

TERMS OF REFERENCE

Reference	PN/FJI/037/21
Location	Home based with occasional duty travels to the Pacific
Application deadline	31 May 2021
Consultancy Title	Governance Consultant (IC LTA) x 5
Project Name:	Effective Governance Regional Project
Type of Contract	Long Term Agreement - Individual Contractor (IC-LTA)
Post Level	International Consultant
Languages required:	English
Duration of Initial Contract:	200 days (Between June 2021 – December 2022) for each IC

BACKGROUND

Working with 10 Pacific Island Countries, the UNDP Pacific Office in Fiji Effective Governance Team assist pacific governments in strengthening their public institutions, to help countries fight corruption and support inclusive participation to ensure that no one is left behind.

Some of our key engagements include:

- Supporting countries across a variety of context to enhance **Inclusive political processes and institutions**. This includes **civic engagement** focused on both strengthening civil society capacities and expanding and protecting spaces for citizen participation in political and public life, with a special focus on groups experiencing discrimination and marginalization, including persons with disabilities, LGBTI and indigenous peoples; **Constitutional reform** processes, with a focus on supporting dialogue and mediation, outreach, public education, and institutional development of constitution-making bodies; **Electoral cycle**, to enhance the credibility, transparency, effectiveness and sustainability of electoral institutions and processes, in close cooperation with the Department of Political Affairs; **Parliamentary development**, with a focus on building the capacities of members of Parliament and parliamentary secretariats, to discharge their constitutional, law-making, oversight and representation mandates in support of SDG achievement; The advancement of **women's equal participation** and decision-making in political processes and institutions.
- **Rule of law and access to justice**: UNDP has been strengthening key justice institutions to carry out improved service delivery and empowering improvised and vulnerable groups to access legal rights and services through the relevant key justice institutions. UNDP has also been strengthening key NGOs to deliver accompaniment access to justice services, particularly for impoverished and vulnerable groups.
- **Anti-Corruption: UNDP and partnership with UNODC has been supporting Pacific Island Countries** strengthen national integrity systems. This is to promote 'clean' governments and create an enabling environment to increase trade, business, investment and sustainable development in the Pacific which in turn will enhance the delivery of equitable and high-quality services to all Pacific Islander.
- **Core Government Function**: UNDP support countries to strengthen the center of government to have the capacity for effective coordination, structured decision making and has the capacity to communicate to the administration and its people.

- **Development Minerals:** In Fiji, UNDP has been supporting the Government to provide capacity development support to ASMEs, sector associations, public institutions and the social stakeholders that operate along the Development Minerals value chain.

To support UNDP, explore new opportunities of engagement in the governance space in the Pacific, UNDP is seeking to recruit a highly qualified Governance Consultant to assist UNDP in its visioning and the positioning of its ongoing and future work taking into account the changing political context in the Pacific, geo politics of the region and evolving priorities of development partners and Pacific government.

OBJECTIVES AND OUTPUTS

Under the guidance of the Team Leader Effective Governance and working closely with the Deputy Team Leader Effective Governance, the UNDP Pacific Office is seeking the services of a Consultant to support the Effective Governance Team in visioning and the positioning UNDP's Governance work in the Pacific.

The outputs expected from this consultancy are as follows:

- i) Advisory services provided to the Governance team on visioning and positioning of its ongoing and future governance work in the Pacific,
- ii) Necessary research and literature review undertaken of the governance landscape in the Pacific.
- iii) Funding proposal drafted under the guidance of the Governance Team.
- iv) Knowledge products drafted.
- v) Knowledge events organized.

DUTIES AND RESPONSIBILITIES

Scope of Work

Working under the supervision of the Effective Governance (EG) Team Leader and working closely with the EG Deputy Team Leader, the Governance Consultant shall be responsible for the following:

1. Undertaking the necessary research, literature review to assist UNDP articulate a new position, thinking in a new area of work under its governance portfolio.
2. When a funding opportunity arises, to support UNDP EG Team in writing its funding proposals.
3. Development of knowledge products for the Effective Governance Team.
4. Support the organizing of knowledge events (national and regional).
5. Participate in expert panels when required.
6. Based on analysis, provide technical advisory services on possible actions and entry points in response to emerging needs/trends.

Key deliverables:

- Knowledge products.
- Draft Funding Proposals.
- National and Regional knowledge events organised.
- Participated in expert panels.
- Analysis/Position papers produced.
- Report after each assignment.

Institutional Arrangement

The Consultant will be reporting to the UNDP Effective Governance Team and will be required to work closely with the Deputy Team Leader (EG). The Consultant is obliged to submit a final report after the finalization of the assignment, containing reflections on the performed tasks, deliverables, observations and recommendations for future steps.

Duration of the Work

- Each of the 5 consultants will be required to work for a maximum of 200 days spread over 19 months (June 2021 to December 2022) under a Long-Term Arrangement (LTA).

