TERMS OF REFERENCE

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<tr>
<th>Reference No.</th>
<th>PN/FJI/019/22</th>
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<tr>
<td>Location</td>
<td>Suva, Fiji</td>
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<tr>
<td>Consultancy Title</td>
<td>UNPS Fund Coordinator</td>
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<tr>
<td>Application deadline</td>
<td>8th March 2022</td>
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<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
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<tr>
<td>Post Level</td>
<td>International Consultant</td>
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<tr>
<td>Languages required:</td>
<td>English</td>
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<tr>
<td>Duration of Initial Contract:</td>
<td>10 months</td>
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BACKGROUND

The United Nations Pacific Strategy Fund (UNPSF) established on 1 June 2020 for a two and a half-year period, is funded by the Government of New Zealand with an investment of NZ$ 24.7 million through the New Zealand-United Nations Pacific Partnership. This funding commitment is known as the New Zealand United Nations Pacific Partnership (NZUNPP), or simply the Pacific Partnership.

The UNPSF - the first-ever pooled fund set up in support of a regional strategy - recorded considerable progress in its first year of operation. It promotes the “One UN Approach” and enables five United Nations (UN) agencies to collaborate and drive achievement on the three outcomes of the United Nations Pacific Strategy that were identified as requiring extra attention, delivering results in the areas of gender, equitable basic services, and governance.

The NZ UN Pacific Partnership prioritizes the promotion of inclusion through improved access to basic services, social protection and cash transfers in the context of the COVID-19 pandemic; people mobility and urbanization; and human rights and gender equality, all topics which were identified by the UN Development System and UNESCAP as the appropriate focus for Issue- Based Coalitions in the Asia-Pacific Region. The partnership is based on the principle that countries and development partners should make data-driven decisions together as to how best to achieve the 2030 Agenda.

The partnership also recognizes that the sustainable development of the region requires collaboration, respect for national priorities and regional commitments, and the determination to work towards the achievement of the sustainable development agenda, known as Agenda 2030, despite the severe threats of the COVID-19 pandemic and disasters.

Consultancy

- This Consultancy position is expected to support the Office of the Resident Coordinator, with the new skillset and competencies required to deliver on the 2030 Agenda. In particular, the Consultant will bring substantive experience and knowledge in undertaking programmatic analysis, high-level advice and project management; and skills on advocacy, partnerships and resource mobilization in a multi-country or regional setting.
DUTIES AND RESPONSIBILITIES

Scope of Work
The Consultant is expected to support the following activities:

Programmatic Analysis, Advice and Management

- Regular strategic review of participating agencies interventions with the purpose of full alignment with the United Nations Pacific Strategy.
- Under the guidance of the Resident Coordinators, facilitate collaboration and communication among Participating UN organizations to foster greater UN coherence, in line with the UN reform agenda, and ensure programmes are implemented effectively.
- Support policy research and analyses and prepare analytical briefs in support of implementation of the UNPS Fund and other joint programmes under the UNCT.
- Identify, analyze and monitor developments and emerging trends with respect to the implementation of the UNCT’s mandate in the region and the UN Pacific Strategy (UNPS).
- Lead programme management, M&E and reporting for the UN Pacific Strategy Fund (UNPSF) and related work, in particular liaison with the UN Multi Partner Trust Fund (MPTF) Office for implementation and management of the UNPSF.
- Support the development of inter-agency joint work plans for the UNPSF and provide lead secretariat support for steering committee meetings and support towards the governance elements of the UNPSF.
- Ensure adherence to the governance structure and the operating principles, guidelines, and procedures for the day-to-day operations of the NZ-UNPSF as agreed in the Operational Manual or other approved frameworks.

Advocacy, Partnerships and Resource Mobilisation

- Lead formulation and implementation of communications and advocacy strategies for effective resource mobilization under the UNPSF and other areas of the UNPS.
- Contribute towards the development of a Partnerships Strategy for the UNPSF in line with the UN Mutual Accountability Framework and the Funding Compact.
- Undertake lead in organization of high-level meetings with potential donors and philanthropic foundations, including high-net-worth individuals.

Expected Outputs and Deliverables

- The Consultant in undertaking the above activities will provide a regular briefing (weekly and as needed) to the Resident Coordinator and the Team Leader, RCO, and provide written monthly summary report of activities completed.

Institutional Arrangement

- The Consultant will physically work from the United Nations Resident Coordinator’s Office (RCO) and will report directly to the Resident Coordinator in Fiji MCO with indirect reporting to the Resident Coordinator(s) in FSM and Samoa MCOs (matrix reporting). The Consultant will also maintain a close working relationship with the Senior Development Coordination Officer, Strategic Planning and RCO Team Leaders in all three RCOs mentioned above. The Consultant is expected to work under the supervision of the RCO Team Leader in Fiji and in close consultation with the UN Partnerships Specialist.

Duration of the Work

- Starting Date: Mar 2022
Completion Date: Jan. 14, 2023
10 months

Duty Station
Suva, Fiji

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:
Academic Qualifications:
The consultant should have an advanced university degree in Business Administration, Development Economics, Marketing, Social Sciences or related discipline.

Work Experience:
- Minimum Seven (7) years of professional experience in development cooperation, experience at the country-level an asset;
- Significant experience in resource mobilization and resources management; proven track record for securing and managing multi-year/multi-million dollar partnerships
- Experience in strategy development and donor and UN partnerships/public relations at the international level;
- Strong diplomacy skills and political savvy; the ability to strategically and effectively navigate within complex environments;
- Excellent communication skills (both written and oral); ability to eloquently articulate the case for support.

Language requirements
- Fluency of English language is required

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:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Report</th>
<th>Percentage of Total Contract Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>1st monthly</td>
<td>10%</td>
</tr>
<tr>
<td>2</td>
<td>2nd monthly</td>
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**Evaluation Method and Criteria**

Individual consultants will be evaluated based on the cumulative analysis methodology. 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation: Technical Criteria 70% (as indicated above in Experience and Qualifications section) and Financial Criteria 30%.

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

**Technical Criteria – Maximum 70 points**

- Criteria 1 - Seven to 10 years of experience in project management, advocacy and resource mobilisation. 25%
- Criteria 2 - Substantive experience in undertaking programmatic analysis, providing high-level policy advice and coordination. 10%
- Criteria 3 - Advanced university degree in social sciences, international relations, project management, development studies, business or related field. 15%
- Criteria 4 - Excellent writing, planning, research, communication and reporting skills and demonstrated ability to perform well in a multi-cultural environment. 10%
- Criteria 5 - Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills. 10%

**Documentation required**

Interested 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:

- 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; and b) a methodology, on how they will approach and complete the assignment.
Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant 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

Proposal Submission

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 8th March 2022, 5pm (Fiji Time) online via UN Jobs website https://jobs.undp.org or etenderbox.pacific@undp.org

For further information concerning this Terms of Reference, please contact Jan Nemecek, Team Leader, Resident Coordinator’s Office, Fiji Multi-Country Office on email jan.nemecek@un.org