

## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	Senior Voluntary National Review (VNR) advisor (International Consultant)
<b>AGENCY/PROJECT NAME:</b>	ESCAP
<b>COUNTRY OF ASSIGNMENT:</b>	Home based
<b>Duration:</b>	10 July 2022 – 30 June 2023 (up to 175 working days)

#### **1) GENERAL BACKGROUND**

The Asia-Pacific Forum on Sustainable Development (APFSD) is an annual, inclusive intergovernmental forum serving as a regional platform for supporting countries with their capacity for implementation of the 2030 Agenda for Sustainable Development. The Forum provides a regional perspective on the implementation of the 2030 Agenda by identifying regional trends, and consolidating and sharing best practices and lessons learned, considering the contributions of other United Nations system bodies at the regional level, other regional and sub regional organizations and relevant stakeholders. The APFSD also supports follow-up and review of progress on the 2030 Agenda and the Sustainable Development Goals (SDGs) at the regional level.

The 2030 Agenda encourages member States to conduct regular and inclusive reviews of progress through Voluntary National Reviews (VNRs). To this end, the APFSD provides an opportunity for sharing regional perspectives and support the presentation of VNRs, by: a) sharing completed, ongoing or planned national-level follow-up and review; b) discuss any clarifications that countries may have on the necessary steps to prepare a VNR including sharing understanding on the format and process; c) identify regional commonalities and lessons learned from VNR preparations undertaken so far; d) learn about the data and technical support available required to assess progress of SDG implementation; and e) learn how to undertake meaningful stakeholder engagement in follow-up and review process.

A consultant is required to support in delivering national and regional trainings and activities related to follow-up and review of the 2030 Agenda, including in the preparation of VNR related technical materials, in-person, hybrid and online trainings and documentation and in supporting the organization and servicing the 10th APFSD. The appropriate consultant should have (i) sound knowledge, skills and experiences on issues related to sustainable development, including analysis and use of data and integrated analytical approaches; ii) experience in technical assistance for the preparation of VNRs (iii) knowledge on the SDG interlinkages and public participation; and (vi) research and analysis skills.

#### **2) OBJECTIVES OF THE ASSIGNMENT**

Under the overall supervision of the Sustainable Development Officer, the consultant will undertake the following tasks:

- Provide technical and strategic support for 2023 VNR preparations in the Maldives, Timor-Leste, Fiji, Mongolia, Singapore and Brunei, Turkmenistan and others as requested by governments
- Perform background research and analytical work on Follow-up and Review and Voluntary National Reviews (VNRs) and other aspects relating to sustainable development to prepare for the 10<sup>th</sup> APFSD
- Manage peer learning on Follow-up and Review, through developing resources, learning products and initiatives to promote exchange of good practices
- Provide strategic and technical oversight of the VNR Twinning programme in selected countries
- Participate in the APFSD 2023 preparations, leading the VNR session and associated VNR workshops
- Support the development of VNR sessions at the ESCAP sub-regional forums

### 3) SCOPE OF WORK

- 1) Provide technical and strategic support for 2022 VNR countries preparing for the HLPF and for the 2023 VNR preparations in the Maldives, Timor-Leste, Fiji, Mongolia, Singapore and Brunei, Turkmenistan and other countries as requested by governments.
- 2) Perform background research and analytical work on Follow-up and Review and second generation Voluntary National Reviews (VNRs) in preparation of the 10<sup>th</sup> APFSD.
- 3) Manage peer learning on Follow-up & Review, through developing resources, learning products and initiatives to promote exchange of good practice.
- 4) Provide oversight of the VNR Twinning programme in selected countries, moderate the online space of the current VNR Twinning programme and explore new twinning agreements.
- 5) Prepare and participate in the APFSD 2023 preparations, leading the VNR session and associated VNR workshops.
- 6) Support the development of VNR sessions at the ESCAP sub-regional forums.

### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

#### **Duration**

The duration of this assignment will be from 10 July 2022 – 30 June 2023  
( upto 175 working during 12 months )

#### **Duty Station**

Homebased, no mission is required

Working remotely and expected to report during APFSD and any in-person/hybrid VNR workshops COVID-19 regulations allowing.