Contract Arrangement

The successful individual will sign the UNDP Individual Consultant Long Term Agreement. The engagement will be on an intermittent basis with the stated duration based on the required services. UNDP will issue separate Contract, Terms of Reference and Purchase Order for each specific assignment as a call-off from this IC LTA. There are anticipated 10 call-offs during the LTA duration. The TOR will outline the expected outputs, and the number of days to be engaged and output-based payment schedule. The Consultant will be expected to provide reports after every detailed assignment, as well as mission reports when performing missions in the field.

The outputs of the assignments will be reviewed by EG Team Leader and Deputy Team Leader.

SOP on Call off Engagement

The call-off will be based on secondary competition whereby each of the LTA consultants will be sent a separate deliverable based TOR for each assignment. Each LTA consultant must indicate their availability for the assignment and submit a price proposal. UNDP will technically score and rank each bidder based on the specific TOR requirement (Governance area) and select the consultant. The recommended consultants fee shall not be more than 30% of that of the lowest fee proposed else the next scored/ranked bidder shall be recommended.

Duty Station

The Consultant will be home based with expected travel to selected PICs depending on the needs and requests of the specific PICs which will be dependent on travel restrictions. Since travel will be requested on Ad-hoc basis, UNDP will purchase air tickets for the Consultant based on the most direct route and cost-effective route as per UNDP Travel Guideline.

Such travel if authorised will be arranged and separately paid by UNDP.

REQUIRED SKILLS AND EXPERIENCE**Educational Qualifications**

- Minimum Master degree in political science, governance, peace and conflict, law, or relevant social sciences.

Experience & skills

- Minimum 7 years of previous working experience in research, statistics and report-writing on governance issues, with at least 5 articles in academic journals and/or research papers with

international or regional organizations;

- Minimum 5 years of relevant professional working experience in the area of Governance (preferably in the Pacific).
- Knowledge of wider governance issues;
- Minimum 2 years of previous working experience on relevant topics in connection to the 2030 Agenda for Sustainable Development; in particular on the measurement and monitoring of governance-related Sustainable Development Goals (SDGs);
- Excellent analytical, working and drafting skills and experience of providing policy advice at the international, regional or national levels;
- Cultural and political awareness, diplomatic skills, ability to adapt and ability to work independently and take responsibility for delivering results.
- Ability to plan, organize, implement and report on work and to work under pressure and tight deadlines.

Language requirements

- Fluency of English language is required.

COMPETENCIES

Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP'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

Functional

- Background knowledge about the SDGs, United Nations and UNDP;
- Proven intellectual and practical capacity to understand and interpret regional, national and local development issues;
- Ability to analyse socio-economic and political dynamics in the region;
- Ability to plan and organize work programme and flow;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent drafting and formulation skills;
- Excellent computer skills especially Word, Excel and PowerPoint;

Knowledge Management and Learning

- Ability to strongly promote and build knowledge products;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- Demonstrates strong oral and written communication skills

Judgment/Decision-Making

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive

Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

Note call offs will be output based contract and daily fee shall be used to determine contract amount for each call off. Payment will be made upon completion of deliverables and in percentages as outlined in the ToR for each call-off.

EVALUATION

Evaluation Method and Criteria

Individual consultants will be evaluated based on the following methodology:

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 points)

- Criteria A: Possess a master’s degree in political science, governance, peace and conflict, law, or relevant social sciences - 5%.
- Criteria B: At least 7 years of previous working experience in research, statistics and report-writing on governance issues, with at least 5 articles in academic journals and/or research papers with international or regional organizations – 20%
- Criteria C: At least 5 years of relevant professional working experience on the Pacific in the area of Governance and knowledge of wider governance issues – 15%
- Criteria D: Proven experience of providing policy advice at the international, regional or national levels – 10%
- Criteria E: At least 2 years of previous working experience on relevant topics in connection to the 2030 Agenda for Sustainable Development; in particular on the measurement and monitoring of governance-related Sustainable Development Goals (SDGs) – 10%
- Criteria F: proven experience in planning, organizing, implementing and reporting under pressure and tight deadlines – 10%

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Interviews maybe be conducted for the technically qualified consultants as part of the validation process.

DOCUMENT SUBMISSION

Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided in Annex II. Financial Proposal to be submitted in United State Dollars (USD)
- **Personal CV**, 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;

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity.

Annexes

- Annex I– Individual IC General Terms and Conditions
- Annex II – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template
- Annex III – UNDP eTendering User Guide for Bidders

All required templates are available on the UNDP Procurement website: www.pacific.undp.org

Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Governance Consultant (IC LTA)**) with reference (**PN/FJI/037/21**) and submitted via e-tendering under Event ID 0000009125 by\before the deadline as indicated in the eTendering portal.
- Please do not enter your financial proposal in the eTendering portal. You can enter price proposal as \$1 with the actual Financial Proposal submitted as an attachment via Annex II.
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: procurement.fj@undp.org.

Women applicants are encouraged to apply