



UNITED NATIONS  
GHANA



## Consultancy for revision of Joint Proposals - Ghana

### Terms of Reference

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<b>Title</b>	Consultancy for revision of joint proposals
<b>Purpose</b>	To coordinate the revision of Joint UN Proposals under the COVID19 Multi-Partner Trust Fund (MPTF) and train staff in proposal development
<b>Location/duty station</b>	Ghana - Flexible (Home-based and RC Office)
<b>Duration</b>	30 working days
<b>Expected Start Date</b>	
<b>Expected End Date</b>	
<b>Expected Fee</b>	TBD
<b>Reporting to</b>	Development Coordination Officer, Strategic Planning and RCO Team Leader, UN Resident Coordinator's Office, Ghana

### 1. Background

In April 2020, the UN Secretary-General launched the United Nations (UN) COVID-19 Response and Recovery Multi-Partner Trust Fund (COVID-19 MPTF), a UN inter-agency finance mechanism to support low- and middle- income programme countries in overcoming the health and development crisis caused by the COVID-19 pandemic.

Built on the lessons learned from the Ebola Response Multi-Partner Trust Fund, the UN COVID-19 MPTF helps finance the three objectives of the UN Secretary-General's Call for Solidarity, a plea for global action to stop the COVID-19 pandemic and the suffering it has caused. The Call's objectives are to 1) Tackle the health emergency 2) Focus on the social impact, and the economic response and recovery; and 3) Help countries recover better.

The Fund leverages the critical expertise and delivery capacities of UN Agencies, harnesses the resources of the public and private sectors and offer whole-of-government and whole-of-society approaches to help close gaps in country preparedness and response plans and safeguard progress towards the Sustainable Development Goals. Additionally, the Fund seeks programmatic responses with gendered approaches that reach the poorest and most vulnerable, and that elevate preparedness for future health emergencies. Further, the Fund's assistance targets those most vulnerable to economic hardship and social disruption.

**Thematic Priorities** - Programming spans across three windows:

- **Window 1: Enable governments and community stakeholders to tackle the COVID-19 crisis** by supporting the implementation of National Health Plans for Combating COVID-19 and closing critical gaps with regard to supplies, logistics and preparedness; and by providing critical services interrupted by COVID-19.
- **Window 2: Reduce social impact and promote economic response** by funding social and economic protection mechanisms that, inter alia, scale-up cash transfers, broaden social safety

nets, and meet the educational and food security needs of children; and through digital innovations that boost employment and strengthen social service delivery and healthcare provision.

- **Window 3: Recover better, together** by strengthening national preparedness measures, safeguarding SDG programmes from pandemic-related setbacks, and ensure are helping advance the SDGs and climate commitments.

The UN COVID-19 MPTF is designed to offer fast and flexible finance well suited to meet the shifting demands of this rapidly developing and multidimensional global crisis. This innovative and coordinated funding mechanism operates at the nexus of humanitarian, development and recovery action, strengthening the response to and recovery from the COVID-19 pandemic.

In April 2020, the COVID- 19 MPTF Secretariat launched its first call for proposals. The United Nations (UN) System in Ghana in close consultation with governments, UN Agencies, IFIs, philanthropic organizations, civil society and other private sector partners submitted a proposal in response to the MPTF Call. In May 2020, the UN System under the direction of the Resident Coordinator was awarded the first UN COVID-19 MPTF. Subsequently, in response to the second call launched in September, the UN Country Team (UNCT) developed three cross-sectoral concept notes under the two broad categories – for funding and pipeline and explored innovative financing modalities that could catalyse development finance resources to deliver on commitments for the SDGs. The three concept notes submitted under the second call for the UN COVID-19 Response & Recovery Fund were assessed under the ‘Solutions Catalogue’. Projects submitted for the pipeline as well as those submitted for funding but not selected were assessed and included in the Solutions Catalogue for funding once resources are available. Similarly, the UNCT has developed other concept notes on broad thematic areas covering Disability and Migration that require review and fine-tuning.

The UNCT is committed to producing a high-quality and catalytic concept notes and proposals that address developmental challenges with clear theory of change by May 21, 2021. The primary recipients of these concept notes and proposals are at the country level and international.

