

Terms of Reference

Consultancy for Public Finance Management Adviser: Sub-national support, IC/PNG/045-2020

Location:	Port Moresby, Papua New Guinea with some desk-based work.
Type of Contract:	Individual Contract (IC)
Project:	Provincial Capacity Building Programme
Languages Required:	English
Starting Date:	On or before 21 December 2020.
Duration of Initial Contract:	120 days over 12 months

Background

1. UNDP works in 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN's development agency, UNDP plays a critical role in helping countries achieve the Sustainable Development Goals.
2. The Sustainable Development Goals (SDGs), otherwise known as the Global Goals, are a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. They were adopted by all United Nations Member States in 2015 as a universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030. The 17 SDGs are integrated recognizing that action in one area will affect outcomes in others, and that development must balance social, economic and environmental sustainability.
3. As the lead UN development agency, UNDP is well-placed to help implement the Goals through our work. UNDP supports countries in achieving the SDGs through integrated solutions. Today's complex challenges—from stemming the spread of disease to preventing conflict—cannot be tackled neatly in isolation. For UNDP, this means focusing on systems, root causes and connections between challenges—not just thematic sectors—to build solutions that respond to people's daily realities.
4. UNDP in Papua New Guinea is a long-term and trusted partner to Government. UNDP's programmes support initiatives to improve Governance, protect the environment, prepare communities for the threats posed by climate change and natural disasters, strive to eliminate gender-based violence and respond to the many challenges presented by COVID-19. Our efforts are supporting the Governments of Papua New Guinea and the Autonomous Region of Bougainville further the implementation of the Bougainville Peace Agreement. UNDP is also playing a critical role in delivering the United Nation's Highlands Joint Programme.
5. UNDP Papua New Guinea is seeking to consolidate the foundations for a next generation office that is fully capacitated to leverage strong development fundamentals built in its current programming cycle and continue its trend of scaling up its presence and services.

6. To do this, UNDP is leveraging its technical, coordination and administrative strengths to provide integrated policy advice, evidence-based solutions, quality assurance and management services. This approach is supporting UNDP deliver a growing national and sub-national portfolio of activities in Papua New Guinea.
7. UNDP is now seeking a Public Finance Management adviser to support a range of functions and initiatives consistent with its strategic planning and longer-term engagement in Papua New Guinea.

Objectives:

8. To support UNDP's investments in Papua New Guinea successfully deliver results under its growing portfolio of programmes while these investments expand into new and emerging areas.

Reporting:

9. The Public Finance Management Adviser will report to the Assistant Resident Representative.

Duties and Responsibilities:

10. The Adviser will among other tasks, be responsible for the following as a minimum:

Providing critical analysis and strategic advice:

11. Provide critical analysis and strategic advice, on an as required basis, for a range of actions to support UNDP's Governance portfolio. These will include, but not be limited to:
 - a. Support the Country Office with its forward programme planning by offering analysis of the country context as it relates the Governance sector.
 - b. Join UNDP officials in discussions and consultations with Government and development partners regarding developments in the Governance sector.
 - c. Provide strategic advice on the risks, issues and challenges facing the Country Office in its delivery of existing and planned initiatives.
 - d. Developed communications material to highlight UNDP's efforts in the Governance sector.

Providing programme surge capacity:

12. Provide additional capacity, on an as required basis, for a range of actions to support UNDP's Governance portfolio. These will include, but not be limited to:
 - a. Preparing terms of reference to engage consultants and/or other personnel to support the delivery of activities in UNDP's Governance portfolio.

- b. Organising meetings and/or consultations on various aspect of UNDP's engagement in the Governance sector.
- c. Mentoring Country Office staff on ways to improve their contributions and project management.
- d. Providing written inputs in support of various tasks and initiatives that will further UNDP's engagement in the Governance sector or support the successful delivery of portfolio projects and actions.

Programme and project design:

- 13. Provide programme and project design capacity, on an as required basis to support UNDP's Governance portfolio. These will include, but not be limited to:
 - a. The development of concept notes and/ or papers proposing projects and/or programmes that can be taken forward to design stage.
 - b. Leading the design of projects and/or programmes for future Governance sector activities in Papua New Guinea. This includes providing written inputs, budgets and other associated information that may be necessary to complete project and/or programme designs.
 - c. Support resource mobilisation efforts with both traditional and non-traditional partners.

Monitoring and evaluation:

- 14. Provide monitoring and evaluation services, on an as required basis to support UNDP's Governance portfolio. These will include, but not be limited to:
 - a. Developing risk assessments and associate mitigation strategies that can be used to support the successful management of UNDP's Governance portfolio of activities.
 - b. Other assessment as may be required, e.g. safe-guard assessments to support project delivery and/or meet UNDP policies and/or development partner requirements.
 - c. The monitoring, evaluation and/or review of current and/or future projects and/or programmes being delivered in the Governance sector by UNDP in Papua New Guinea.

