

## **TERMS OF REFERENCE** **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	National Consultant – a web-based software for SDGs impact measurement and management
<b>AGENCY/PROJECT NAME:</b>	UNDP
<b>COUNTRY OF ASSIGNMENT:</b>	Home-based, Thailand
<b>DURATION:</b>	20 August 2021 – 31 January 2022 (maximum 50 working days)

### **1) GENERAL BACKGROUND**

The Sustainable Development Goals (SDGs) set out a framework of 17 Goals and 169 targets to tackle the world's most pressing social, economic and environmental challenges in the lead-up to 2030. The private sector with its unparalleled reach is increasingly recognized as a key partner in development critical for delivering sustainable development outcomes and effectively achieving the 2030 Agenda.

Globally, we have seen the paradigm shift in the business role from a traditional financial partner to a more active one by engaging with communities, governments, and other stakeholders to foster sustainable development. In addition to offering a wealth of expertise and disruptive innovation and being an engine of economic growth and employment, businesses can help mobilize much needed capital in support of the SDGs, while reorienting their strategies to create value not just for their shareholders, but the society at large. While many companies already take steps to advance development through their business operations, new business models, greater investment, and more deliberate action are needed to unlock the full potential of the contribution of business to sustainable development.

In the case of Thailand, the concept of 'doing well while doing good' has resonated well with local businesses. Not only that Thai listed companies are very active when it comes to addressing development challenges through engaging in corporate social responsibility (CSR) activities, but they are also increasingly interested in demonstrating how they create value in society with many already adopting sustainability reporting to communicate their economic, environmental and social impacts. However, this information is often generated sparsely, making it difficult to accurately assess the overall contribution of the private sector to sustainable development.

Despite the existence of numerous frameworks, methodologies, guidelines for impact assessment, many impact organizations and social projects still find it challenging to adapt the impact management process into their work either due to a lack of thorough understanding or a lack of easily available tools that can effectively support them through the whole impact management process. Ambiguity in impact management often leads to inefficiencies as well as lost opportunities in maximizing impacts.

A comprehensive tool that covers the whole impact management process, from impact planning, indicator selection, data collection to monitoring and evaluation, would be crucial in providing clarity and uniformity in understanding, communicating and managing impacts. It would also save time from studying and adapting a variety of tools in different parts of the process.

The tool shall also adopt universal design which will be suited for different types of organizations, from non-profit organizations, social enterprises to corporate sustainability projects, so that in the long run, it will become the common standard for impact management.

A systematic collection and consolidation of impact data across different sectors would be highly beneficial to the impact ecosystem as it will gear towards evidence-based communication and enable the tracking of progress towards various sustainability development goals. It will eventually raise the accountability and transparency of impact organizations in general.

An organization information disclosure platform will be developed in parallel for general information disclosure, including organization background, business performance and relational data allowing verification by partners or supporters. Impact data generated by the tool mentioned above would also be linked to the platform so as to provide

a comprehensive view of the organization’s status and performance, which would be highly beneficial to funders in terms of organization selection for grants or other forms of investments.

## 2) SCOPE OF WORK

For the impact management tool, this phase of the development will focus on the section for impact planning, which will consist of the following key functions:

- Project scoping
- Input of project background
- Stakeholders Analysis
- Impact Modelling: Creation of impact model so called the Impact Value Chain
- Indicator selection with respect to output, outcomes and impacts

Organization Disclosure Platform would support the input and disclosure of the following information:

- Basic organization information, e.g. company background, legal structure, business model, management team
- Impact performance, e.g. impact framework, assessment metrics, time-series impact data
- Financial performance, e.g. financial statement
- Relational data, e.g. list of donors or investors that have provided support, review or testimonial

Overall responsibilities:

- Design and develop flow of the system, including back end data input and storage structure, UX and UI
- Consolidate impact indicators, both global and local, to support indicator selection function in the tool
- Develop learning material as user guide by collecting examples of impact projects from different sectors and context
- Engage 2-3 impact organizations in testing the tool before launch
- Organize 2 online workshops to demonstrate the use of the tool
- Engage public and private sector partners to promote the adoption of the tool and platform

## 3) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of Assignment: 50 working days (20 August 2021 – 31 January 2021)

