

**Terms of Reference**  
**Ref: PN/NPO/FSM/001/2022**

**Consultancy Title:** Stockholm+50 National Coordinator

**Project Name:** Stockholm+50 National and State Consultations

**Duty Station:** Pohnpei, FSM

**Duration of the Contract:** Tentatively 21<sup>st</sup> April – 10<sup>th</sup> June 2022

- Approx 1.5 months ( 45 days )

The consultant will be expected to travel out to the outer islands within the country

Consultancy Proposal consisting of **Technical (CV & Methodology ) and Financial proposal Template** should be sent via email to [registry.fm@undp.org](mailto:registry.fm@undp.org) no later than **15<sup>th</sup> April 2022 (FSM Pohnpei Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to [registry.fm@undp.org](mailto:registry.fm@undp.org). UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**NOTE:** Proposals must be sent to the designated email [registry.fm@undp.org](mailto:registry.fm@undp.org)  
Please note that only short-listed candidates will be contacted.

*If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.*

**Objectives:**

The objective of the national consultations is to stimulate an inclusive whole-of-society and whole-of-government dialogue on the main themes of Stockholm+50 as they relate to each national context. The consultations will provide in-person and virtual platforms for ideas, insights, and innovation that:

Build a shared global vision on how to achieve a healthy planet and prosperity for all while accelerating progress on the Sustainable Development Goals and Multilateral Environment Agreements through an inclusive green recovery;

Offer clear recommendations for governments, civil society and private sector on priority actions that can advance national and sectoral policies that address climate change and leverage nature- based solutions including Nationally Determined Contributions (NDCs), National Biodiversity Strategies and Action Plans, green economy/green recovery, and SDG frameworks;

Amplify the voices of the poor and other marginalized groups; and

Influence local and global debates that consider the perspectives of all stakeholders.

**Background**

The UN General Assembly has agreed to convene an international meeting entitled “Stockholm+50: a healthy planet for the prosperity of all – our responsibility, our opportunity”, in Stockholm on 2 and 3 June 2022, during the week of World Environment Day. The meeting will commemorate the 50 years since the convening of the

UN Conference on the Human Environment. It is also designed to help accelerate the implementation of the Sustainable Development Goals during the Decade of Action including through a sustainable recovery from the COVID-19 pandemic. The Government of Sweden will host the meeting with the support of the Government of Kenya. The meeting will mutually reinforce the commemoration of the fiftieth anniversary of the creation of the UN Environment Programme, UNEP@50.

The international meeting and its preparation will provide for the effective participation of all States Members of the United Nations and UN specialized agencies and parties to the multilateral environment agreements with participation encouraged at the highest possible level. The international meeting will comprise an opening segment including a commemorative moment dedicated to the United Nations Conference on the Human Environment held in Stockholm in 1972, as well as four plenary meetings, three leadership dialogues, and a closing segment.

The leadership dialogues will be designed to be collaborative and multi-stakeholder with a focus on recommendations that contribute to the environmental dimension of sustainable development to accelerate the implementation of commitments in the context of the decade of action and delivery for sustainable development, including a sustainable recovery from the COVID-19 pandemic. They will address the following themes:

- Leadership dialogue 1: Reflecting on the urgent need for actions to achieve a healthy planet and prosperity of all;
- Leadership dialogue 2: Achieving a sustainable and inclusive recovery from the coronavirus disease (COVID-19) pandemic; and
- Leadership dialogue 3: Accelerating the implementation of the environmental dimension of sustainable development in the context of the decade of action.

All relevant major stakeholder groups, including women, youth, older persons, persons with disabilities, indigenous peoples and local communities, as well as other representatives from civil society and the private sector are encouraged to contribute to the discussions of the international meeting and its preparation through consultations at global, regional, and national levels.

The **objective** of the national consultations is to stimulate an inclusive whole-of-society and whole-of-government dialogue on the main themes of Stockholm+50 as they relate to each national context. The consultations will provide in-person and virtual platforms for ideas, insights, and innovation that:

- Build a shared global vision on how to achieve a healthy planet and prosperity for all while accelerating progress on the Sustainable Development Goals and Multilateral Environment Agreements through an inclusive green recovery;
- Offer clear recommendations for governments, civil society and private sector on priority actions that can advance national and sectoral policies that address climate change and leverage nature-based solutions including Nationally Determined Contributions (NDCs), National Biodiversity Strategies and Action Plans, green economy/green recovery, and SDG frameworks;
- Amplify the voices of the poor and other marginalized groups; and
- Influence local and global debates that consider the perspectives of all stakeholders.

UNDP has been asked to facilitate national consultations using resources provided by the Government of Sweden and leveraging existing in-country programming and partnerships including through its support to Nationally Determined Contributions processes (e.g. UNDP's Climate Promise) and broader work on Nature, Climate, Energy and other integrated SDG themes. UNDP will work closely with UNEP and all members of UN Country Teams (UNCT) who have extensive experience in convening different development stakeholders and providing relevant knowledge to identify development challenges, opportunities and solutions with a bottom-up approach rationale. UNCTs, under the leadership and guidance of the UN Resident Coordinator (UNRC), are well placed to support the national consultations as institutional resources and country context allow.

**Scope of work/Expected Output****Description of tasks:**

The IC will be responsible for delivering key tasks in the following areas:

- initial planning and coordination to define the consultation structure (i.e., number of in-person/online live consultations), and to identify speakers/facilitators, participants, and prepare the consultation agenda, data and communications strategy;
- launch of national consultation including save-the-date, invitations, sharing of background information including on NDCs and other relevant policy frameworks, and population of SparkBlue virtual consultation space;
- main in-person/live/streamed consultations over 1–3-day period or longer;
- ongoing post-consultation online discussion on SparkBlue virtual platform;
- documentation and reporting back on results of consultations;
- ongoing communications; and
- post-Conference follow-up.

**Results/Expected Output:**

- national consultations successfully planned, promoted, and organized in close collaboration with UNCT and national and international stakeholder groups
- significant and useful knowledge gathered and shared to inform global Stockholm+50 meeting and advance national and sectoral development policies and plans
- all reporting and post-consultation requirements completed

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**Resources Provided**

- IC to have their own Office space and laptop

**Supervision/Reporting**

The consultant will be contracted by UNDP North Pacific Office and report to Mr. Kevin Petrini, Deputy Resident Representative and Country Manager, based in FSM

- Bi-weekly reporting

**Requirement for Qualifications & Experience:**

- Minimum College certification
- Certification in environmental, social sciences or similar development-related fields
- Minimum 10 years of professional experience in development or Programme coordination
- Minimum 5 years experience in working with a combination of public, private sector and civil society organizations and platforms
- Minimum 5 years of proven experience at Senior Management and Team Leader role
- Demonstrated experience of undertaking similar consultancies for donor agencies
- Fluency in spoken and written English, and knowledge of the main national language

**Competencies**

- Excellent written and oral communication skills in English;
- Evidence of good communication skills and team work
- Ability to meet deadlines
- Good Planning skills

Payment Schedule (if required):

| Payment Releases                | Percentage | Timing<br>(after contracting)   |
|---------------------------------|------------|---|
| Final approved Inception Report | 40%        | Upon submission of the inception report - Within 10 (ten) days of contract signing                    |
| Acceptance of final report      | 60%        | Within ten (10) workdays after the approval of final output by the person supervising the assignment. |

- It is expected that there is travel from Pohnpei to Kosrae, Chuuk and Yap. It is expected that the state level consultations are held face to face in each state with a virtual platform also set up to ensure inclusivity for those who may not be able to attend in person. In your proposal, estimate one travel to each of the states and for approximately 3 days excluding travel days. Consultancy fee and living allowance to be paid based on satisfactory completion of outputs and certification by UNDP

## 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:

- responsive/compliant/acceptable
- 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

| Criteria  | Points | Percentage |
|---|--------|------------|
| <b>Qualification</b>  |        |            |
| <ul style="list-style-type: none"> <li>Minimum College certification</li> </ul>   | 5      |            |
| <ul style="list-style-type: none"> <li>Certification in environmental, social sciences or similar development-related fields</li> </ul>   | 5      |            |
| <b>Experience</b>   |        |            |
| <ul style="list-style-type: none"> <li>Minimum 10 years of professional experience in development or Programme coordination</li> </ul>  | 25     |            |
| <ul style="list-style-type: none"> <li>Minimum 5 years' experience in working with a combination of public, private sector and civil society organizations and platforms</li> </ul> | 10     |            |
| <ul style="list-style-type: none"> <li>Minimum 5 years of proven experience at Senior Management and Team Leader role</li> </ul>  | 10     |            |

|  |    |             |
|--|----|-------------|
| <ul style="list-style-type: none"> <li>Demonstrated experience of undertaking similar consultancies for donor agencies</li> </ul>                        | 10 |             |
| <b>Competencies</b> <ul style="list-style-type: none"> <li>Fluency in spoken and written English, and knowledge of the main national language</li> </ul> | 5  |             |
| <b>Technical Criteria</b>  |    | <b>70%</b>  |
| **If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.                                |    |             |
| <b>Financial Criteria – Lowest Price</b>   |    | <b>30%</b>  |
| <b>Total</b>   |    | <b>100%</b> |

### Proposal Submission

Consultancy Proposal should be sent via email to [registry.fm@undp.org](mailto:registry.fm@undp.org) no later than **15<sup>th</sup> April 2022 (FSM Pohnpei Time)** clearly stating the title of consultancy applied for

Offerors must send the following documents as part of their submission

- 1) CV including names of at least 3 referees
- 2) Methodology including the approach the Consultant will undertake to successfully complete this assignment
- 3) Completed template for confirmation of Interest and Submission of Financial Proposal

Consultant must send a financial proposal using the UNDP Template based on Professional Fees payment and any other cost associated with undertaking this consultancy. Consultant is expected to organize his own travel to the outer islands. Travel cost including fares and daily living allowance should be included in the financial proposal.

#### Tentative Travel Schedule

- 1 x Return trip from Pohnpei to Korsae for a maximum of 5 days
- 1 x Return trip from Pohnpei to Chuuk for a maximum of 5 days
- 1 x Return trip from Pohnpei to YAP for a maximum of 5 days

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket should there be any in-country travel.

NOTE: In the event that the Individual contractor is selected and in future requires the services of subcontractors to perform any obligations under the Contract, the Individual contractor shall obtain the prior written approval of UNDP for any such subcontractors.

***Women candidates are encouraged to apply***