Key Tasks and deliverables

	Key Tasks and Deliverables	No. of Days
1.	Inception report and workplan agreed on with supervisor.	3
2.	<p>Provide critical analysis and strategic advice, on an as required basis, for a range of actions to support UNDP's Governance portfolio. These will include, but not be limited to:</p> <ul style="list-style-type: none"> a. Support the Country Office with its forward programme planning by offering analysis of the country context as it relates the Governance and Public Finance Management sector. b. Join UNDP officials in discussions and consultations with Government and development partners regarding developments in the Governance sector. c. Provide strategic advice on the risks, issues and challenges facing the Country Office in its delivery of existing and planned initiatives. d. Developed communications material to highlight UNDP's efforts in the Governance sector. 	30
2.	<p>Providing programme surge capacity: Provide additional capacity, on an as required basis, for a range of actions to support UNDP's Governance portfolio. These will include, but not be limited to:</p> <ul style="list-style-type: none"> a. Preparing terms of reference to engage consultants and/or other personnel to support the delivery of activities in UNDP's Governance portfolio. b. Organising meetings and/or consultations on various aspect of UNDP's engagement in the Governance sector. c. Mentoring Country Office staff on ways to improve their contributions and project management. d. Providing written inputs in support of various tasks and initiatives that will further UNDP's engagement in the Governance sector or support the successful delivery of portfolio projects and actions. 	30
3.	<p>Programme and project design: Provide programme and project design capacity, on an as required basis to support UNDP's Governance portfolio. These will include, but not be limited to:</p> <ul style="list-style-type: none"> a. The development of concept notes and/ or papers proposing projects and/or programmes that can be taken forward to design stage. b. Leading the design of projects and/or programmes for future Governance sector activities in Papua New Guinea. This includes 	30

	providing written inputs, budgets and other associated information that may be necessary to complete project and/or programme designs. c. Support resource mobilisation efforts with both traditional and non-traditional partners.	
4.	Monitoring and evaluation: Provide monitoring and evaluation services, on an as required basis to support UNDP's Governance portfolio. These will include, but not be limited to: a. Developing risk assessments and associate mitigation strategies that can be used to support the successful management of UNDP's Governance portfolio of activities. b. Other assessment as may be required, e.g. safe-guard assessments to support project delivery and/or meet UNDP policies and/or development partner requirements. c. The monitoring, evaluation and/or review of current and/or future projects and/programmes being delivered in the Governance sector by UNDP in Papua New Guinea	25
5.	Final Report of the consultancy. Outline of the report to be agreed on with UNDP.	2
Total:		120

Payment schedule

Key milestones or deliverables	Report due	Payment Percentage	Review and Approvals
Mobilization	31/12/20	15%	UNDP ARR
Payment upon submission and acceptance of progressive report work on supporting critical analysis and strategic advice, on an as required basis, for a range of actions to support UNDP's Governance portfolio.	1/03/21	20%	UNDP ARR
Payment upon submission and acceptance of progressive report work on providing additional capacity, on an as required basis, for a range of actions to support UNDP's Governance portfolio.	1/06/21	20%	UNDP ARR

Payment upon submission and acceptance of progressive report for work on providing programme and project design capacity, on an as required basis to support UNDP's Governance portfolio.	1/09/21	20%	UNDP ARR
Payment upon submission and acceptance of progressive report on providing monitoring and evaluation services.	15/12/21	20%	UNDP ARR
Submission and acceptance of Final report, format to be agreed on with supervisor.	31/12/21	5%	UNDP ARR
		100%	

Resources Provided

The Consultant shall provide his/her own working equipment (hardware and software). UNDP may assist with various office space and working equipment to ensure the successful completion of an agreed mission.

Education and experience

- Advanced University degree (Master's degree or equivalent) in public finance management, governance, parliamentary support, anti-corruption, public administration, development studies or a related field.
- Minimum of seven (7) years of progressively responsible professional experience in public finance management, governance, parliamentary support, anti-corruption, public administration, development studies or related field.
- At least seven (7) years of experience in the Pacific context, Small Islands and/or fragile state contexts. Experience with or in Papua New Guinea is considered a distinct advantage.

Competencies

- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
- Demonstrates integrity by modelling the UN values and ethical standards.

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Sound judgement and strategic analysis.

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:

a) Responsive/compliant/acceptable, and

b) 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
Qualification		20%
<ul style="list-style-type: none"> Advanced University degree (Master's degree or equivalent) in public finance management, governance, parliamentary support, anti-corruption, public administration, development studies or a related field 	20	
Experience		40%
<ul style="list-style-type: none"> Minimum of seven (7) years of progressively responsible professional experience in public finance management, governance, parliamentary support, anti-corruption, public administration, development studies or related field. 	20	

<ul style="list-style-type: none"> At least seven (7) years of experience in the Pacific context, Small Islands and/or fragile state contexts. Experience with or in Papua New Guinea is considered a distinct advantage 	20	
Competencies		
<ul style="list-style-type: none"> High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines. 	2	
<ul style="list-style-type: none"> Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios. 	2	
<ul style="list-style-type: none"> Demonstrates integrity by modelling the UN values and ethical standards. 	2	
<ul style="list-style-type: none"> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability. 	2	
<ul style="list-style-type: none"> Sound judgement and strategic analysis. 	2	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain 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:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- Signed P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an



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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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. **The financial proposal must be submitted separately from other documents. The P11 form and Template for confirming availability and interest are available under the procurement section of UNDP PNG website (www.pg.undp.org).**

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. 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, living expenses, and 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. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

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

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org with mandatory email subject: **Consultancy for Public Finance Management Adviser: Sub-national support**, no later than COB ,5PM PNG Time **22nd December 2020**. For any clarification regarding this assignment please write to procurement.png@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 will not be considered or will result in disqualification of proposal. UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.



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Approval

This TOR is approved by:

Signature:

Name & Julie Bukikun

Designation: Assistant Resident Representative (ARR), UNDP

Date: