



TERMS OF REFERENCE

Consultancy for Financial Sector Analysis – Common Country Analysis (Economic Analysis)

Location:	Port Moresby, Papua New Guinea.
Type of Contract:	Individual Contract (IC)
Project:	Common Country Analysis (Economic Analysis)
Languages Required:	English
Starting Date:	15 th June 2022
Duration of Initial Contract:	35 working days

Background

The UN Common Country Analysis (CCA) is the UN system's independent, impartial and collective assessment (i.e., a description of a country situation) and analysis (i.e., a description of causes and implications) of a country's situation for its internal use in developing the Cooperation Framework. It examines progress, gaps, opportunities, and bottlenecks vis-à-vis a country's commitment to achieving the 2030 Agenda, UN norms and standards, and the UN Charter's principles, as reflected in the Cooperation Framework Guiding Principles.

The UN CCA covers national and sector-specific reports and development visions and strategies, national budget allocations, and development financing from domestic and international, private and public sources. The political economy analysis is part of the UN Papua New Guinea CCA that will seek to generate evidence and data to track the country's progress in achieving the 2030 Agenda's goals and targets. And as part of the political economy analysis, the Financial Sector Analysis is one of the six crucial economic sector analyses in the UN Papua New Guinea CCA, summarizing and updating the country's efforts in accomplishing the SDG 1 – No Poverty, SDG 5 – Gender Equality, SDG 8 – Decent Work and Economic Growth, SDG 10 – Reduced Inequalities, SDG 17 – Partnerships for the Goals.

Key objectives

Under the direct supervision of the Head of UNCDF, the consultant will utilize primary and secondary data resources on the Financial Sector in Papua New Guinea to undertake the duties and responsibilities outlined below and write a comprehensive report

Duties and Responsibilities

Analyze the structure of the financial sector in Papua New Guinea

- Collect the basic data related to the financial sector in Papua New Guinea, including the relative GDP shares, employment and productivity, number and type of financial institutions, and others.
- Identify the gaps and weaknesses in the financial ecosystem and assess the quality of linkages, relationships and interaction among financial institutions, MSMEs and the government.

Interrogate the implications of the published finance strategies and government policies

- Identify whether adequate resources are being spent on the financial sector within the country, such as the investment in physical infrastructure, funding support for financial institutions against the COVID-19 shocks, dialogue and partnerships between the stakeholders etc.

Examine the impact of external factors

- Focus on domestic welfare impacts of external factors such as foreign investment environment, commercial banking system, illicit financial flows, trade, access or barriers to global/regional markets etc.

Analyze the role of politics and economics in shaping the financial ecosystem

- Cover the role of history and colonial legacies in shaping: the structure of the financial sector; the distributions and ownership of assets (i.e., land and capital) and income disaggregated by social groups; employer-labour relations etc.

Examine the impacts coming from other sectors and economic policies

- Use integrated modelling tools to detect possible impacts coming from agriculture, rural development, forestry and fisheries, tourism, public enterprises & public utilities and extractive sector on the financial sector within the country.

Recommendations and policy options

Based on the gaps and weaknesses identified through the analyses, recommend policy options and changes that can lead to the sector contributing to economic transformation and inclusive growth

Deliverables

Payments will be made against the following reporting schedule and subject to submission of a timesheet.

Reporting period and critical milestones	Report due	Payment Percentage	Review and Approvals
Inception Report that includes the preliminary outline of the study, data sources and preliminary discussions with various organizations	One (1) month after the signature of the contract	10 per cent	Head UNCDF or his appointee
Draft study	Three (3) months after the signature of the contract	30 per cent	
Validation workshop with key stakeholders	Four (4) months after the signature of the contract	30 per cent	

Final study	Six (6) months after signature of the contract	30 per cent	
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Reporting and payment terms

The consultant will work under the direct supervision of the Head of the UNCDF, Papua New Guinea or his appointee.

Submission of specific deliverables will be completed in accordance with the above schedule unless UNCDF and the Consultant mutually agree on revised timelines. The Head of the UNCDF will determine acceptance of deliverables.

Milestone payments will be made upon submission and acceptance of specific deliverables.

Resources Provided

The duty station for this consultant is Port Moresby in Papua New Guinea. UNCDF does not provide transport, computer, workstation etc. The consultant must be equipped with a fully functional laptop, which must run at least Windows 7. The consultant must be reasonably accessible by email and telephone (preferably mobile). The use of reliable, internet-based telecommunications application software (Zoom, MS Teams or equivalent) is required.

Education and experience

- A master's degree in international relations, economics, finance, business administration, development studies, or related disciplines.
- Over three years of relevant work experience related to financial services, policy, economic development, or development program implementation.
- Specialized experience relevant to the scope of work, particularly at the intersection of financial inclusion, agricultural development, and women's economic empowerment and related social norms.
- Strong background in strategic problem solving with demonstrable analytical skills.
- Professional experience in PNG and/or the Pacific region with financial service providers, regulators, funders, or research organizations, mainly focusing on low-income communities.
- Working knowledge of current developments in inclusive finance, including branchless banking, mobile money, social performance, financial literacy, socio-economic issues, etc.
- Excellent written and oral communication skills.

Competencies

- Computer literate, with proficiency with office software packages, experience in handling of web-based management and knowledge management systems;
- Fluency in English required; knowledge of Tok Pisin a plus.

Evaluation

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with 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:

- a) Responsive/compliant/acceptable, and
 - b) Having received the highest score from 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 the technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		25%
<ul style="list-style-type: none"> A master's degree in international relations, economics, finance, business administration, development studies, or related disciplines. Over three years of relevant work experience related to financial services, policy, economic development, or development program implementation. 	25	
Experience		30%
<ul style="list-style-type: none"> Specialized experience relevant to the scope of work, particularly at the intersection of financial inclusion, agricultural development, and women's economic empowerment and related social norms. 	10	
<ul style="list-style-type: none"> Strong background in strategic problem solving with demonstrable analytical skills. 	8	
<ul style="list-style-type: none"> Professional experience in PNG and/or the Pacific region with financial service providers, regulators, funders, or research organizations, mainly focusing on low-income communities. 	4	
<ul style="list-style-type: none"> Working knowledge of current developments in inclusive finance, including branchless banking, mobile money, social performance, financial literacy, socio-economic issues, etc. 		

<ul style="list-style-type: none"> Excellent written and oral communication skills. 		
Competencies		15%
<ul style="list-style-type: none"> Computer literate, with proficiency with office software packages, experience handling web-based management and knowledge management systems. Fluency in English required; knowledge of Tok Pisin a plus. 	10 5	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain the best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Current curriculum vitae outlining relevant experience.
- Three-page statement of how the consultant will deliver the services highlighting methodology and approach.
- Price Proposal.
- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNDP PNG Procurement page](#)**. Financial Proposal indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the template provided. For example, suppose an organization/company/institution employs an Offeror, 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). In that case, the Offeror must stipulate that arrangement and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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 instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

To assist the requesting unit in comparing financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and the number of anticipated working days).



Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. The quarantine charges, if any, will be reimbursed through the F10 claim. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel to a higher class, he/she should do so using their resources.

In the case of unforeseeable travel, travel costs, including tickets, lodging, and terminal expenses, should be agreed upon, between the respective business unit and Individual Consultant, before travel and will be reimbursed.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than **[13/06/2022]** **[PNG time]**.

For any clarification regarding this assignment, please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP/UNCDF looks forward to receiving your Proposal and thank you in advance for your interest in UNDP/UNCDF procurement opportunities.