



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Private Sector Partnerships Account Management consultant
AGENCY/PROJECT NAME:	Private Sector Partnerships Account Management consultant
COUNTRY OF ASSIGNMENT:	Home Based
TOTAL DURATION OF CONTRACT:	12 months
TENTATIVE START DATE:	15 December 2021- 15 December 2022

A. BACKGROUND

UNDP positions itself as the Sustainable Development Goals (SDGs) integrator who connects all relevant knowledge and partners to support countries to achieve the SDGs in an inclusive and integrated manner. UNDP Bangkok Regional Hub (BRH), along with the Pacific Office in Suva, supports the 24 UNDP Country Offices in Asia and the Pacific in various development agendas to achieve the SDGs by providing easy access to knowledge through high quality integrated advisory services and technical support based on applied research and UNDP lessons learnt globally. Together with our partners in the governments, donors, international financial institutions and the private sector, UNDP provides intellectual acumen and practical experience cutting across the diverse development issues and settings. Now more than ever, cultivating impactful and strategic alliances are essential to ensure SDG financings needs are met, especially as countries recover and mitigate from the health and socioeconomic impact of COVID-19 pandemic with limited fiscal space.

UNDP's new strategic plan encourages private corporations, HNWI and corporate philanthropies to contribute to the SDGs by mobilizing private capital in SDGs according to the national priorities; partner with governments to implement SDG-related policies and programmes; and adopt business practices that move communities towards inclusive and sustainable development. To date, private sector has been making important contributions in Asia and Pacific region by fostering innovation, provide funding and promote entrepreneurship in some countries in Asia and the Pacific. However, the private sector is extensively impacted due to the pandemic reducing their market share and revenue, there is urgent need to engage strategically with private sector partners, HNWI and corporate philanthropies and de-risk their social investments and maximize their social impact.

To support the new regional programme 2021 – 2025, UNDP Bangkok Regional Hub is looking for a Private Sector Account Management consultant to mobilize new regional partnerships private sector, corporate philanthropies and foundation partnerships and augment the engagements with the private sector to align more towards the SDGs.

B. SCOPE OF WORK

The Private Sector Partnerships Account Management consultant will support regional teams in growing portfolio for partnerships working closely with the Youth, SDG Integration, SDG Financing, Regional Innovation Center and Governance unit to identify and support in development of partnerships, aimed at unlocking private finance for the SDGs, and mobilize resources for the regional programme initiatives.

The candidate will work under the overall guidance of the Bangkok Regional Hub Manager and in close coordination with the Regional Private Sector Partnership Specialist. The candidate will work with all regional teams based on the identified pipeline and further new proposals to be submitted to the private sector.

The specific deliverables include

- Develop robust pipeline of at least 20 new private sector partnership related opportunities on new business, account management and maximize emerging opportunities.
- Conduct sectoral and specific analysis of global and regional private sector partners and corporate philanthropies with a desire to invest in the Asia Pacific region, on issues of governance, innovation, youth action, climate, SDG Integration and financing programmes
- Based on the business case for investment of the regional programme, submit proposals with at least 15 potential partners with intelligence and research material needed to secure new commitment through thematic meetings, fundraising pitches and maximize existing partnerships to ensure the donors are aligned with overall goals of the teams
- Facilitate outreach and initial dialogues with the private sector partners and support the team in materializing the partnerships, by arranging at least 12 high level meetings during the course of the year and supporting in setting the agendas, invitations and diligently following up on the agreed initiatives.
- Ability to lead for at least five partnership meetings dialogue for long term opportunities with donors and liaison for unlocking new opportunities
- Support the team in preparing private sector engagement strategies, resource mobilization plans, and actively identifying ways to address challenges through direct support, knowledge and capacity in materializing these partnerships.
- Develop at least seven solid proposals, and presentations based on the current offering of the team for new private sector alliances.
- Coordinate with the regional focal point for all risk assessment and due diligence for new partnership or renewal of existing approvals. Also work closely with the regional PMU for all high-risk partners providing intelligence on the specific case.
- Secure interest from at least five partners from the business and foundation for regional or multi-country initiatives while connecting the dots across teams to avoid duplicate outreach for any partner and provide all materials to the focal points for operationalization of risk assessment, agreement and signing of the partnership.

C. EXPECTED OUTPUTS AND DELIVERABLES

Outcome	Deliverables	Target Due Date
Outcome #1	Developed concrete pipeline of at least 20 new private sector partnership related opportunities across teams on new business, account management and maximize emerging opportunities by conducting sectoral and specific analysis of global and regional partners willing to invest on governance, innovation, youth action, climate, SDG Integration and financing programmes	December 2021 – March 2022
Outcome #2	Based on the business case for investment of the regional programme, submit proposals and/or concept note with at least 15 new potential partners through fundraising pitches and with intelligence and research to ensure donors are aligned with overall goals of the team	December 2021 – November 2022
Outcome #3	Facilitate outreach and initial dialogues with the private sector partners and support the team in materializing the partnerships, by arranging at least 12 high level meetings (combining both short term and long-term opportunities) during the year and supporting in setting the agendas and meeting	February 2022 – May 2022
		August 2022 – November 2022
Outcome #4	Develop at least seven solid donor specific proposals or engagement strategies along with briefing note providing direct support in knowledge and capacity in materializing these partnerships, and presentations based on the current offering of the regional team	Jan 2022 – March 2022
		June 2022 – September 2022
Outcome #5	Secure interest of at least five partners from the business and foundation for regional or multi-country initiatives while connecting the dots across teams to avoid duplicate outreach for any partner.	March 2022 – November 2022

D. INSTITUTIONAL ARRANGEMENT

The assignment will be conducted in overall supervision and oversight by the UNDP BRH. The consultant will work under the supervision and directly reporting to the Regional Private Sector Specialist and will work in close consultation with the Youth, SDG Integration, SDG Financing, Regional Innovation Center and Governance unit.

