



CONSULTANT PROCUREMENT NOTICE

Date 06th April 2022

Country: South Africa

Type of Contract: Consultant, Individual Contract

Description of the assignment: Africa Sustainable Finance Hub Programme Developer Consultant

Organisation: UNDP Africa Sustainable Finance Hub

Period of assignment/services (if applicable): 45 working days

Proposal should be submitted at the following by email to bid.pretoria@undp.org no later than **14th April 2022**.

Any request for clarification must be sent by standard electronic communication to procurement.enquiries.za@undp.org. UNDP will respond by standard electronic mail and will send responses, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

UNDP's mandate, strengths and strategic approach to SDG Finance brings several unique added values. These include: 1) UNDP's integrated approach to SDG financing in its holistic focus on public and private financing in a domestic and international context rooted in the SDGs. 2) The focus on linking planning and financing - UNDP has an established a niche supporting national planning processes with a focus on strengthening the link between planning functions and financing policies at the level of the SDGs overall is unique among international actors. 3) UNDP's role as SDG integrator. UNDP's SDG integration offer is composed of four areas, to which finance is one. UNDP's integrator is about promoting the whole-of-society in the SDG Financing dialogue and thus promoting key concepts of Economic Governance. 4) UNDP's country presence: UNDP's added value is its country presence, which is complemented with the regional level work to capitalize on its good practices and lessons learned, while following a bottom up approach to influence regional and global Financing agendas.

The Strategic Offer of UNDP Africa Bureau considers Financing for development as a foundational enabler, underpinning and contributing to its six strategic areas including structural economic transformation, natural resource governance, climate change, affordable and sustainable energy, women and youth empowerment, and peace and security. The Offer is aiming at Reposition UNDP as a leading advocate of development finance beyond aid in Africa. Helping improve access to finance, setting up the right instruments for leveraging private and other non traditional finance sources, ensuring equal access, and minimizing financing costs. The Offer indicates that Africa's approach to development financing must reflect the need for the continent to build forward stronger, more equitably, and more sustainably in the wake of the COVID pandemic.

UNDP's Africa Sustainable Finance Hub was created to deliver on UNDP's mandate and strategic approach for SDG financing in the Africa region and covers activities related to regional and country level support in financing the implementation of the National development priorities of African countries, aligned with the Sustainable Development Goals by 2030, the Africa Union Agenda 2063 and the Paris Agreement.

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

The programme developer (IC) is expected to support the development of a full-fledged programme/portfolio document that will serve as the the Africa SDG Finance Platform including the 4 planned flagship programmes, key functioning structures, and a nested results framework that aligns Africa Sustainable Finance Hub and Regional bureau outcomes (through the RBA Regional Programme), including referring with ongoing regional projects from a portfolio approach perspective¹.

In particular She/He will be responsible of the following tasks:

- Review existing documentation including the Draft Project Initiation Proposal for the original SDG Financing Facility, the concept notes of all the planned flagships, the Africa SFH progress reports (2020 and 2021) and strategic documents, including strategic offer brief, regional project documents and ongoing initiatives, reports, etc.
- Prepare a work plan with milestones and timelines for the development of the full Programme Portfolio Document
- Based on the desk review, drafting the initial skeleton/outline of the platform, including the Theory of Change to serve as basis of the narrative of the portfolio in the context of the Regional Programme;
- Map existing and potential partners, country and regional clients and relevant teams across RSCA, RBA and globally Sustainable Finance Hub (SFH) including within the GPN and develop a consultation plan to discuss the platform's Theory of Change and obtain critical inputs to feed into the programme/portfolio document;
- Develop the first complete consultation draft Programme Portfolio Document including the TOC, Programme portfolio activities, outputs, outcomes; SOPs, Programme M&E and Results Framework ,Management Arrangements and risk mitigation matrix for review and integrate feedback;
- Review resource needs and develop a draft communication plan and resource mobilization strategy;
- Present the Draft Programme Document – Africa SDG Financing Platform for validation
- Prepare documentation for Project Appraisal Committee and finalise joint program document integrating feedback.
- Developed a final version of the PPT on the new Regional Program Document and relevant brochure (visual materials)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

COMPETENCIES

Corporate Competencies

- Demonstrated commitment to UN mission, vision and values including working in a culturally diverse environment;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates ability to function in a team environment and shares knowledge and experience.

Functional Competencies

- Excellent verbal and writing skills with strong academic, policy and finance/economic experience;
- Cognate experience in joint programming and the portfolio approach, including ability to write, synthesise ideas and formulate integrated programs for transformative impact;
- Outstanding analytical and negotiations skills. Ability to present coherent and convincing positions both in writing and orally. There must be evidence of similar works done in the past on programme design and development including issues related to partnerships and coordination;
- Strong ability to take initiative to move complex processes forward to achieve articulated results, work at varying levels and on different initiatives simultaneously (personal organization and ability for multi-tasking). The consultant must also possess ability to work under pressure and to accommodate change; and Demonstrable networking capability, interpersonal skills and strong ability to promote team work.

Required Skills and Experience

Education:

- A university Masters' degree in the fields of Development Finance, Economics, Programme development and Management

Experience

- At least 7 years of professional experience in development programmes design and management;
- Professional experience in the area of development finance, both traditional and new areas of sustainable finance and investments including digital and green financing.
- Prior professional experience with International Organizations in multi-cultural settings and multi-stakeholder processes, preferably in the region;
- Substantial experience in programme design for international development organisations and Results-based Management;
- Knowledge of designing communication and resource mobilisation strategies, including through partnerships building;
- Demonstrated strong analytical and communication capacity.

Language and IT Skills:

- Excellent written and oral English communications skills. Fluency in any of other UN Languages spoken in Africa would be an added advantage; and
- Fully literate in terms of software and e-networking.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Applicants are required to submit the following:

- i. **Letter of Confirmation of Interest and Availability** using the [template](#)² provided by UNDP;
- ii. **CV** and a **Personal History Form** ([P11 form](#)³);
- iii. Brief description **of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment;
- iv. **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
- v.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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, per diems, and a number of anticipated working days).

6. EVALUATION

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical (CV/P11) and financial criteria specific to the solicitation.

Technical: 70 marks

Financial: 30 marks

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

- Educational Qualification: 20 marks
- Relevant Experience: 35 marks
- Suitability for the assignment: 15 marks
- Financial Criteria: (30% of the total evaluation) based on the total all-inclusive lump sum amount for professional fee for tasks specified in this announcement.

²<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

³ http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

ATTACHEMENTS TO THIS NOTICE:

- **TERMS OF REFERENCES (TOR)**
- **GENERAL TERMS AND CONDITIONS**
- **CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**
- **PERSONAL HISTORY FORM P11)**