## 2. Purpose of the Assignment

UN Ghana is seeking the services of a professional individual consultant who is available to work with the RCO/UNCT between May to June 2021 (exact LOE and dates to be finalized) to fine-tune 4 concept notes into a high-quality and catalytic proposals and conduct 2 training sessions for select number of UN Staff from respective agencies in proposal development. The objective of this assignment is a) ensure RCO/UNCT builds a pipeline of concept notes and proposals for submission to funding agencies and b) to strengthen UN Agency’s capacity in proposal development (including responding to competitive funding opportunities) and enable UN Agencies to build on their existing knowledge, to secure additional funding and new partnerships and programmes. Additionally, the UN System plans to resubmit joint proposals to the COVID-19 MPTF Secretariat to secure additional funding this year.

The consultant will bring to the concept note/proposal development and programme design process previous experience from developing and writing successful integrated, multi-sectoral proposals involving several stakeholders for institutional donors. The consultant must demonstrate good understanding of issues relating to Health, Micro, Small and Medium Enterprises, Food Security, Education/vocational skills and livelihoods, and/or protection sectors.

## 3. Scope of Assignment and Tasks

Building upon his/her experience, the consultant will help develop the joint programme/proposal for responding to developmental needs as well as building community-level resilience. This will require systematic desk review of the existing concept notes, consultation with respective UN Agencies, fine-

tuning of theory of change and further analysis, development and strengthening of concept notes into coherent and concise proposals.

The consultant will also explore the range of options for building community resilience. This will include consideration of the risks and vulnerabilities of target recipients/communities and undertake stakeholder analysis in order to ensure that the joint programme contribute to addressing current systemic gaps and unmet needs. The consultant will organise a series of consultations to facilitate reviewing, analysing, and prioritising of proposed activities. Specific tasks to be undertaken are below:

**1. To strengthen PUNOs joint concept notes and proposals:**

- **Fine-tune four existing concept notes** - The UN System has put together 4 concept notes for the UN COVID-19 MPTF Call that came through in the last quarter of 2020. The main task would be to work with RCO and UN Agencies to refine the 4 concept notes for resubmission to the MPTF Secretariat.
- **Strengthen & finalize theory of change** – Engage PUNOs (with the hindsight of baseline information provided by respective PUNOs) to build a coherent theory of change (TOC) for the concept notes and proposals. Specifically, the Consultant would support the UN Country Team (UNCT) to define the ToC and make sure it aligns with the criteria of the Call as this will be essential in identifying the business model.
- **Proposal consolidation** - In collaboration with UN Agencies and the Resident Coordination Office (RCO) Partnerships Officer and Economist, the Consultant will support the consolidation of the concept note narrative from PUNOs and reflect all inputs in the final proposal, in compliance with the MPTF proposal framework, with a coherent presentation.
- The Consultant will assist UN Agencies to develop concept notes into a coherent proposal for submission to identified International Financial Institutions (IFIs), DFIs and other donors. As the UN System looks to mobilize resources, the Consultant will work with UN RCO and agencies to build a repository of proposals for submission to relevant institutions.
- **Concept Design and Layout:** Using inputs provided from relevant agencies, consolidate and undertake substantive copy editing, drafting where necessary, aimed at improving the overall coverage and presentation, content, scope, length, results orientation, coherence, alignment with national priorities and organization in line with the proposal guidance.
  - i. Design to be related to UN Ghana’s vision, mission and values;
  - ii. Information provided must be reader friendly and compelling

**2. Contribute to the capacity development of UN Agencies to improve & develop winning proposals.**

- Work with the Strategic Planning and RCO Team Leader and Partnerships Officer to identify core areas for capacity strengthening and conduct 2 training sessions for select UN staff of various Agencies in proposal development. The expected outcome of the training is that capacity of staff will be developed to preparation of catalytic proposals and development of theory of change for the proposals. Specific timelines would be agreed upon after further consultations with UN Country Team.

