Terms of Reference

IC/PNG/061-2021 Consultancy for a Governance Adviser (Framework or Long-Term Agreement)

Location: Home based with travel to Port Moresby as required
Type of Contract: Individual Contract – International Consultant
Project: Adviser Support Facility (EU-UN Spotlight Initiative, Women Make the Change project, PNG Anti-Corruption project)
Languages Required: English
Starting Date: 10th January 2022
Duration of Initial Contract: 200 days spread across a period of over 12 months

Background

UNDP works in 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.

The Sustainable Development Goals (SDGs), otherwise known as the Global Goals, are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. They were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030. The 17 SDGs are integrated recognizing that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.

As the lead UN development agency, UNDP is well-placed to help implement the Goals through our work. UNDP supports countries in achieving the SDGs through integrated solutions. Today’s complex challenges—from stemming the spread of disease to preventing conflict—cannot be tackled neatly in isolation. For UNDP, this means focusing on systems, root causes and connections between challenges—not just thematic sectors—to build solutions that respond to people’s daily realities.

UNDP in Papua New Guinea is a long-term and trusted partner to Government. UNDP’s programmes support initiatives to improve Governance, protect the environment, prepare communities for the threats posed by climate change and natural disasters, strive to eliminate gender-based violence and respond to the many challenges presented by COVID-19. Our efforts are supporting the Governments of Papua New Guinea and the Autonomous Region of Bougainville further the implementation of the Bougainville Peace Agreement. UNDP is also playing a critical role in delivering the United Nation’s Highlands Joint Programme.
UNDP Papua New Guinea is seeking to consolidate the foundations for a next generation office that is fully capacitated to leverage strong development fundamentals built in its current programming cycle and continue its trend of scaling up its presence and services.

To do this, UNDP is leveraging its technical, coordination and administrative strengths to provide integrated policy advice, evidence-based solutions, quality assurance and management services. This approach is supporting UNDP deliver a growing national and sub-national portfolio of activities in Papua New Guinea.

UNDP is seeking a Governance adviser for 2022 to support a range of functions and initiatives consistent with its strategic planning and longer-term engagement in Papua New Guinea.

**Objectives**

To support UNDP’s investments in Papua New Guinea in 2022 and successfully deliver results under its growing portfolio of programmes while these investments expand into new and emerging areas.

**Reporting**

The Governance Adviser will report to the Assistant Resident Representative.

**Duties and Responsibilities**

The Adviser will among other tasks, be responsible for the following as a minimum:

**Providing critical analysis and strategic advice:**

1. Provide critical analysis and strategic advice, on an as required basis, for a range of actions to support UNDP’s Governance portfolio. These will include, but not be limited to:

   a. Support the Country Office with its forward programme planning by offering analysis of the country context as it relates the Governance sector.

   b. Join UNDP officials in discussions and consultations with Government and development partners regarding developments in the Governance sector.

   c. Key sectors include gender (Gender-based Violence and Women in Leadership), Anti-corruption, SDGs and Parliamentary Support.

   d. Provide strategic advice on the risks, issues and challenges facing the Country Office in its delivery of existing and planned initiatives.

   e. Developed communications material to highlight UNDP’s efforts in the Governance sector.
Providing programme surge capacity:

2. Provide additional capacity, on an as required basis, for a range of actions to support UNDP’s Governance portfolio. These will include, but not be limited to:

   a. Preparing terms of reference to engage consultants and/or other personnel to support the delivery of activities in UNDP’s Governance portfolio.

   b. Organising meetings and/or consultations on various aspects of UNDP’s engagement in the Governance sector.

   c. Mentoring Country Office staff on ways to improve their contributions and project management.

   d. Providing written inputs in support of various tasks and initiatives that will further UNDP’s engagement in the Governance sector or support the successful delivery of portfolio projects and actions.

   e. Providing on demand-support as required by the Governance portfolio including writing briefs and media releases.

   f. Support UNDP’s communication outreach on governance issues.

Programme and project design:

3. Provide programme and project design capacity, on an as required basis to support UNDP’s Governance portfolio. These will include, but not be limited to:

   a. The development of concept notes and/or papers proposing projects and/or programmes that can be taken forward to design stage.

   b. Leading the design of projects and/or programmes for future Governance sector activities in Papua New Guinea. This includes providing written inputs, budgets and other associated information that may be necessary to complete project and/or programme designs.

   c. Support resource mobilisation efforts with both traditional and non-traditional partners.

