



TERMS OF REFERENCE FOR

National Consultant (NC) for the Gaps Analysis of Public-Private Partnership, Private Sector Investment/Development and Development of Samoa Investment Policy

REF:IC2021/WSM/036

A. PROJECT TITLE

SDG Financing Component 1 Joint Programme - *“Sustainable Financing for the 2030 Agenda through viable Integrated National Financing Frameworks in Cook Islands, Niue, and Samoa”*

B. PROJECT DESCRIPTION

1. Introduction and Background

The 17 SDGs adopted by all UN member states in 2015 represent an integrated action plan to bring an end to poverty, fight inequalities and reduce climate change impacts while leaving no one behind, by 2030. Financing the 2030 Agenda for Sustainable Development, however, remains a challenge. There is a large funding gap for SDGs at the global and regional level, and this gap continues to widen at the national level. Hence, most governments cannot fund their SDG priorities with public capital and Official Development Assistance (ODA) alone.

Access to financial flows and services plays a critical role in the implementation and achievement of the SDGs 2030. The Addis Ababa Action Agenda (AAAA) therefore calls for countries to establish Integrated National Financing Frameworks (INFFs) to support the implementation of the 2030 Agenda. Many countries in the Pacific have already aligned their National Development Plans and Strategies to the SDGs. The challenge is to ensure that these plans and strategies are supported by a financing strategy, which articulates how these aspirations would be financed. Most Pacific Island countries do not have financing strategies in place.

The effects of recent global developments and shocks such as the COVID19 pandemic have dealt a severe blow to the world economy leading many countries to economic crisis and recession since March 2020. It set the economic and social development back for many countries jeopardizing the progress made to livelihoods and sustainable development over the past years. There is an urgent need to push for policy action to enable strong and sustainable growth, protecting the vulnerable and improving resilience to cope with shocks to the system. In addition, the financial flows required to move the Sustainable Development Agenda forward are also at risk of contracting.

In June 2020, Samoa's Joint SDG Fund proposal for Component 1 was approved to provide support to the Cook Islands, Niue, and Samoa to enable and strengthen existing policies and institutional structures for the development and operationalizing of integrated financing framework and strategies such as the reviewing and development of DFAs, the alignment of national planning frameworks and strategic plans to the national budget and available financing mechanisms, and to strengthen public-private engagement to stimulate the mobilization of resources to support National Development plans and the acceleration of Sustainable Development Goals.

The National consultant will be based at the UNDP Country Office and will work closely with the incoming International consultant, Designated Government Ministry(s)/Agency(s), with Quality Assurance Support from UNDP Governance & Poverty Reduction Unit (GPRU) and the BRH Office to support Review/Gaps Analysis of the existing policies, systems, and mechanisms for Public-Private Partnership and Private Sector Investment/Development in Samoa, and informed by the findings of the analysis, Develop a Private Sector Development Strategy for Samoa. S/He is also expected to collaborate and maintain a network with Governments Ministries/Agencies, Development Partners, Private Sector Entities, Civil Society, and systematic engagement with the Oversight Technical Committee of the Programme.

C. SCOPE OF WORK

Under the direct supervision of the Assistant Resident Representative (ARR) GPRU, with Quality Assurance support from the UNDP GPRU and the BRH Office, the National Consultant (NC) will provide on the ground facilitation and support to the International Consultant focusing primarily on the following scope of work;

- i) Undertake a comprehensive Review by undertaking a Gaps Analysis on whether existing Policies, Systems, and Mechanisms on Public Private Partnership and Private Sector Investment/Development are coherent and still relevant in Samoa given the impact of COVID19.
- ii) Informed by the Findings of the Review/Gaps Analysis, design a Concept Note on the Development of a Private Sector Development Strategy for Samoa.
- iii) Facilitate detail Consultations and Dialogues with relevant Stakeholders in Government, Private Sector, Civil Society, Development Partner, on the proposed Strategy Concept Note.
- iv) Informed by the Consultation Findings, developed a Comprehensive Strategy on Private Sector Development for Samoa detailing (Purpose, Vision, Mission, Strategic Objectives, Scope, etc.) and an Implementation Plan for the proposed Strategy Document.
- v) Facilitate the Validation Consultations and Dialogues with Relevant Stakeholders in Government, Private Sector, Civil Society, and Development Partners.