#### 4. Deliverables and time frame for submission

##### Timing:

The Consultant is expected to complete the assignment in 30 working days. It is expected that the consultant will conduct 2 training sessions for select staff in proposal development. The final product of 4 revised proposals should be submitted to the RCO (please note the start/end date of the assignment may change due to unavoidable circumstances in which case a revised timeframe will be drawn up with the mutual agreement of both parties). Performance indicators: timely submission of deliverables; quality of the outputs as certified by supervisor; level of professionalism and communication skills.

**Table 1**

<b>NO / Number of days</b>	<b>Action</b>	<b>Number of paid days</b>
A	Desk review of existing concept notes	2
A	Consultation with Participating UN Agencies/ UNCT	14
B	Revision and finetuning of 4 concept notes	10
C	Validation of proposals with RCO and staff	
D	Training of UN Staff in proposal writing	2
E	Finalization of proposals and submission	2
<b>Total Number of paid days</b>		<b>30</b>
<b>Total Number of weeks for the assignment</b>		<b>6</b>

##### Other relevant information:

- The assignment will be based in Accra and communication with key personnel of the RCO will be mostly virtual due to COVID-19 protocols;
- The format for the deliverables will be agreed upon in advance with the two main contact persons in the RCO
- It is expected that the consultant will have his/her own personal computer/laptop to perform the assignment;
- Payment will be on the completion of the deliverables.

#### 5. Supervision and reporting arrangement

- The consultant will report to the Development Coordination Officer, Strategic Planning and RCO Team Leader and he /she will work in close cooperation with the Resident Coordinator's Office.

**6. Expected qualifications, experience, specialised knowledge/skills and competencies** At least a master's degree in a relevant field such as economics, project management, social sciences, finance, business administration or related areas

##### Experience:

- Ten years of progressively responsible professional experience in the development sector.
- Proven understanding of the financial landscape and procedures, multilateral funds and the other funding channels including the role of the private sector in SDG finance.

- Proven expertise in developing proposals across various sectors.
- Demonstrated ability to raise finance and close financial deals for SDG finance in developing countries.

#### **Knowledge & Skills:**

- Knowledge and understanding of (non) traditional financing mechanisms funding.
- Strong writing, analytical and research skills (qualitative and quantitative);
- Project management skills and ability to work under pressure, to tight deadlines;
- Good interpersonal skills, teamwork spirit and ability to work in multicultural settings;
- Knowledge and understanding of the United Nations and its role in humanitarian and development cooperation.

#### **Languages:**

Excellent oral and writing skills in English are required.

#### ***Additional assets***

- Previous experience in IFS and DFIs and direct experience in innovative financing mechanisms at the country level
- Proven expertise in circular economy financing

#### ***Other Considerations***

RCO may request examples of past publications and proposals from applicants as part of the evaluation process.

### **7. Criteria for Selection of the Best Offer:**

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with the shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview) will be weighted a maximum of 70 points and combined with the price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the Offeror meets the minimum qualifications/competencies described above.

The **technical evaluation** will be based on the following criteria with the corresponding points (out of a total 70 points):

1. Understanding of the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization and completeness of the proposal **(20 points)**
2. At least a master's degree in a relevant field such as economics, finance, business administration or related areas. **(10 points)**.
3. Proven understanding of the SDG Finance landscape and procedures, multilateral funds and the other channels including the role of the private sector in SDG finance. At least 10 years' experience in financing sectors **(30 points)**.
4. Proven expertise in designing financing mechanisms that address key development challenges **(20 points)**.
5. Demonstrated ability to lead in developing a) compelling, evidence-based concept notes per Request for Proposal guidelines for submission b) a full proposal to raise finance and close financial deals in developing countries **(20 points)**.

**Financial evaluation (maximum 30 points)**

**8. To be included in the application:**

- CV
- Letter of interest, including outlining key activities to be done
- Examples of previous successful proposals
- Daily rate, detailing what's included in fee. This should include the breakdown of the daily rate, DSA and other fees where applicable
- Please submit all applications to Procurement Team via email at [bids.gh@undp.org](mailto:bids.gh@undp.org) - Only shortlisted candidates will be considered.

**9. Proprietary Rights**

Outputs delivered under this consultancy contract will remain the property of UN Ghana, as per UN's General Conditions of Contract for Consultants and Individual Contractors.