Duty Station: Home-based, Thailand

## 4) DELIVERABLES AND FINAL PRODUCTS

Expected Outputs and deliverables Output	Deliverables	Submission Deadline
Output 1	Proposal outlining key features and functions of the web tool	10 September 2021
Output 2	Interim feedback report from 2-3 impact organizations involved in the system testing	30 September 2021
Output 3	<p>Web tool for impact planning consist of key functions as follows:</p> <ul style="list-style-type: none"> <li>○ Input of project background</li> <li>○ Analysis of stakeholders</li> <li>○ Creation of impact model (impact value chain) with respect to stakeholders</li> <li>○ Indicator selection with respect to output and outcomes</li> </ul> <p>The tool will be supplemented with learning examples and indicators set for guiding users through the process</p>	30 November 2021

	<p>Completion of the organization disclosure platform infrastructure which support the input of the following information:</p> <ul style="list-style-type: none"> <li>• Basic organization information</li> <li>• Impact performance</li> <li>• Financial performance</li> <li>• Relational data</li> </ul>	
Output 4	<p>Organize 2 Online demo workshops with impact organizations from different sectors to promote the adoption of the tool</p> <p>Public and private sector partners engaged to endorse and adopt the usage of the organization disclosure platform.</p>	20 January 2022

## 5) INSTITUTIONAL ARRANGEMENTS

The Consultant will be engaged on a short-term basis for 50 working days (20 August 2021 – 31 January 2022) under the Individual Contract arrangement. The study will be delivered under the direct supervision of the Head of Exploration, UNDP Accelerator Lab Thailand.

## 6) MINIMUM REQUIRED QUALIFICATIONS

Academic Qualifications:

- At least a Bachelor's degree in economics, development, finance, accounting, business administration, data science or related field.

Years of experience:

- At least 5 years of professional experience in finance in emerging or low-income markets, sustainable or impact finance, impact investment, private sector engagement, business development in developing countries
- At least 5 years of experience of leading projects in cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies around social innovation and/or sustainable finance.
- At least 7 years of Experience of running social incubation program and conducting SDGs impact assessment for social innovation or development related projects with involving in at least one project on developing a data platform to address development issues.

Language:

- Proficiency in English and Thai

Competencies:

**Core 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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Functional competencies:**

- 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.

- Strong ongoing knowledge of social innovation and social impact investment ecosystem in Thailand
- Knowledge of the SDGs
- Knowledge of the local investment landscape, and close familiarity with needs of regional and local investors
- Excellent analytical skills
- Ability to facilitate multi-stakeholder sessions
- Strong communication skills, including ability to produce high quality practical advisory reports and knowledge products

## 7) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

NONE
  PARTIAL
  INTERMITTENT
  FULL-TIME

## 8) PAYMENT TERMS

The contract price will be 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.:

Payment terms:

- **First payment** - 30% of total contract amount upon completion of the first deliverable
- **Second payment** - 30% of total contract amount upon completion of the second deliverable
- **Final payment** - 40% of total contract amount upon completion of the third & fourth deliverable

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.

## 9) CRITERIA FOR SELECTION OF THE BEST OFFER

**Cumulative Analysis:** The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (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 Evaluation – 70%

Criteria	Weight	Max. Point
<b>Technical</b>	70%	70
<ul style="list-style-type: none"> <li>• Educational background: At least Bachelor's degree in economics, development, finance, accounting, business administration, data science or related field.</li> </ul>	5%	5
<ul style="list-style-type: none"> <li>• At least 5 years of professional experience in finance in emerging or low-income markets, sustainable or impact finance, impact investment, private sector engagement, business development in developing countries</li> </ul>	15%	15
<ul style="list-style-type: none"> <li>• At least 5 years of experience of leading projects in cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies around social innovation and/or sustainable finance;</li> </ul>	25%	25

<ul style="list-style-type: none"> <li>At least 7 years of experience of running social incubation program and conducting SDGs impact assessment for social innovation or development related projects;</li> </ul>	25%	25
<b>Financial</b>	30%	30

**\*\*Only candidates obtaining a minimum of 70% or above in the Technical evaluation would be considered for the Financial Evaluation.**

### Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$ .

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- $\mu$  = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

## Application Procedure / Recommended presentation of offer

**Instructions to Applicants:** Click on the "**Apply now**" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

**Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

- Letter of Confirmation of Interest and Availability with Financial Proposal** (in THB) using the template provided as **Annex III**

**[Financial proposal:** Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided for the entire assignment. 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 proposed fee submitted in the proposal]

If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

- P11 / 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;

**\*\*Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

**\*\*Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short-listed candidates may be contacted, and the successful candidate will be notified.