



## TERMS OF REFERENCE

<b>Reference No.</b>	PN/FJI/080/21
<b>Location</b>	Home Based (Palau)
<b>Application deadline</b>	5 October 2021
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National Consultant
<b>Languages Required:</b>	English
<b>Title of Consultancy</b>	Project Drafter - Palau
<b>Duration of Initial Contract:</b>	20 working days (From October to December 2021)

## BACKGROUND

The Government of Palau recognizes the challenges and the need to strengthen capacities at local State Government level, especially since the government recognized the importance of Agenda 2030 and the need to localize the SDGs, in a phased approach with central government agencies remaining at the core of planning, budgeting, implementation and monitoring of service delivery.

UNDP conducted an assessment mission in February 2016 to assess the current local government systems, capacity and options for the basis of programming to support local governance. The assessment outlined several challenges at local level including the current substantive fiscal policy, human resource and financial capacity gap at local government level that hinders its ability to effectively progress towards sustainable development at local levels.

The (Modern) Local Governance system in Palau is in its initial stage and remains rooted in traditional governance and decision-making systems, values and beliefs. The traditional system has allowed Palauan society to maintain a good level of social cohesion and solidarity amongst local clans, while also being used to mitigate conflicts, manage land, preserve natural resources and when necessary redistribute growth/resources between the local population.

Adoption of the Palau Constitution allowed modern local governance systems to take shape (with a certain degree of success) in the 16 States. This involved establishing local governance units that could perform administrative and legislative tasks, enhance citizens' voice and participation in local decision making and strengthen linkages with central administrations (which in Palau are responsible for delivering services, mainly education and health).

While each of the 16 States has its own Constitution, the current sub-national governance system consists of an elected legislative branch that form the local council and an executive branch led by an elected Governor (1 female Governor out of 16).

### **Palau Local Governance Strengthening Project**

The Palau Local Governance Strengthening Project (LGSP) began in September 2016 and provides technical expertise and carries out specialised training activities, producing and delivering relevant tools and guidance documents (such as standard operating procedures) to enable smooth operations around state finance, local governance, administration and human resource management.

Additionally, the project also supports the harmonisation of national and state laws through strengthening legislative and record management capacities at both state and national government levels.

The project focuses on the following priorities:

- Enhance the capacities of five states (Executive and Legislative branches) to plan and manage public resources and deliver basic services to their constituencies
- Enhance the capacities of the Ministry of State (Bureau of Domestic Affairs) to support state governments and facilitate relations and operations between central administrations, the Senate, the House of Delegates and state governments
- Increase the understanding residents from five states, including youth and women, of central and local government roles and responsibilities and participate actively in local decision-making and oversight.

## OBJECTIVES

UNDP Pacific Office is engaging a national consultant who will work closely with an international consultant to develop the project document for the Palau Local Governance Strengthening Project Phase II.

## DUTIES AND RESPONSIBILITIES

The national consultant shall:

- Gather all LGSP related information and documents from the Bureau of Domestic Affairs (BDA) in Palau and from the five (5) pilot states.
- As agreed with the international consultant, liaise with key stakeholders in Palau for meetings and consultations.
- As agreed with the international consultant, organize and participate in meetings in Palau, including note taking duties
- As agreed with the international consultant, assist with the drafting and review of the project document for Phase II of the LGSP as well as a Results and Resources Framework and accompanying work plans.

### **Expected Outputs and Deliverables**

The consultant shall deliver the following:

- Develop a draft project document, to be implemented during the period 2022-2024.

The key outputs for the national consultant are as follows:

- A UNDP Local Governance project document (2022 – 2024) that complies with UNDP's quality assurance criteria.
- Resources and Results Framework for the length of this phase.
- Budgeted annual work plans for each year of the phase.
- A proposed overall project budget.
- Supplementary project documents as required, such as a Management proposal, Monitoring Framework (including quality management), Risk Management Plan, Capacity Development Plan, and such others as may be requested.
- Undertake a Desk review of the following documents:

- a. Project Documents, RRF and annual work plans
- b. Evaluation report of the LGSP recently completed by national independent evaluators
- c. annual reports
- d. activity reports
- e. Report produced by consultants contracted under the project and any other relevant resources shared by the Parliamentary Development team
- f. Relevant policy document on local governance produced by UNDP and relevant development partners

### **Institutional Arrangement**

The National Consultant, working closely with the International Consultant, will report directly to the Director, Bureau of Domestic Affairs and the Programme Analyst, UNDP.