D. EXPECTED OUTPUTS AND DELIVERABLES

The selected National Consultant will work in close partnership with the International Consultant (IC), with the technical guidance from designated technical Government Ministries (MCIL/ MPE), and technical backstopping and quality assurance from the UNDP GPRU and the UNDP Bangkok Regional Hub, to ensure the effective and timely delivery and submission of the following deliverables within the specified timelines;

CONSULTANCY OUTPUTS	EXPECTED PRODUCED DELIVERABLE(s)	NO. OF DAYS	Amount (USD) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance
Inception Report: Detailing Proposed Methodology and Workplan for Assignment	1) Inception Report	05	XXXX.XX
Undertake Review/Gaps Analysis coherency and relevancy of existing policies, systems, mechanisms on Public Private Partnership, Private Sector Investment and Development.	2) Review & Gaps Analysis Report	15	XXXX.XX

Informed by findings of the Review/Gaps Analysis, design a Concept Note on the Development of Private Sector Development Strategy for Samoa	3) Concept Note on Developing the Private Sector Development Strategy for Samoa	10	XXXX.XX
Facilitation of Policy Consultations and Dialogues with relevant Stakeholders/Partners	4) Draft Strategy Document, with Implementation Plan (record of Consultations & Dialogues)	20	XXXX.XX
Informed by Findings of Stakeholder Consultations and Dialogues, develop and design a Policy Document with Implementation Strategy & Action Plan			
Facilitate Validation Process of the Proposed Strategy Document and make relevant revisions as a result of Validation Workshop.	5) Validation Workshop Report & Finalized Private Sector Development Strategy Document	10	XXXX.XX
Total		60 days	

E. INSTITUTIONAL ARRANGEMENT

Under the direct supervision of the ARR-GPRU with the technical Guidance of the designated Government Focal Point Ministries (MCIL/MPE), and quality assurance from UNDP GPRU and the BRH Office, the NC will work closely with the International Consultant to deliver the expected deliverables within the required timeframes.

The Consultant will be responsible for providing her/his own workstation (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection; but will be given access to relevant information necessary for execution of the tasks under this assignment.

The Consultant is also expected to engage and work with a range of relevant stakeholders such as Government Ministries/Agencies, Private Sector Entities, Civil Society Organizations, and Development Partners. The Consultant is also expected to be reasonably flexible with his/her availability consultations taking into consideration different time zones

F. DURATION OF WORK

The duration of the assignment is approximately 60 working days and is expected to be completed within 12 Weeks period and by **30th November 2021**

G. DUTY STATION

The Consultant will be based at the UNDP Samoa Country Office

H. QUALIFICATIONS AND EXPERIENCE OF THE SUCCESSFUL CONTRACTOR (SHOWING ASSESSMENT VALUE)

Education

- ❖ At least Bachelor's degree in social sciences, Humanities, Public Administration, Economics, Finance & Banking; Statistics and Data Analysis; Political Science or equivalent.

Experience

- ❖ Minimum overall experience of 7 years in sustainable development financing, policy analysis, public finance, private sector development, strategic planning and budgeting, capacity building, and advisory services (mandatory)
- ❖ Minimum 5 years of experience supporting development partners or central government agencies in the area of development finance, private sector development, and public institutional governance and capacity building (preferable)
- ❖ Minimum 5 years supporting country-level rooted public policy reforms in close collaboration with central government agencies, demonstrating the ability to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders (preferable)
- ❖ Experience in Asia-Pacific Countries in establishing and strengthening public-private partnerships, private sector co-financing & investments, and private sector development will be considered a significant asset (desirable)
- ❖ 5 years of experience in data collection, analysis, and statistical tools (preferable)
- ❖ Excellent command of the English language (both oral and written), with excellent communication and presentation skills, particularly in the preparation of written documents (mandatory)

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

EXPECTED PRODUCED DELIVERABLE(s)	NO. OF DAYS	Percentage (USD) to be paid upon UNDP Certification of Deliverable and Satisfactory Performance
1) Inception Report	05	10%
2) Review & Gaps Analysis Report	15	20%
3) Concept Note on Developing the Private Sector Development Strategy for Samoa	10	20%
4) Draft Strategy Document, with Implementation Plan (record of Consultations & Dialogues)	20	30%
5) Validation Workshop Report & Finalized Policy Document	10	20%
	60 days	

The financial proposal shall specify an ALL-INCLUSIVE LUMP SUM amount that is inclusive of all foreseeable expenses to carry out the assignment, and that the contract price is fixed regardless of any changes in the cost components. All domestic travel costs envisaged for the assignment must be included in the financial proposal.

J. RECOMMENDED PRESENTATION OF PROPOSAL

Given below is the recommended format for submitting your proposal. Proposals must include:

- Letter of interest and availability specifying the available date to start and other details (Annex I)
- CV or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to the contract award. (Annex II)
- All-inclusive Financial Proposal specifying the daily rate and other expenses, if any (Annex III)

- A brief methodology on how you will approach and conduct the work (Annex VI)

Kindly note you can **upload only ONE document** to this application (scan all documents in one single PDF file to attach) to the following Jobs site link

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=101807

Email submissions of proposals will not be considered. For any queries, please email procurement.ws@undp.org.

K. CRITERIA FOR SELECTION OF BEST OFFER

The award of the contract shall 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

TECHNICAL CRITERIA WEIGHT – 70%

FINANCIAL CRITERIA WEIGHT – 30%

Only candidates obtaining a minimum of 70% of the total technical points will be considered for the Financial Evaluation. Interviews may be conducted as part of the technical assessment for shortlisted proposals.

Technical Proposals (70%)

Technical Approach & Methodology (30 marks)

- ❖ This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt, highlight the compatibility of those methodologies with the proposed approach, and provide an indicative Workplan and total budget.

Qualification and Experience (40 marks) – Evaluation of CVs for Shortlisting

- ❖ Education (10marks)
- ❖ Minimum overall experience of 7 years in sustainable development financing, policy analysis, public finance, private sector development, strategic planning and budgeting, capacity building, and advisory services (7marks)
- ❖ Minimum 5 years of experience supporting development partners or central government agencies in the area of development finance, private sector development, and public institutional governance and capacity building (7marks)
- ❖ Minimum 5 years supporting country-level rooted public policy reforms in close collaboration with central government agencies, demonstrating the ability to lead consultations with senior government officials and facilitate discussions among a wide group of stakeholders (5marks)
- ❖ Experience in Asia-Pacific Countries in establishing and strengthening public-private partnerships, private sector co-financing & investments, and private sector development will be considered a significant asset (5marks)
- ❖ 5 years of experience in data collection, analysis, and statistical tools (3marks)
- ❖ Excellent command of the English language (both oral and written), with excellent communication and presentation skills, particularly in the preparation of written documents (3marks)

Financial Proposal (30%)

- ❖ Financial proposal that indicates the all-inclusive fixed total contract price in United States Dollars (including professional fee and all other related and applicable costs to be incurred by the individual consultant in completing the assignment), supported by a breakdown of costs, as per template provided (Annex II)
- ❖ The candidate is required to provide the breakdown of cost by deliverables as reflected in section D

Awarding of Contract

The combined scoring method which will be based on a combination of the technical and financial score to award the contract:

Rating the Technical Proposal (TP):

TP Rating = (Total Score Obtained by the Offer / Max. Obtainable Score for TP) x 100

Rating the Financial Proposal (FP):

FP Rating = (Lowest Priced Offer / Price of the Offer Being Reviewed) x 100

Total Combined Score:

Combined Score = (TP Rating) x (Weight of TP, 70%) + (FP Rating) x (Weight of FP, 30%)

NOTE: 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 UNDP and the Individual Consultant, before travel and will be reimbursed.

APPROVAL

This TOR is approved by

Signature:

Name and Designation: Christina Mualia-Lima (UNDP ARR - Governance & Poverty Reduction Unit)

Date of Signing :