

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15.03.2022

Country: home-based

Description of the assignment: Learning and Training Project Manager

Project/Office: Sustainable Finance Hub

Period of services (if applicable): 15 April 2022– 15 October 2022 (approximately 132 working days)

Any request for clarification must be sent by standard electronic communication to the e-mail: irina.grozick@undp.org. The response will be provided by standard electronic mail.

1. BACKGROUND

Present in 166 countries and territories, the United Nations Development Programme (UNDP) supports governments in developing strong policies, institutions, and partnerships to achieve the 2030 Agenda for Sustainable Development and its 17 Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy.

Public and private stakeholders around the world are collaborating with UNDP, and in particular its Sustainable Finance Hub (SFH) to help them address the challenges of sustainable development financing, and develop robust, holistic approaches to financing recovery from the Covid-19 pandemic. The SFH was conceptualized as a finance and innovation platform that draws on a critical mass of UNDP expertise, initiatives, and partnerships to support the mobilization and leveraging of resources for the SDGs, supports Country Offices with technical advice and tools and products, leads the implementation of UNDP global flagship initiatives, which fully supports the implementation of the Strategic Plan and supports governments to align public and private sector investments and activities with the 2030 Agenda.

By 2025 UNDP aims to ensure that all Country Offices will have established SDG finance engagements and promoted \$1 trillion of SDG aligned investment. In order to achieve this target, the SFH is creating a capacity development initiative known as the SDG Finance Academy to train 100 Country Offices so that they can offer and tailor SFH products and services to clients by the end of 2022. SFH will work across the Global Policy Network, bringing the Regional and Central Bureau combined assets together, taking into account signature solutions and development contexts, and delivering an integrated capacity development initiative for RRs, DRRs and their teams, supported by an internal community of practice and an external group of experts.

2. SCOPE, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To deliver the SDG Finance Academy and its content, SFH is looking for a Learning and Training Project Manager to co-design and create the curriculum structure and content. This is a critical function to delivering the trainings. The Learning and Training Project Manager with robust expertise on capacity development methodologies and tools, and knowledge in the development finance space - will work across the SFH to develop targeted virtual trainings (that can be leveraged for in person trainings eventually) for UNDP Country Offices.

SFH has four service offering areas which will provide the framework for this initiative, including Public Finance for the SDGs; Unlocking Private Capital for the SDGs; SDG Impact Management and Finance Tracking; and National Financing Frameworks and Country Portfolios. The Learning and Training Project Manager will lead the development of the training for these four service offers which will provide the scaffolding for content of this initiative. To transfer knowledge from these offers to CO's we have designed a competency framework and learning process. The structure includes an overarching umbrella module - Module 1 "Introduction to SDG Finance and the Academy". This module will act as the chapeau to the remaining 23 modules, by providing information on the why and what of SDG finance and a brief overview of all the module content. Further, these 23 modules will be structured in an interoperable and interconnected menu where RBX's and CO's can pick and choose which modules are of interest and relevant to them, with Module 1 being required to be undertaken initially before any other modules. Further, Signature Solutions and Development Contexts will cut across all modules.

The Learning and Training Project Manager will work with SFH technical leads to develop and oversee the roll-out of this training package which will consist of a series of webinars. The Learning and Training Project Manager will also be responsible for coordinating the preparation and development of all supporting materials, guides, tools, syllabus materials, etc. and ongoing iteration and improvement of modules as required.

3. EXPECTED OUTPUTS AND DELIVERABLES

The Learning and Training Project Manager is expected to support the SFH to create and deliver an integrated and interoperable capacity development offering for the SDG Finance Academy that includes training modules online (that will also be used to inform face to face trainings in the future) on all SFH competencies and provide training support for implementation.

The aim of the consultancy is to undertake a needs assessment, and then work with SFH Team Leaders (content experts) to curate existing, and develop minimal new learning content organized across 24 modules (some content is currently available in the form of power point slides, webinars, notes, existing training and other formats) into an online learning course that can be taken initially by staff across regional offices and 25 Country Office's both in succession or by chosen module of interest. These 24 self-paced e-learning modules will be developed by the Learning and Training Project Management in webinar format, each 3 hours long with a proficiency test at the end of each one.

The Learning and Training Project Manager will be responsible for:

- Map existing content that has already been gathered and determine any content gaps
- Undertaking a needs assessment across Country Offices

- The development of a curriculum and a detailed design document with proposed content to develop and implement the initiative
- The design, creation and set up of the learning programme (24 modules) that includes (for the entire programme and for each module) the following:
 - Welcome page to the programme describing the intention of the learning programme and its structure
 - Summary description for each of the 24 modules. This brief intro provides an overview of the module, including learning objectives, what the course contains, instructions on how to complete this course, etc. should include
 - Intro page for each module
 - Each module should convert the existing content from the materials provided by the SFH Team Leaders into webinars of 3 hours length.
 - Each three hour learning webinar may consist of short videos including interviews, slides, quizzes, readings etc.
 - End of module test to assess the level of understanding of each module.
 - Evaluation questionnaire
 - Final certificate
 - Development of a “facilitation kit” for the distance learning programme to serve staff who will be facilitating the course face to face in future
- Testing, refinement and ongoing iteration of the modules as they are delivered across Country Offices
- Other relevant tasks as arise through the ongoing development of this project such as support in creating the online community of practice

The 24 modules are:

- 1) General Overview on SDG Finance and the SFH
- 2) Financing Strategies for the SDGs
- 3) Governance and Coordination for the SDGs
- 4) Digital
- 5) Tax for the SDGs
- 6) SDG Debt
- 7) Budgeting for the SDGs
- 8) International Finance Institutions
- 9) Effective Development Cooperation for the SDGs
- 10) Blended Finance for the SDGs
- 11) Financing SDG Project Pipelines
- 12) Innovative Finance Instruments
- 13) Philanthropy for the SDGs
- 14) Insurance for the SDGs
- 15) Digital Instruments
- 16) Engaging with Financial Centres for Sustainability
- 17) MSMEs
- 18) Accelerating Impact Ventures
- 19) Inclusive and Sustainable Business Models
- 20) Private Sector Services
- 21) SDG IMM and SDG Standards
- 22) Corporate Tracking to SDGs

- 23) Sustainable Finance Taxonomies
24) SDG Finance Dashboard

Deliverables	Due Date	% of total contract value
As per the following Terms of Reference deliverables: From 15 April to 15 October 2022 with the total amount of USD	Upon satisfactory completion of deliverables and their acceptance by UNDP Submission of certification of payment	
Deliverable 1. Map and review existing content that could be used to develop training, determine any gaps, and undertake a needs assessment across Country Offices	By 30 April 2022	15%
Deliverable 2. Work with SFH Team Leaders and other key UN staff to create a detailed design document with proposed content that describes an interoperable and integrated learning programme focused on the overarching competencies and 24 technical competencies	By 15 May 2022	25%
Deliverable 3. Design, create and set up the learning programme consisting of 24 modules each 3 hours in length as described in Section 3	By 30 July 2022	30%
Deliverable 4. Support SFH colleagues to implement training offerings in: -25 Country Offices -to the internal community of practice -to the SDG and SFH Global and Regional leads. Test, refine and iterate the modules as they are delivered	By 15 October 2022	30%

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced university degree (Master's or equivalent) in international relations/development, social sciences, or other closely related field of relevance to financing sustainable development

II. Experience:

- At least 5 years of professional experience in planning and project management with a focus on capacity development programmes
- At least 3 years of demonstrated experience in managing and curating physical, remote and hybrid learning strategies and tools is required
- Experience in facilitating and delivering training online and face to face is an advantage

- Expertise and experience in designing trainings related to SDGs, sustainable finance, private and public finance, impact, bonds and debt etc.
- Experience of working in developing countries (especially UNDP or UN agencies) is a substantial asset
- Experience in conducting needs assessments, analyzing the results and developing training packages around them

III. Competencies:

- Proficiency in English
- Fluency in French and/or Spanish is an advantage

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- CV** including at least 3 references (or contact information of at least 3 people who could provide a reference upon request);
- Financial Proposal** as per template attached to the Letter of Confirmation of Interest and Availability template;
- Copy/-ies of University Diploma/s;**
- Copies of documents proving language knowledge**, if available.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

6. FINANCIAL PROPOSAL

Lump sum of the contract is all-inclusive and takes into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, office costs and any other relevant expenses related to the performance of services). All envisaged travel costs must be included in the financial proposal.

Payment will be made according to the below payment schedule upon submission and acceptance of the contract deliverables by the UNDP.

Travel

No travel envisaged.

7. EVALUATION

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

* Technical Criteria weight; [70%], maximum 700 points

* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for the financial evaluation.

The lowest technically qualified proposal receives 300 points, and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated;

Y=maximum number of points for the financial proposal;

L= price of the lowest price proposal;

Z=price of the proposal being evaluated.

Criteria	Weight	Max. Points - 1000
<u>Technical</u>		
• Academic qualifications:	10%	100
<i>Advanced university degree (Master's or equivalent) in international relations/development, social sciences, or other closely related field of relevance to financing sustainable development</i>	10%	100
• Professional experience:	46%	460
<i>At least 5 years of professional experience in planning and project management with a focus on capacity development programmes</i>	17%	170
<i>More than 5 years of experience in Macroeconomic policy, finance policy, climate economics and energy economics – 10 points for each additional year but not more than 30 points</i>	3%	30
<i>Demonstrated experience in managing and curating physical, remote and hybrid learning strategies and tools is required *</i>	8%	80**
<i>Experience in facilitating and delivering training online and face to face is an advantage</i>	5%	50
<i>Expertise and experience in designing trainings related to SDGs, sustainable finance, private and public finance, impact, bonds and debt etc. *</i>	5%	50**
<i>Experience of working in developing countries (especially UNDP or UN agencies) is an asset</i>	4%	40
<i>Experience in conducting needs assessments, analyzing the results and developing training packages around them*</i>	4%	40**

• Competencies	14%	140
Proficiency in English*	10%	100**
<i>Fluency in French and/or Spanish is an advantage</i>	4%	40
<u>Financial</u>	30%	300
Lumpsum as per Financial Proposal		300

* Will be evaluated during the interview conducted by UNDP with short-listed candidates only

**Applied scoring system:

Degree of compliance Supporting Evidence Scoring scale (% from maximum available score for the given sub-criteria)	Degree of compliance Supporting Evidence Scoring scale (% from maximum available score for the given sub-criteria)	Degree of compliance Supporting Evidence Scoring scale (% from maximum available score for the given sub- criteria)
<i>Excellent</i>	<i>Excellent evidence of ability to exceed contract requirements</i>	80-100%
<i>Good</i>	<i>Good evidence of ability to exceed contract requirements</i>	60-80%
<i>Satisfactory</i>	<i>Satisfactory evidence of ability to support contract requirements</i>	40-60%
<i>Poor</i>	<i>Marginally acceptable or weak evidence of ability to comply with contract requirements</i>	10- 40%
<i>Very poor</i>	<i>Lack of evidence to demonstrate ability to comply with contract requirements</i>	0-10%
<i>No submission</i>	<i>Information has not been submitted or is unacceptable</i>	0%

Annexes:

Annex I – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex II – Individual Consultant Contract Form

Annex III –Individual Consultant General Terms and Conditions