### **Deliverable Schedule**

<b>Deliverable</b>	<b>Due Date</b>	<b>Certifying Officer</b>
<p>Upon submission and acceptance by UNDP of the following documents for Pre-PAC Meeting:</p> <ul style="list-style-type: none"> <li>- UNDP project document (2022-2024) that complies with UNDP's quality assurance criteria;</li> <li>- 1<sup>st</sup> draft Resources and Results Framework for the length of this phase;</li> <li>- 1<sup>st</sup> draft Annual work plans for each year of the phase;</li> <li>- 1<sup>st</sup> draft A proposed project budget;</li> </ul> <p>1<sup>st</sup> draft Supplementary project documents as requested</p>	30 October	Programme Analyst, UNDP
<p>Upon submission and acceptance by UNDP of the revised documents referred to above for presentation to the PAC Meeting</p>	10 November	Programme Analyst, UNDP
<p>Upon submission and acceptance by UNDP of the following documents (final versions) incorporating comments from PAC Meeting:</p> <ul style="list-style-type: none"> <li>- UNDP project document (2022 – 2024) that complies with UNDP's quality assurance criteria;</li> <li>- Resources and Results Framework for the length of this phase;</li> <li>- Annual work plans for each year of the phase;</li> <li>- A proposed project budget;</li> <li>- Supplementary project documents as requested</li> </ul>	1 December	Programme Analyst, UNDP

**Duration of the Work**

20 working days from October to December 2021

**Duty Station**

Home based (Palau) and is expected to connect via online platforms with: i) the international consultant and ii) the UNDP Pacific Office Effective Governance Team, as and when needed.

**COMPETENCIES**

- Strong analytical, reporting and writing abilities skills
- Openness to change and ability to receive/integrate feedback
- Ability to work under pressure and tight deadlines
- Comprehensive knowledge of development topics
- Proficiency in the use of office IT applications and internet in conducting research
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards

**Core**

- Interest in the UN system and general knowledge of development issues
- Displays cultural, gender, religious, race, nationality and age sensitivity and adaptability
- Ability to work in a multicultural environment

**REQUIRED SKILLS AND EXPERIENCE****Educational Qualifications**

- Post Graduate qualification in public administration, development studies, political science, law, international development or a related area.

**Experience**

- At least 4 years proven experience in delivery of assistance to local governments; including in local planning and policy design; public consultations, local infrastructure projects, etc.
- Strong experience in partnering and interaction with governmental institutions at state/entity/local levels, as well as with civil society organisations
- Knowledge of development issues, including the Sustainable Development Goals, gender mainstreaming, and governance
- Excellent English writing and communication skills
- Good representational and liaison skills
- Demonstrated ability to work independently and adhere to deadlines.

**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:

<b><u>Deliverables</u></b>	<b><u>Amount (%)</u></b>
Upon submission and acceptance by UNDP of the following documents for Pre-PAC Meeting: <ul style="list-style-type: none"> <li>- UNDP project document (2022-2024) that complies with UNDP's quality assurance criteria;</li> <li>- 1<sup>st</sup> draft Resources and Results Framework for the length of this phase;</li> <li>- 1<sup>st</sup> draft Annual work plans for each year of the phase;</li> <li>- 1<sup>st</sup> draft A proposed project budget;</li> <li>- 1<sup>st</sup> draft Supplementary project documents as requested</li> <li>-</li> </ul>	<b>45%</b>
Upon submission and acceptance by UNDP of the revised documents referred to above for presentation to the PAC Meeting	<b>35%</b>
Upon submission and acceptance by UNDP of the following documents (final versions) incorporating comments from PAC Meeting: <ul style="list-style-type: none"> <li>- UNDP project document (2022 – 2024) that complies with UNDP's quality assurance criteria;</li> <li>- Resources and Results Framework for the length of this phase;</li> <li>- Annual work plans for each year of the phase;</li> <li>- A proposed project budget;</li> <li>- Supplementary project documents as requested</li> </ul>	<b>20%</b>
<b>Total</b>	<b>100%</b>

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 **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.

<b>Technical Evaluation (70%)</b>	<b>Points</b>
Post Graduate qualification in public administration, development studies, political science, law, international development or related area;	5%
At least 4 years proven experience in delivery of assistance to local governments; including in local planning and policy design; public consultations, local infrastructure projects, etc.	15%
Strong experience in partnering and interaction with governmental institutions at state/entity/local levels, as well as with civil society organisations	15%
Previous experience in working with local governments and developing local governance and/or development projects;	15%

Knowledge of development issues, including the Sustainable Development Goals, gender mainstreaming, and governance;	20%
<b>Total Technical Evaluation</b>	70%
<b>Financial evaluation (30%)</b>	30%

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

#### Documentation required

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

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV or P11**, 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 in USD**, as per template provided in Annex II.

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. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

#### 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

All required templates are available on the UNDP Procurement website: [www.pacific.undp.org](http://www.pacific.undp.org).

#### Proposal Submission

- All applications must be clearly marked with the title of the consultancy (**Project Drafter - Palau**) with reference (**PN/FJI/080/21**) and submitted via **UN Job shop** or via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) by **5 October 2021**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal is consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: [procurement.fj@undp.org](mailto:procurement.fj@undp.org).

***Women applicants are encouraged to apply***