

TERMS OF REFERENCE
TECHNICAL COORDINATOR FOR THE JOINT PROJECTS UNDER SDG FINANCING
COMPONENT ONE

General Information

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|----------------------------------|---|
| Services/Work Description | Consultant to coordinate the implementation, monitoring and evaluation, and performance reporting of the Joint SDG Fund Project under component one |
| Consultant Level | Mid-level/ Senior Consultant |
| Duty Station | Flexible (Home-based and RCO Office) |
| Duration | 80 working days |
| Start Date | 1 st September, 2021 |
| End Date | 30 th June 2022 (possible extension based on available funding) |

Background

The United Nations established the Joint SDG Fund in June 2017 as one of its innovative mechanism to address the current global challenges, which builds on previous efforts including the Millennium Development Goals Fund (MDG-F) and Sustainable Development Goals Fund (SDG-F). The Joint SDG Fund works across all 17 global goals to transform development practices by incentivizing and enabling new and innovative development approaches. The Joint SDG Fund aims to inspire a shift in the approach to development by placing the focus on integrated policy, strategic investments and financing, and robust partnerships. And operates through open calls for proposals.

In December 2019, the Fund announced the first SDG Financing Calls for proposal, Components one and two. Component one seeks to reinforce the SDG financing architecture and supports the development of the financing strategies and enabling frameworks, at the sub-national and national levels, for SDG investment.

The UN country team in Ghana applied and won funding from the Joint SDG Fund to implement its proposal submitted under Component one. The approved joint project is being implemented for two years starting July 2020 to June 2022, and it builds on ongoing initiatives being implemented by the government of Ghana with the support of the UN. Stakeholders involved in the implementation include UN participating agencies, government partners, international financial institutions, civil society and other multilateral and bilateral development partners.

The UNCT is looking for a Local Consultant as a Technical Coordinator to coordinate the joint SDG Financing project activities under component one. The Technical Coordinator shall undertake his/her responsibilities under the guidance of the joint project steering committee, the RCO focal person and in collaboration with the joint project technical teams.

The assignment may be extended to cover coordination of joint SDG Financing project activities under component two based on available funding from the SDG Fund and agreement by participating UN organisations.

Purpose of the Assignment

With the overall aim of contributing to the achievement of the SDGs in Ghana, the purpose of the assignment is to provide technical support with effective project coordination, to achieve the targets of the joint SDG financing project under component one. The specific objective is to strengthen the coordination of the implementation, monitoring and evaluation, and performance reporting of the Joint SDG Fund Project.

Scope of Assignment

The Consultant in collaboration with the Lead focal person at the UN Resident Coordinator's Office and the participating UN organisations (PUNOs) will be responsible for the following project management duties:

Coordinate joint implementation, monitoring, performance and financial reporting

- Follow-up on progress of various activities of the various project outputs, update the joint project work plan template monthly and prepare monthly performance reports on the project;
- Review and update stakeholder list with contacts and addresses of all stakeholders related to the project;
- Liaise with RCO and PUNOs to attend technical meetings of various teams of PUNOs working on the project;
- Liaise with RCO and PUNOs to organise monthly joint project management meetings, and quarterly and/or annual Steering Committee meetings of the project;
- Organise joint project interventions in collaboration with the RCO;
- Liaise with the RCO and PUNOs to organise end- of project evaluation for the joint SDG financing component one project;
- Prepare consolidated quarterly and annual performance and financial reports of the Project required by the SDG Fund;
- Prepare consolidated quarterly and annual progress reports on the joint SDG financing component one project for the steering committee and government partners. This report is separate from the reporting requirements of the Fund.

Coordinate the communication and advocacy of project activities

- Liaise with the SDG joint project communication focal person to finalise implement communication strategy for the joint project in line with the project implementation guidelines issued by the SDG Fund;
- Follow-up with communications focal persons of the UN participating organisations on the implementation of the various outputs' communication activities of the joint project;
- Liaise with the SDG Joint project communication focal person to document or develop communication materials as part of the reportage of the joint project

Reporting on Consultancy assignment

- Prepare monthly reports on the deliverables undertaken under the assignment, separate from the joint project reports;
- Complete required personnel performance management templates necessary for performance appraisal and payments of fees.

Expected Deliverables:

| Deliverables | Task | Month | Working days |
|---|---|------------|--------------|
| 1. Inception Report; 2. Minutes of JP meeting; 3. Minutes of Steering Committee meeting; 4. Updated JP workplan of activities; | <ul style="list-style-type: none"> Inception meeting with RCO and PUNOs; Organise joint project monthly meeting; Prepare joint project quarterly report for the Fund; | Sept. 2021 | 10 |
| 5. Jul-Sep 2021 JP Quarterly report for SDG Fund | <ul style="list-style-type: none"> Organise joint project monthly meeting; Prepare Jul-Sep quarterly report; Liaise with JP communication focal person to implement JP communication activities; | Oct. 2021 | 10 |
| 6. October Monthly report and Minutes of JP meeting; | <ul style="list-style-type: none"> Organise joint project monthly meeting; Liaise with JP communication focal person to implement JP communication activities; | Nov. 2021 | 5 |
| 7. November Monthly report and Minutes of JP meeting; | <ul style="list-style-type: none"> Organise joint project monthly meeting; Liaise with JP communication focal person to implement JP communication activities; | Dec. 2021 | 5 |
| 8. Jul-Dec 2021 JP Semi-Annual report for SDG Fund | <ul style="list-style-type: none"> Organise joint project monthly meeting; Prepare Jul-Dec semi-annual report; Liaise with JP communication focal person to implement JP communication activities; | Jan. 2022 | 10 |
| 9. Jan. Monthly report and Minutes of JP meeting; 10. TOR for procurement of Evaluator for the JP | <ul style="list-style-type: none"> Organise joint project monthly meeting; Liaise with JP communication focal person to implement JP communication activities; Prepare and finalise TOR for end- project evaluation of the joint project | Feb. 2022 | 10 |
| 11. Feb Monthly report and Minutes of JP meeting; | <ul style="list-style-type: none"> Organise joint project monthly meeting; Liaise with JP communication focal person to implement JP communication activities; | Mar. 2022 | 5 |
| 12. Jan-Mar 2022 JP Quarterly report for SDG Fund | <ul style="list-style-type: none"> Organise joint project monthly meeting; Prepare Jan-Mar JP Quarterly report for SDG Fund; Liaise with JP communication focal person to implement JP communication activities; | Apr. 2022 | 10 |
| 13. Apr. Monthly report and Minutes of JP meeting; | <ul style="list-style-type: none"> Organise joint project monthly meeting; Liaise with JP communication focal person to implement JP communication activities; | May. 2022 | 5 |
| 14. Prepare end of project consolidated performance and financial report of the Joint Project | <ul style="list-style-type: none"> Prepare end of project consolidated performance and financial report of the Joint Project | Jun. 2022 | 10 |
| Total Working/ Fee-paying Days | | | 80 |

Institutional arrangement and payment

The Consultant will be supervised by the RCO focal person for the Joint SDG financing project. Payments for deliverables will be made in the ensuing month upon satisfactory delivery of

outputs, certification of payment form, and acceptance and confirmation by Government Partners, PUNOs and approval by Resident Coordinator.

Logistics and Administrative Support

- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment.
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection.
- The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UN business hours.
- The consultant is expected to be available for all physical and virtual meetings of the project as may be required.

Duration of the Work

This assignment is expected to last for 80 working days between 1st September 2021 and 30th June 2022 and may be extended subject to available funding from the joint SDG financing component two.

Required Skills and Experience

- **Education:** Advanced university degree (Master's degree or equivalent degree) in economics, sustainable development, public policy, project management, business or public administration, social sciences, education or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- **Experience:** A minimum of three years of progressively responsible experience in sustainable development policy, economic analysis or project/programme management in the context of development cooperation or related area is required.
- **Report Writing and Organisation:** A minimum of five years of progressive experience in writing, able to pull people and work together and bring out a coherent joint product. Specifically, applicant should have experience with consolidating vast different information into concise reports; and coordinating different stakeholders.
- **Language:** Excellent knowledge of English. Capacity to communicate fluently with different stakeholders (development partners, civil society, government authorities, local communities, project staff).

Competencies

- **Professionalism:** Ability to apply sustainable development theories, concepts and approaches. Ability to conduct independent research and analysis on sustainable development topics, determine suitability, validity and accuracy of data provided by different sources. Shows skill in developing sources for data collection. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; and is motivated by professional rather than personal concerns;
- **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates

appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Evaluation Criteria

The consultant is required to submit a technical and financial proposal in application for this assignment. The technical proposal shall demonstrate clearly how the Consultants intends to carry out the assignment with detailed implementation plan. The financial proposal shall specify a total lump sum amount, and monthly payment terms around specific and measurable. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The financial proposal will include a breakdown of this lump sum amount (including travel, per diems, number of anticipated working days).

The Consultant will be evaluated based on a cumulative analysis taking into consideration the combination of the qualifications, experience and competencies. A two-stage procedure is utilized in evaluating the proposals – first, the technical proposal will be evaluated on the basis of its responsiveness to the TOR, and then the financial proposal will be considered only for technical proposals that passed or attained the minimum technical score in the evaluation. The evaluation process may interview qualified applicants where additional information may be required to make a decision.

The award of the contract shall be made to the Consultant after the offer has been evaluated and determined as:

- Responsive/compliant/acceptable;
- Having been deemed to meet both technical and financial criteria related to the scope of works; and
- Technical Criteria - 70% of total evaluation; Financial Criteria - 30% of total evaluation

Technical criteria: Weightings and criteria that would be applied in order to evaluate technical and financial proposals are shown below.

| Criteria | Max. Point | Total Weight Point |
|---|------------|--------------------|
| 1. Technical Competence (based on Profile, CV, Proposal and interview (if required)) – (1.1+1.2+1.3) - 100 | 100 | 70 |
| 1.1. Academic qualification of the Consultant: Advanced university Degree (Masters or a PhD) in economics, sustainable development, public policy, project management, business or public administration, social sciences or any other relevant field | 25 | |
| 1.2. Relevant professional experience of Consultant including: i. Minimum 5 years' progressive experience in writing, able to pull people and work together and bring out a coherent joint product. Experience with consolidating vast different information into concise reports; and coordinating different stakeholders in developing countries (25) ii. A minimum of 3 years' progressive experience in sustainable development policy, economic analysis or project/programme management in the context of development cooperation or related area in developing countries (15) iii. Good knowledge and understanding of the sustainable development goals (10) | 50 | |
| 1.3. Proposed approach and understanding of assignment including implementation plan and approach | 25 | |
| 2. Financial Proposal | 30 | 30 |
| TOTAL SCORE (total points for 1+2) | | 100 |

This TOR is approved by:

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|------------------------------------|-------------------------------------|
| Name: PETER AIDOO | Name: JOHN KEATING |
| Designation: RCO- Economist | Designation: RCO Team Leader |
| Signature: | Signature: |
| Date: | Date: |