TERMS OF REFERENCE

NATIONAL INDIVIDUAL CONSULTANT

<table>
<thead>
<tr>
<th>Assignment Title</th>
<th>National Consultant for Sustainable Development Goals Partnership Platform (SDGPP) Technical Assistance</th>
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<tbody>
<tr>
<td>Project</td>
<td>UNDESA Technical Assistance</td>
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<tr>
<td>Reference</td>
<td>KEN-IC-025-2022</td>
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<tr>
<td>Type of Contract</td>
<td>Individual</td>
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<tr>
<td>Duration</td>
<td>96 working days spread over a period of 12 Months</td>
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<td>Submission Deadline</td>
<td>Monday, 16th May 2022 by 5.00pm Kenyan Time (GMT+3.00)</td>
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<tr>
<td>Duty Station</td>
<td>Nairobi, Kenya</td>
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1. Background

The Government of Kenya and UN System established in 2017 the Sustainable Development Goals Partnership Platform (SDGPP) in collaboration with development partners, private sector, philanthropy, academia and civil society including faith-based stakeholders. The Platform has become a flagship program in the United Nations Development Cooperation Framework (2018-2022) and takes leadership in overarching facilitation, coordination and demonstration of how public-private collaborations can effectively translate the SDGs into action on the ground and thereby guide unlocking of new SDG financing and optimization of SDG resource utilization, with as result leapfrogging of SDG impacts.

The Platform has co-created with private sector various platforms and networks to accelerate SDG partnerships, investments and financing including the National Advisory Board for Impact Finance (NAB) and the Finance, Trade & Investments Network (FINTRINET).

In its focus activities, SDGPP supports of the realization of Kenya’s Vision 2030 and the “Big Four” Agenda which focuses on Food Nutrition and Security, Manufacturing, Primary Healthcare and the Affordable Housing sectors of the Kenyan economy.

The SDGPP is founded on Goal 17: Partnership for the Goals which seeks to strengthen the means and mechanisms of implementation and revitalize global partnerships in support of sustainable development.

The SDG Partnership Platform focuses on four key strategies:

1. Joint advocacy and policy dialogue to create an enabling environment that helps partnerships thrive.
2. Identify and broker large scale public private collaborations in support of the Government’s BIG-4 agenda contributing to the broader SDG agenda.
3. Raise required investments for the collaborations through optimizing a diversity of blended financing instruments and redirection of capital flows towards SDG implementation, engaging a range of partners from public and private sector, philanthropy and civil society.

4. Facilitate monitoring and evaluation, learning and research to inform best and promising policy and practices for SDG partnerships.

To accelerate SDG investments, UN-DESA has been developing a platform for countries to present investment projects to investors and to facilitate countries’ ability to prepare and present bankable investment projects. The platform’s goal is to “channel private investment to the SDGs” and is dubbed the SDG Investment Fair.

A frequently pointed area of concern at past Fair’s is that countries need greater capacity to conceive, prepare, and develop projects that advance the SDG agendas. Each of the countries participating in the 2021 SDGI Fair indicated a need for greater capability to take projects from conception to implementation – prepare and review business plans, prefeasibility and feasibility studies, conduct environmental & social impact assessments and SDG analysis, manage procurements and tenders at international standards, etc. To achieve the Fair’s goals, there must be more work on the ground at the country-level. DESA aims to best utilize the UN SDG Investment Ecosystem to help countries increase capacity and build bankable investment pipelines.

In Kenya, the SDG Partnership Platform (SDGPP) has been working closely with DESA as it brings together development partners, private sector and philanthropy players as well as both National and devolved levels of Government by taking on a leadership role in facilitation, coordination and demonstration of how public and private collaborations can effectively translate the SDGs into action and thereby guide unlocking of new SDG financing and driving impact around the SDGs.

Against this background, there is a critical need to support carefully selected business proposals that focus on diverse SDGs to become bankable investment opportunities through the UN-DESA facility as Kenya transits from SDG Funding to Financing as an emerging middle-income country and as ODA grants shrink. Amidst this transition, the SDGPP has developed a broad positioning and credibility on convening, connecting and catalyzing SDG Partnerships, Investments and Financing and co-created wide ranging associate platforms and networks with private sector partners.

In leading the execution of this process, SDGPP will rely on its technical expertise, that of other UN agencies and SDGPP partners to bring best practices in knowledge generation and program execution. Through the working relationship formed between DESA and SDGPP, SDGPP will identify business proposals in its sectors of focus requiring technical assistance in preparing to become bankable and presentable to potential investors. The actual execution of this technical assistance will be in most cases be done by a pool of local experts and consultants capable of delivering on the various elements of technical assistance.

