Graphical user interface

Description automatically generated

**TERMS OF REFERENCE**

|  |  |
| --- | --- |
| **Project title** | Innovative financing options for a sustainable recovery from COVID-19 and beyond in Mongolia |
| **Location** | Ulaanbaatar, Mongolia |
| **Type of contract** | Individual Contractor |
| **Post title** | E-Learning Translator |
| **Post level** | National Individual consultant |
| **Language required** | English, Mongolian |
| **Duration of Initial Contract** | 30 working days /2 months |

**BACKGROUND**

|  |
| --- |
| Globally, an unprecedented reallocation of capital will be needed to realise national development plans flowing from the Paris Agreement and the Sustainable Development Goals (SDGs). The pandemic has underlined the imperative of fostering better and more resilient development through a stronger focus on achieving the SDGs.  Mongolia has taken important steps to accelerate SDGs implementation in policy and socio-economic areas. However, the COVID-19 pandemic is adversely affecting the economic and social progress in the country. Going forward, UNDP is implementing the ‘Innovative financing options for a sustainable recovery from COVID-19 and beyond in Mongolia’. The Project aims to support the Country by providing technical assistance, capacity building, and advisory in developing SDG bonds that have measurable impacts to meet the financing needs in achieving NDC and SDGs.  To measure and manage the impacts, it requires robust practices which help to inform whether or not the Country on track as well as enhanced capacity building and development which will play major roles in efforts to realize the objectives of this Project.  Within this context, UNDP is seeking to engage an individual consultant for the provision of professional translation of [Impact Measurement and Management for the SDGs](https://bit.ly/impactforSDGs) course materials developed by UNDP and Duke University into Mongolian language and qualified assistance in the offering of the course, thus allowing the institutions greater possibilities for participation in the capacity building exercises.  This course covers the landscape of green finance in general and Green Bonds in particular, the Green Bond issuance process and its requirements, and the opportunities offered by Green Bonds to meet the SDG and NDC targets. |

**DUTIES AND RESPONSIBILITIES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| The key focus of the Consultant is to provide quality assistance and support in delivering the e-learning course on Impact measurement and management. He/She will be responsible for developing the e-learning course in Mongolian by translating all contents including transcriptions of all videos, all quizzes and all background documents comprising the E-learning course and embedding Mongolian subtitles into the course as well as supporting the Project team in organizing the training. Scope of work **The scope of the study are as follows:**   * Professional translation of course materials from English into Mongolian; * Ensure that the translated text is technically, linguistically and grammatically correct, error-free and it should meet high-quality standards; * The submitted work should be a final proofread and error-free version to enable immediate publication without further proofreading or editing required by UNDP; * The translation shall be done within the stipulated deadlines in the work order; * Embed subtitles in the e-learning course; and * Support conducting training and workshops on impact measurement and reporting.   The national consultant will be responsible for translating 6 modules of training which includes 33 videos with 305 minutes of length or 131 pages of transcripts, readings with up to 80 pages and quizzes with 206 questions. Deliverables and payment schedules  |  |  |  |  | | --- | --- | --- | --- | | **#** | **Deliverables** | **Days** | **Payment** | | **1.1** | Translation into Mongolian of all content, transcriptions of all videos, all quizzes and all background documents comprising the E-learning course located at <https://www.coursera.org/learn/impact-for-sdgs> | 25 days | 50% | | **1.2** | Embed translated transcripts into the videos and prepare the course materials for the publication | | **2** | Delivery of training | 5 days | 50% |   **INSTITUTIONAL ARRANGEMENT**  The consultant will report to the UNDP Project Manager.  The payment will be made to the consultant at each payment schedule, upon technical clearance and approval of the satisfactory submission of results from the UNDP Project Manager of Innovative Financing Options for Sustainable recovery project.  **Duration of the Work**  The consultant is expected to work 30 days within 2 months.  **Duty Station**  Home-based.  **Travel Plan**  There will not be any travelling required for this project |

**REQUIRED SKILLS AND EXPERIENCE**

|  |
| --- |
| **Educational Qualifications:**   * Master’s degree in Economics, Development, Finance, Statistics, Business or related areas;   **Experience:**   * Minimum of five years relevant work experience in sustainable or impact finance, impact investment, public sector engagement, business development, and research, statistics, and database analysis. * Proven experience of leading research in cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies around sustainable finance. * Demonstrated good understanding of technical terms and terminology used in areas of sustainable development, financing and investments.   **Language requirements:**   * Fluency in English and Mongolian languages is required. |

**Criteria for Selection of the Best Offer**

|  |
| --- |
| **Price Proposal and Schedule of Payments**  The 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 and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be a fixed output-based price regardless of extension of the herein specified duration.  In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs will be reimbursed based on UN ad hoc rates.  **Evaluation Method and Criteria**  The individual consultant will be evaluated based on the following methodology of **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 the set of weighted technical criteria (70%) and financial criteria (30%). The financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.  **Technical Criteria for Evaluation (Maximum 70 points)**  See attached table – Technical evaluation scoring guide.  Only candidates obtaining a minimum of 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 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**](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional references. * **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology on how they will approach and complete the assignment. * **Financial proposal**, as per template provided in Annex III. * **Assignments undertaken to** demonstrate analytical and reporting skills.   Incomplete proposals may not be considered. Only the successful Candidate will be notified of the contract award.  **Annexes**   * Annex I – Technical evaluation scoring guide * Annex II - [Individual IC General Terms and Conditions](http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf)   Annex III – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](https://info.undp.org/global/documents/cap/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx) |

**Annex 1. Technical evaluation scoring**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weight** | **Max. point** |
|
| **Technical criteria 1: Education** |  | **20** |
| Master’s degree in Economics, Development, Finance, Statistics, Business or related areas. |  | *[20]* |
| **Technical criteria 2: Professional experience** |  | **70** |
| Minimum of five years relevant work experience in sustainable or impact finance, impact investment, public sector engagement, business development, and research, statistics, and database analysis. |  | *[20]* |
| Proven experience of leading research in cooperation with international organizations or other bodies responsible for formulating and monitoring of public policies around sustainable finance. |  | *[20]* |
| Demonstrated good understanding of technical terms and terminology used in areas of sustainable development, financing and investments. |  | *[15]* |
| Fluency in English and Mongolian languages is required |  | *[15]* |
| **Technical criteria 3 - Proposed methodology and approach** |  | **10** |
| Approach, methodology and implementation plan proposed - comprehensiveness & fitness against requirements |  | *[10]* |
| **Technical Score** | **70%** | **100** |