Monitoring and evaluation:

4. Provide monitoring and evaluation services, on an as required basis to support UNDP’s Governance Portfolio. These will include, but not be limited to:

   a. Developing risk assessments and associate mitigation strategies that can be used to support the successful management of UNDP’s Governance portfolio of activities.
b. Other assessment as may be required, e.g. safe-guard assessments to support project delivery and/or meet UNDP policies and/or development partner requirements.

c. The monitoring, evaluation and/or review of current and/or future projects and/programmes being delivered in the Governance sector by UNDP in Papua New Guinea.

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<thead>
<tr>
<th>Key milestones or deliverables</th>
<th>Report due</th>
<th>Payment Terms</th>
<th>Review and Approvals</th>
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<tbody>
<tr>
<td>Payment upon submission of an agreed preliminary work plan outlining key tasks and deliverables.</td>
<td>Immediate</td>
<td>Up to 7 days from contract signing</td>
<td>Assistant Resident Representative</td>
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<tr>
<td>Payment upon submission and written acceptance of agreed deliverables consistent with tasking</td>
<td>Monthly</td>
<td>Fixed Daily rate for actual days worked (total 200 days) spread across a period of over 12 months until December 31st 2022.</td>
<td>Assistant Resident Representative</td>
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**Resources Provided**

The Consultant shall provide his/her own working equipment (hardware and software). Should the consultant be required at some point to travel to Port Moresby, then UNDP may assist with various office space and working equipment to ensure the successful completion of an agreed mission.

**Education and experience**

- Advanced University degree (Master’s degree or equivalent) in Governance, parliamentary support, anti-corruption, public administration, development studies or a related field.
- Minimum of seven (7) years of progressively responsible professional experience in Governance, parliamentary support, anti-corruption, public administration, development studies or related field.

- At least seven (7) years of experience in the Pacific context, Small Islands and/or fragile state contexts. Experience with or in Papua New Guinea is considered a distinct advantage.

**Competencies**

- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.

- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.

- Demonstrates integrity by modelling the UN values and ethical standards.

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

- Sound judgement and strategic analysis.

**Evaluation**

**Cumulative analysis**

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%
Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

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<tr>
<th>Criteria</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Qualification</td>
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<tr>
<td>▪ Advanced University degree (Master's degree or equivalent) in Governance, parliamentary support, anti-corruption, public administration, development studies or a related field.</td>
<td>15</td>
<td>10%</td>
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<td>Experience</td>
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<td>▪ Minimum of seven (7) years of progressively responsible professional experience in Governance, parliamentary support, anti-corruption, public administration, development studies or related field.</td>
<td>25</td>
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<td>▪ At least seven (7) years of experience in the Pacific context, Small Islands and/or fragile state contexts. Experience with or in Papua New Guinea is considered a distinct advantage.</td>
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<td>▪ High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.</td>
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<tr>
<td>Technical Criteria</td>
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<td>70</td>
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<td>Financial Criteria – Lowest Price</td>
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<td>30%</td>
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<tr>
<td>Total</td>
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**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.
Documents to be included when submitting Consultancy Proposals

The following documents may be requested;

a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

b) **Signed 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;

c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];

d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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. **The financial proposal must be submitted separately from other documents.** 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.

The P11 form and Template for confirming availability and interest is available under the procurement section of UNDP PNG website (**www.pg.undp.org**).

Contracts based on a daily fee

The **daily fee** in the financial proposal must be all-inclusive and take into account various expenses the candidate expects to incur during the contract, including:

a. The daily professional fee

b. The cost of travel from the home base to the duty station and vice versa (Not required per TOR as this is a home-based consultancy.

c. Living allowances needed at the duty station

d. Communications, utilities and consumables

e. Life, health and any other insurance

f. Risks and inconveniences related to work under hardship and hazardous conditions (e.g., personal security needs, etc.), when applicable

g. Any other relevant expenses related to the performance of services under the contract
In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

**Duty Station**

The duty station for this consultant will be home-based with limited travel if required.

**Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimburse.

**Submission Instructions**

Completed proposals should be submitted to procurement.png@undp.org, no later than 18th November 2021. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

**Approved by:**

**Name:** Ms. Julie Bukikun

**Designation:** Assistant Resident Representative (ARR), UNDP

**Date** 05th November 2021