E. DURATION OF THE ASSIGNMENT

The duration of the assignment will be 12 months starting on 15 December 2021- 15 December 2022, with an approximately 150 working days.

F. DUTY STATION

Home Based with no travel

G. EXPERIENCE AND QUALIFICATIONS REQUIRED

Education

- Master's degree in Public Policy, Development or Communications with three years of related experience, or
- Bachelor's degree in Political Science, Development, or Communications with eight years of related experience

Experience

- At least 5 years of professional regional experience with a UN agency, NGO, or other multilateral organization in mobilizing partnerships aimed at achieving a sustainable development agenda
- Working knowledge of UNDP's development priorities in the Asia Pacific Region is a plus
- Experience with report writing, preparing presentations, and proposals
- Proficiency in making smart presentation, ability to organize information and basic knowledge of Excel, Microsoft Word, analytical and communications applications to create slides and infographics
- At least 3 years of professional experience in engaging in partnerships with the private sector, government, donors, and media outlets

Language:

- Fluency in English

Functional/Technical Competencies:

- Excellent analytical and writing skills
- Detail-oriented with the ability to work under pressure on new and unfamiliar tasks
- Experience in report writing and knowledge of UNDP and sustainable development
- Strong command of English
- Passion for UN's mission, vision, and values
- Ability to perform task independently, work as a team player and meet deadlines

Desirable

Knowledge and understanding of private sector landscape in Asia and the Pacific on the above-mentioned issues.

Professional engagement with the private sector entities in Asia.

H. Scope of 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.

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The payments will be released upon submitting the required deliverables with satisfactory by or before the due dates agreed with the Partnership and SDG Finance Team, and as per below percentages:

Outcome	Deliverable	Percentages
Outcome #1	Developed concrete pipeline of at least 20 new private sector partnership related opportunities across teams on new business, account management and maximize emerging opportunities by conducting sectoral and specific analysis of global and regional partners willing to invest on governance, innovation, youth action, climate, SDG Integration and financing programmes	10% of the total payment
Outcome #2	Based on the business case for investment of the regional programme, submit proposals and/or concept note with at least 15 new potential partners through fundraising pitches and with intelligence and research to ensure donors are aligned with overall goals of the team	15% of the total payment
Outcome #3	Facilitate outreach and initial dialogues with the private sector partners and support the team in materializing the partnerships, by arranging at least 12 high level meetings (combining both short term and long-term opportunities) during the year and supporting in setting the agendas and meeting	15% of the total payment
		15% of the total payment
Outcome #4	Develop at least seven solid donor specific proposals or engagement strategies along with briefing note providing direct support in knowledge and capacity in materializing these partnerships, and presentations based on the current offering of the regional team	15% of the total payment
		10% of the total payment
Outcome #5	Secure interest of at least five partners from the business and foundation for regional or multi-country initiatives while connecting the dots across teams to avoid duplicate outreach for any partner.	20% of the total payment

Unforeseen Travel:

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.

I. Evaluation and Selection of Candidate

Cumulative analysis

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the Technical Evaluation. The Technical Evaluation will include a document review to select the shortlisted candidates. The selection of the offer, from the shortlisted candidates, will be based on a Combined Scoring method where the technical evaluation (document review and interview where applicable) will be weighted a maximum of 70 points and combined with the price offer which will be weighted a maximum of 30 points. The 70-point rating shall be based on how well the Offer meets the minimum qualifications/competencies described above.

Stages of Selection process:

Preliminary Shortlisting on pass/fail basis

- Minimum required qualification
- Minimum number of relevant experiences

Technical Evaluation and Interview: 70 %

1. Desk Review (70 Points)

- Criteria 1 - Relevant education– Max 10 points
- Criteria 2- Experience with UN agency, NGO, other multilateral organization in mobilizing partnerships aimed at achieving a sustainable development agenda - Max 20 Points
- Criteria 3 - Experience with report writing, preparing presentations, and proposals - Max 10 points
- Criteria 4 - Proficiency in making smart presentation, ability to organize information and basic knowledge of Excel, Microsoft Word, analytical and communications applications to create slides and infographics - Max 10 points
- Criteria 5 - Professional experience in engaging in partnerships with the private sector, government, donors, and media outlets - Max 20 Points

Please note only those candidates who score minimum 70% of out above 70 marks (49 points) will be called for interview (30 points).

2. Interview (30 points)

Only candidates obtaining a minimum of 70 points (70% of the total technical points) 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;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

J. Application Procedure / Document to be submitted

Individual consultants 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:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided by UNDP (Annex III)
 - a. Consultant shall quote an all-inclusive Fee for the contract period. 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. Payments shall be done on lumpsum basis, upon verification of completion of deliverables and approval by the IC’s supervisor.
 - b. 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;
- b) **Personal CV or P11**, indicating all relevant and similar previous experiences, as well as the contact details (email and telephone number) of the Applicant and at least three (3) professional references;
- c) **List of key names** of companies, foundations, donors or partners the consultant has worked with will be an advantage.

Incomplete proposals may not be considered.

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