2. Objective of Assignment

The main objective of this consultancy is to avail technical assistance in the form of preparing business proposals and/or availing other necessary support that aids bankability and presentation of business opportunities to potential investors.
3. Key Deliverables of Consultancy

The main deliverables under this consultancy are specified below:

i. An inception report, outlining a schedule of activities and proposed methodologies of engagement, suggested criteria for selection of key partner participants, list of key resources, and areas that might need further mapping and refinement.

ii. Draft Action-Plan based on inputs from the inception report incorporating the short and medium-term steps that are necessary to develop and facilitate uptake of the technical assistance to be provided.

iii. Monthly reports and action plans based on inputs from the inception report and field reports.

iv. Final Action Plan recommending approach for developing, incorporating, facilitating and maintaining the uptake of continuous best-in-class practices in the key technical assistance area in a long-term sustainable manner as well as a lessons learnt report and presentation highlighting the key insights on the engagement.

4. Reporting

The Individual Consultant will report to the SDGPP - under the leadership and supervision of the Senior Advisor SDGPP and UNDESA.

5. Consultant – Key duties, roles and responsibilities:

The individual consultant will be charged with the following key duties and responsibilities:
Specifically, the consultant will undertake the following tasks:

Avail Project Technical Assistance:

- With SDGPP, jointly identify selected partners to avail technical assistance to
- Manage day-to-day relationship with selected partners, for example through weekly check-ins, leading and assisting with training sessions, sharing tools and materials, etc.
- Support the development of training materials based on the technical assistance needs of the selected partners.
- Conduct monthly performance reports for projects to demonstrate impact as defined by specific project deliverables. Provide data/input as needed on the status of the projects.

Network and Assist New Projects:

- Network with potential stakeholders and create a robust list of institutions interested in collaboration with the selected partners to further the growth of selected partner develop solutions products and portfolios.
- Promote and communicate the SDGPP goals and those of selected partners to potential partners and industry stakeholders in meetings or events as needed.
- Develop work plans for technical assistance implementation, in conjunction with the SDGPP, for new projects that arise.

The assignment will require frequent interaction with counterparts in financial institutions, notably with Impact Investors. Travel within Kenya may be required to accomplish the responsibilities of this assignment.

6. Competencies and Evaluation Criteria

Key competencies for the consultant are detailed below:

The consultant must meet the following minimum requirements

i. Bachelor’s degree in a relevant field from a reputable institution (business administration, finance, economics). Master’s degree in a relevant field from a reputable institution will have an added advantage (20 marks)

ii. Proven experience in providing technical assistance and investor preparation with specific experience revolving around investment fundraising. Familiarity with the activities required for loan product development and scaling preferred; banking or financial sector consulting experience and/or experience in training staff or implementing training programs preferred. Experience in designing new interventions, products, or services; experience in Human-Centered Design (HCD) a strong plus – (35 Marks)

iii. Demonstrated ability to leverage additional human resource support with particular emphasis placed on appreciation of the diversity of the youth demographic across different factors like gender, disability, geographical location, ethnicity etc. (25 Marks)

iv. Relevant references of recently accomplished tasks (letters of recommendation for previous work undertaken) (10 Marks)

v. Demonstrated communications skills and experience in producing good quality reports in English (10 marks)

7. Payment Terms

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<th>Deliverables/ Outputs</th>
<th>Estimated Duration to Complete (Days)</th>
<th>Percentage of Payment</th>
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<td>• An inception report, outlining preliminary findings of desk review of available data and analysis related to the topic. The inception report should include a draft work plan outlining timeline, detailed methodology, list of definitions to be used, suggested criteria for selection of partner organizations and list of key resources.</td>
<td>8</td>
<td>10%</td>
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<tr>
<td>• Approved inception plan with schedule and methodologies</td>
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• Draft Action-Plan based on inputs from the inception report incorporating the short and medium-term steps that are necessary to develop, and facilitate uptake of the technical assistance to be provided

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• Monthly reports and action plans based on inputs from the inception report and field reports

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<td>56</td>
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• Final Action Plan recommending approach for developing, incorporating, facilitating and maintaining the uptake of continuous best-in-class practices in the key technical assistance area in a long-term sustainable manner

• A report on the lessons learnt and key insights emanating from the engagement.

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Payment frequency: Every 2 months

8. Submission of Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offeror’s letter to UNDP).

The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive” implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

• Responsive/compliant/acceptable, and

• Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:

  o Technical Criteria weight is 70%
  o Financial Criteria weight is 30%
Only candidates obtaining a minimum of 49 points (70% of the total technical points) will be considered for the Financial Evaluation.

### 9. Duration of the Assignment

**Expected work time input:**

- Days per week: 2
- Days per month: 8
- Total working days over project period: 96

### 10. Financial Evaluation

The following formula will be used to evaluate financial proposal:

\[ p = y \left( \frac{\mu}{z} \right) \]

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest priced proposal
- \( z \) = price of the proposal being evaluated

**Financial evaluation (maximum 30 points)**

### 11. Application Process

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offeror’s letter to UNDP - template provided

**Note:** Email attachments must not exceed 20MB. Please split files if they exceed this size.

**Note:** The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

**Note:** UNDP will conduct the procurement process on behalf of UNDESA.

Applications should be sent to consultants.ken@undp.org to reach us not later than 5.00 P.M on Monday, 16th May 2022 (Kenyan time - GMT+ 3.00)


**DO NOT COPY ANY OTHER RECIPIENT.**