



TERMS OF REFERENCE

Reference No.	PN/FJI/092/21
Consultancy Title	Tuvalu Voluntary National Review (VNR) Consultant
Location	Tuvalu
Application deadline	15 th October 2021
Type of Contract	Individual Contractor
Post Level	National
Languages required:	English & Tuvaluan
Duration of Initial Contract:	85 working days

BACKGROUND

Background

The Government of Tuvalu through the Ministry of Finance is now working on developing a Voluntary National Review (VNR) for Tuvalu. This is the first time for Tuvalu to develop a VNR since they become a member of the United Nations.

On 25-27th September 2015, the Heads of State, the Government, and high Representative meet at United Nations Headquarter to decide on a new global sustainable development goal for the next 15 years. This is called the 2030 Agenda for Sustainable Development Goals. It consists of 17 Sustainable Development Goals and 169 targets. This is a continuation of what has not been achieved under Millennium Development Goals. These are universal goals and targets which involved the entire world, both developed and developing countries to work together to balance the three dimensions of sustainable development which include the economic, social, and environmental.

What is a Voluntary National Review?

The Voluntary National Review is a part of the follow-up and review mechanisms of the 2030 Agenda for Sustainable Development. This review is a process by which countries take stock of and assess progress and shortcomings in the implementation of the goals and targets. It is a regular and inclusive review of progress at the national and sub-national level, which is country-led and country-driven

Why it is important to conduct a Voluntary National Review?

This review facilitates the sharing of experience in terms of *challenges* faced, *lessons learned* and the *successes* each country achieved throughout. It also accelerates the implementation of the 2030 Agenda. This review will also mobilize multi-stakeholder support and partnerships for the implementation of this Agenda.

History of Voluntary National Reviews in the Pacific

Most of the Pacific islands have been presented their first VNR, these islands include;

- 2016 – Samoa, 2018 – Kiribati
- 2019 – Vanuatu, Tonga, Palau, Nauru and Fiji

- 2020 – Solomon Island, Papua New Guinea (PNG), Federated States of Micronesia (FSM) and Samoa,
- 2021 – Marshall Island.

As we can see Samoa had been presented their VNR for the second time in 2020. Now Tuvalu targeting to present our first VNR in 2022.

Objective

The purpose of the consultant's services is to provide comprehensive technical guidance throughout the development of the first Voluntary National Review for Tuvalu. The Local Consultant's main objective is to develop a final VNR report for Tuvalu. This only can be achieved once the following deliverables are achieved on time. The Local Consultant will work closely with the Monitoring, Evaluation and Coordination Department (MECD) in terms of all required assistance need to provide with the support from Tuvalu VNR Team Members to ensure deliverables list below is achieved according to the workplan timeframe.

DUTIES AND RESPONSIBILITIES

The Local Consultant will work closely with the MECD under the supervision of the Secretary of the Ministry of Finance. Listed below are the expected duties of the Local Consultant.

- Developed and Finalised national indicators for Te Kete and any others if needed.
- Conduct feasibility study
- Analysis and provide a summary report on findings of the feasibility study
- Provide a draft outline based on the feasibility study for the way forward
- Review and analysis Te Kete current progress from line ministries
- Provide a draft for information gathering (*this include stakeholders etc*)
- Provide an information paper (including VNR report outline) for the Cabinet on the proposed way forward for VNR
- Revised timeframe based on the Cabinet endorsement
- Draft and developed a Drafting committee
- Lead and facilitate Consultations & Public Awareness (*this include producing video presentations*)
- Prepare and submit the final outcome of consultations (*this includes challenges, lessons learned and successes*) to the Secretary to finance, Minister then to Cabinet
- Provide a First Draft VNR Main Message & Final Report
- Finalise First Draft VNR Main Message & Final Report
- Submission of the First Draft for both VNR Main Message & Final Report to Secretary to finance, Minister then to Cabinet for their comments
- Revised the First draft of VNR Main Message & Final Report accordingly
- Finalised the Second Draft of VNR Main Message & Final Report
- Re-submit to Secretary to Finance, Minister then to Cabinet for their revised comments
- Revised and Finalised Final Draft
- Re-submit for final approval
- Manage to solve any unexpected changes in a short period of time.
- Any other tasks that contribute to the achieving of this consultancy service objectives.

Institutional arrangements:

The Secretary of the Ministry of Finance will oversee the work of the Local Consultant to ensure that each deliverable is delivered effectively against the mentioned timeframe. Specially to ensure the Final VNR report is completed and ready to present on the exact date for presenting. The local consultant will work closely with the MECD and the supporting team and report to the Secretary to Finance.

Duty Station:

The consultant will be stationed at the Monitoring, Evaluation and Coordination Department, under the Ministry of Finance, Government of Tuvalu at Vaiaku, Funafuti, Tuvalu.

Duration of work: The consultancy work will be undertaken over an 8 month period, from October 2021 until 30 June 2022.

Deliverables:

1. Draft outlines of all preparatory documents for conducting VNR
 - Finalized Workplan
 - Finalized budget
 - VNR Report outline
 - Draft committee guidelines
 - Stakeholder consultation plan
2. Stakeholder consultations
 - Oversee conduct of all
 - Draft reports produced for each
3. First full first draft of the outputs produced
 - Main messages
 - Report

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

Qualifications:

- A Qualified Tertiary Graduate, possess Masters in Economics or Master in Public Policy or Master in Public Administration from a recognized institute;

Experience:

- Excellent knowledge and expertise in economic statistics and national planning; should have at least 10 years of working experience in review National plans towards SDG and targets.
- Demonstrated experience in undertaking similar tasks;
- Excellent research, communication and writing skills both in English and Tuvaluan.

Language requirement:

Proficiency in English (written and spoken) required.

Price Proposal and Schedule of Payments

Consultancy 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:

Deliverable	Task	Timeframe
1. Draft outlines of all preparatory documents for conducting VNR	<ul style="list-style-type: none"> • Finalized Workplan • Finalized budget • VNR Report outline • Draft committee guidelines • Stakeholder consultation plan 	30 November 2021
2. Stakeholder consultations	<ul style="list-style-type: none"> • Oversee conduct of all • Draft reports produced for each 	28 February 2022
3. First full first draft of the outputs produced	<ul style="list-style-type: none"> • Main messages • Report 	30 April 2022

1. First payment of 40% will be made upon submission of deliverable 1 to the satisfaction of the UN team.
2. Second payment of 40% will be made upon submission of deliverable 2 to the satisfaction of the UN team.
3. Third payment of 20% will be made upon submission of deliverable 3 to the satisfaction of the UN team.

Deliverable	Activities	Timeframe	Target Due Dates	Review and Approvals Required
1. Draft outlines of all preparatory documents for conducting VNR	40%	35 Days	30 November 2021	(IG DTL)
2. Stakeholder consultations	40%	35 Days	28 February 2022	(IG DTL)
3. 3. First full first draft of the outputs produced	20%	15 Days	30 April 2022	(IG DTL)

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: Technical expertise (required experience and knowledge for assignment) - Max 25 points
- Criteria 4: Relevance of experience relating to the requirements of the ToR – 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 consultancies 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: Consultancies 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. Consultancies with whom there is further interest will be contacted. The successful consultancy 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, 15th October 2021 (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org