### 5) EXPECTED DELIVERABLES

- 1) Participate in the completion of 2022 VNR preparation and presentation at the High-level Political Forum for Sri Lanka, Pakistan, Philippines, and Tuvalu
  - a. Final drafts of VNRs by 31/07/22
  - b. HLPF presentations by 15/06/23
- 2) Participate in the 2023 VNR preparation for the Maldives, Timor-Leste, Fiji, Mongolia Singapore, Brunei, Turkmenistan, and other countries, as requested by governments
  - a. Outline of the VNR timeline/inception plan by 31/12/22
  - b. First draft of VNR by 01/06/23
  - c. Final drafts of VNRs by 15/06/23
- 3) Provide oversight of the Twinning Programme, moderate the online space of the current VNR Twinning and explore new Twinning agreements:
  - a. New VNR Twinning agreements initiated by 31/12/22
  - b. Lead Twinning Programme to conclusion of phase by 15/06/23
- 4) Manage peer learning and preparation of learning products and resources on VNR
  - a. Two new Learning products by 31/12/22
- 5) Participation and preparation of the APFSD sub-regional VNR sessions
  - a. Report of VNR sessions 1 month after completion of the sub-regional sessions.
- 6) Carry out background research and analysis on aspects of sustainable development and follow-up and review in preparation of the 10<sup>th</sup> APFSD
  - a. Support to the SDG Partnership Report to include relevant country examples from VNR experiences,
  - b. Draft of the APFSD background paper on VNRs by 31/01/23
- 7) Participation the APFSD preparations and associated VNR events
  - a. Session plan and concept note of the VNR session by 28/02/23
  - b. Programme for VNR Preparatory workshop by 28/02/23

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will report to the Sustainable Development Officer, Section on Countries in Special Situations at ESCAP Asia-Pacific region, in all aspects of the activities.

She/he will also consult and work with ESCAP and ESCAP sub-regional offices, governments in the Asia-Pacific region, Office of the Resident Coordinator in VNR countries, UN agencies, National Statistic Offices, stakeholders in the VNR process (civil society, private sector, parliament, local government).

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

**Academic Qualifications:** Master in Social Sciences, Humanities, Public Administration, Economics or Political Science or relevant subject.

**Knowledge and experience:**

- Minimum of ten years of experience working as senior-level staff and/or advisor/programme manager/consultant is required.
- Significant expertise in providing technical and strategic assistance to governments for the preparation of Voluntary National Reviews and participation at the High-Level Political Forum - to at least three countries is required
- Strong knowledge of the UN systems and intergovernmental processes, Sustainable Development Goals and the Follow up and Review process of the 2030 Agenda is required.
- Expertise in designing governmental meetings as well as peer learning and capacity building workshops for government and stakeholders, a minimum of 3 years is required
- Experience producing working papers, e-learning products, and technical resource, a minimum of 3 years is required
- Knowledge of national development planning processes, sustainable development, and political issues in the Asia-Pacific region is desirable.
- Experience working in a variety of country contexts in the Asia-Pacific region is desirable.

**Language:** Excellent command of written and spoken English

**Skills:**

- Excellent communication and influencing skills
- Strong leadership and strategic planning skills and the ability to provide tailored strategic and technical advice to governments
- Strong policy analysis, written communication and report writing skills.
- Excellent capacity building skills and the ability to synthesise and communicate learning

## 8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within **15 days**.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE      ☐ PARTIAL      \* INTERMITTENT      \* FULL-TIME

## 10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum

☒ Daily

☐ Monthly

## 11) RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

2. **Duly accomplished Letter of Confirmation of Interest and Availability and Financial Proposal** using the template provided by UNDP (Annex III)
  - a. Consultant shall quote an all-inclusive Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the proposed fee submitted in the proposal.
  - b. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP;
3. **Personal CV or P11**, indicating all relevant and similar previous experiences, as well as the contact details (email and telephone number) of the Applicant and at least three (3) professional references.
4. **Cover letter** explaining why they are the most suitable candidate (max 1 page).

**Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.**

## 12) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be reviewed based on the aforementioned requirements for experience and qualifications, as well as on the technical evaluation criteria outlined below. Applicants will be evaluated based on cumulative scoring. When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Being 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 where technical criteria weigh 70% and financial criteria weighs 30%.

**Technical evaluation – Total 70% (70 points):**

	Criteria	Max Pts
1	Education	10 points

2	Years of experience working as senior-level staff and/or advisor/programme manager/consultant – at least 10 years	15 points
3	Experience of providing technical and strategic advice to different governments on VNRs – at least three countries	15 points
4	Strong knowledge of the UN systems and intergovernmental processes, Sustainable Development Goals and the Follow up and Review process of the 2030 Agenda – at least 2 years of direct work experience on follow up and review and VNRs	10 points
5	Expertise in designing governmental meetings as well as peer learning and capacity building workshops for government and stakeholders- 3 years is required	10 points
6	Experience producing working papers, e-learning products, and technical resources- 3 years is required	10 points
	<b>TOTAL</b>	<b>70 points</b>

Please note that only shortlisted candidates will be contacted. Candidates obtaining a minimum of 70% (49 points) of the maximum obtainable points for the technical criteria (70 points) shall be considered for the financial evaluation. Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.