-table discussions, etc.)
- Experience of working with financial institution (international development agencies, donor and etc.)
- Strong quantitative skills and investment management experience

Competencies and special skills requirement:

Expertise in:

- Data analysis expertise, ideally with extensive expertise in research and an understanding of statistics
- Knowledge of the SDGs, UNDP, and parallel SDG Impact activities (e.g. Impact Management, Impact Facilitation)
- Strong ingoing knowledge of market context, of national development needs, and economic/ political priorities
- Knowledge of the local investment landscape, and close familiarity with needs of global investors
- Expertise in gathering and comprehensively analyzing country-level data as basis for identifying investment opportunities and developing data analytics on market sizing and defining key country hotspots
- Excellent advocacy skills relating to finance, business climate.
- Strong local networks: within the financial and corporate industries (banks, non-bank financial institutions, impact funds, HNWI, relevant philanthropies, development finance institutions), with relevant businesses, investment promotion agencies etc.
- Excellent analytical skills
- Ability to facilitate multi-stakeholder sessions
- Ability to navigate sensitive political environments
- Strong communication skills, including ability to produce high quality practical advisory reports and knowledge products

V. EVALUATION METHOD AND CRITERIA

Firm or Institution will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will 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 and financial criteria specific to the solicitation.

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 50 points during the technical evaluation would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
<ul style="list-style-type: none"> Criteria A: qualification requirements as per TOR: Relevance of Education/ Degree Education: Interested Firms are required to demonstrate qualifications and experience in Investment Planning, Economic and Financial Analysis, sustainable development, and sustainable financing initiatives. Team members academic qualifications should include (but not be limited to) Master's Degree in Economics, development, finance, accounting, business administration, data science or related 	Pass/Fail	A 'Pass' mark provided they have met the requirement as it pertains to the relevant educational qualifications.
Adequacy of Competencies for the Assignment <ul style="list-style-type: none"> At least five years' experience in Investment project identification and structuring skills 	15	
<ul style="list-style-type: none"> At least five years' experience in investment management or financial analysis in emerging or low-high middle-income markets, sustainable or impact finance, business development in developing countries, investment research, statistics, analysis Proven experience of leading research in cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies around sustainable finance. Proven experience in preparing similar major reports. Experience of carrying out assessment and preparing reports on implementation of sustainable development goals (SDG); 	30	

<ul style="list-style-type: none"> • Experience in the analysis and review of technical and legal documents such as policy documents and/or legal contracts; international agreements and conventions; economic and business-related reports and performance indicators; and • Experience in liaising with public and private sector stakeholders and organizing and facilitating public and private sector stakeholder dialogue activities (workshops, round-table discussions, etc.) • Experience of working with financial institution (international development agencies, donor and etc.) • Strong quantitative skills and investment management experience 		
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Application Procedure:

Qualified and interested consulting firm/institution are requested to submit the following to demonstrate your interest and qualifications by explaining why most suitable for the assignment:

- **Cover Letter** explaining why most suitable for the advertised assignment.
- **CVs and detailed profiles of Experts** including past experiences in similar projects and contact details of referees, especially as it relates to scope of work.
- **Financial Proposal (using template provided)**-specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, capacity building events, public information session/launch, and any other costs, including the number of anticipated workdays). Overall, the financial proposal shall include costs to deliver the work planned.



Incomplete submissions will not be considered. Please make sure you have provided all requested documents. UNDP retains the right to contact references directly. Due to the large number of submissions we receive, we are able to inform only the successful candidates about the outcome or status of the selection process

Submission of Application Package:

Proposals are required to submit by email or in 1 sealed envelope clearly labeled RFP: **Consultancy for the development of SDG Investor Maps.**

United Nations Development Programme

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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 submissions will be treated with the strictest of confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination.