TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>PN/FJI/041/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultancy Title</td>
<td>Vanuatu Development Finance Assessment (DFA) Consultant</td>
</tr>
<tr>
<td>Location</td>
<td>Vanuatu</td>
</tr>
<tr>
<td>Application deadline</td>
<td>04 June 2021</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Level</td>
<td>National Consultant</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>60 working days</td>
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</tbody>
</table>

BACKGROUND

The Development Finance Assessment (DFA) process will support government of Vanuatu in developing an integrated national financing framework to strengthen implementation of the National Sustainable Development Plan that links to the Medium-Term Expenditure Framework. The DFA will identify financing solutions and build consensus among a core constituency of actors on priority actions to unlock and mobilise new sources of financing and enhance the alignment of existing financing with national development priorities. Within these overall objectives, the DFA will focus on several key issues, including (i) alignment of the national budget with the NSDP, drawing from UNDP’s expertise in SDG budgeting; (ii) digitalisation, including e-fiscalisation; (iii) parliamentary scrutiny over financing; (iv) energy reform; and (v) leveraging remittances for development.

The forming of the Vanuatu integrated national financing framework will play an important role in supporting the country’s smooth transition after its Least Developed Country (LDC) graduation, a process that presents its own unique financing challenges.

Background:
The Government of Vanuatu has introduced a number of major reforms in the last decade including the development of the debt management strategy, to support Vanuatu’s national strategy in implementing the 2019 budget and medium-term goals by ensuring that the government’s borrowing requirements and payment obligations are met at the lowest cost with a prudent degree of risk. This Strategy is consistent with the principles of responsible, transparent and accountable fiscal management specified in the Public Finance and Economic Management (PFEM) Act of 1998. It also draws upon the Government’s commitment to developing and designing a strategy that is evidence-based and feasible in ensuring that public debt levels remain sustainable, while supporting development programs to strengthen Vanuatu in the present and invest in the country’s future. The adoption of the new Aid Management Policy in 2019 is a positive move towards aligning with international aid practises and frameworks.

Recent developments in national planning include the implementation of the National Sustainable Development Plan (NSDP) 2016 – 2030, the 15 years plan which localized the SDG’s into three pillars, namely Economic, Social and Environment. The NSDP M&E Framework is designed to complement...
Vanuatu 2030. The framework is results based, and is intended to serve as a guide for implementing, monitoring and reporting on the NSDP. Achieving Vanuatu’s long-term development objectives will require significant investments and financing.

**DUTIES AND RESPONSIBILITIES**

Under the supervision of the Lead INFF expert, and working with the UNDP country office, the national expert will support the Development Finance Assessment process, analysis and dialogue leading to the articulation and agreement of an INFF Roadmap for Vanuatu.

The National expert is responsible for collecting data, policy documents and analysis and for liaising with government officials and other national stakeholders. They will support the Lead expert in completing the process of analysis, consultation and dialogue throughout the DFA in accordance with the approach outlined in the DFA Guidebook.

The responsibilities of the National expert will include but is not limited to the following activities through each phase of the DFA:

**DFA initial analysis and consultation phase**
- Engage with government officials and other national stakeholders to collect relevant data, policy documentation and analysis to inform the DFA analysis
- Support the Lead expert to undertake analysis of the financing context and outlook, and of existing structures, ongoing reforms and opportunities to strengthen financing policies and institutional structures in relation to the building blocks of an INFF.
- Support the Lead expert and country office to plan missions, consultations and Financing Dialogues as needed, including arranging logistics and reaching out to stakeholders
- Support, and lead where necessary, consultations with stakeholders across the financing landscape to (i) collect data, information and analysis, (ii) engage stakeholders in the DFA process and (iii) share, socialize and refine initial emerging findings and ideas for recommendations to be developed
- Support technical discussions in the initial Financing Dialogue

**Facilitating Financing Dialogue toward the INFF Roadmap**
- Support ongoing analysis as priorities are identified and potential recommendations identified
- Support Lead expert to prepare first draft DFA report
- Support Lead expert to conduct technical discussions through a series of Financing Dialogues
- Support dedicated working groups as needed

**Articulating and agreeing the INFF Roadmap**
- Support Lead expert to draft the INFF Roadmap
- Support Lead expert working with relevant stakeholders to refine and develop actionable recommendations
- Support process of finalizing the INFF Roadmap as needed

**Institutional arrangements:**
The National expert will work under the close guidance of the Lead expert and the UNDP Country Office throughout the assignment period.

**Duty Station:**
The selected consultant will be based in Vanuatu.
**Duration of work:** The expected duration of this assignment is 60 days with a start date of 21st June and planned to be completed by 30 November. The timeframe and expected deliverables are shown in the table below:

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial data collection and analysis, bilateral consultations and first financing dialogue</td>
<td>20</td>
<td>Mid-July</td>
<td>UNDP</td>
</tr>
<tr>
<td>Series of financing dialogues</td>
<td>20</td>
<td>Mid-August</td>
<td>UNDP</td>
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<tr>
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<td>Mid-September</td>
<td>UNDP</td>
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<tr>
<td>INFF Roadmap and DFA report approved</td>
<td>5</td>
<td>Mid-October</td>
<td>UNDP</td>
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**COMPETENCIES**

- Demonstrating/safeguarding ethics and integrity.
- Demonstrate corporate knowledge and sound judgment.
- Self-development, initiative-taking.
- Acting as a team player and facilitating team work.
- Facilitating and encouraging open communication in the team, communicating effectively
- Creating synergies through self-control.
- Managing conflict.
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making.

**REQUIRED SKILLS AND EXPERIENCE**

**Academic Qualification**
- Relevant degree or equivalent advanced degree in economics, public finance, or other relevant area.

**Professional Experience**
- At least 5 years of experience in the fields of finance, public financial management, private sector
development or budgeting and planning. Previous experience with a development partner or government is a very strong advantage.

- Research experience in areas of public or private financing policy for sustainable development is required.
- Good knowledge of data collection and analysis is essential.
- Good knowledge of sustainable development financing issues in Vanuatu.
- Good knowledge of Vanuatu government systems and processes, particularly in relation to the budget, private finance policies, planning processes and their integration.
- Ability to conduct interviews with government and key stakeholders.

**Language requirement:**
- Proficiency in English (written and spoken) 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:

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In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

**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 1: Relevance of Education – Max 5 points
- Criteria 2: Relevance of language and Key competencies - Max 5 Points
- Criteria 3: Relevance of experience in area of specialization - Max 25 points
- Criteria 4: Relevance of experience in key areas of specialization – Max 25 points
- Criteria 5: Quality of Assessment of approach/methodology to assignment – Max 10 Points

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

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

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:

- Letter of Confirmation of Interest and Availability using the template provided in Annex II.
- 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;
- Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

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

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

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

For any clarification regarding this assignment please write to Mr. Dale Kacivi - procurement.fj@undp.org/dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 4th June 2021 (Fiji Time) online via UN Jobs website https://jobs.undp.org/ or etenderbox.pacific@undp.org