

ANNEX 1: SCHEDULE OF REQUIREMENTS

Terms of Reference

Consultancy to develop an introductory training module on the SDGs and the 2030 Agenda (AACID UNDP Initiative)

Background

The ART Initiative – Hub for Territorial Partnerships is a UNDP global project that seeks to harness the potential of territorial partnerships by supporting decentralized cooperation, South-South and triangular cooperation. ART is therefore an entry point for international cooperation actors interested in harmonizing their respective actions in support of national and sub-national policies for sustainable local human development.

ART aims to strengthen and expand the existing alliance between UNDP and decentralized cooperation partners in support of the implementation of the Sustainable Development Goals (SDGs) at the local level. ART also seeks to strengthen the potential and role of Local and Regional Governments (LRGs) as development partners and to promote the principles of development cooperation effectiveness in support of the localization of the SDGs.

In a global context marked by common challenges that require partnerships and complex solutions to "leave no one behind", UNDP ART has partnered with many decentralized cooperation partners to jointly promote innovative initiatives that contribute to the localization of the 2030 Agenda. Over the years, the initiative has contributed to demonstrating that regional, municipal and local authorities, together with other local governance stakeholders, have a key role to play in promoting sustainable development and making the SDGs part of national and local development strategies and policies.

Duties and Responsibilities

UNDP and the Andalusian Development Agency (Agencia Andaluza de Cooperación Internacional para el Desarrollo- AACID) are currently implementing an initiative that seeks to localise the SDGs in partner countries within the framework of a strategic partnership agreement signed in 2018. One of the components of this initiative is the delivery of one introductory training module on the SDGs and the 2030 Agenda.

The module will be designed as an introductory module for target AACID / Junta de Andalucía technical staff from various Consejerías starting with the Consejería of Equality, Social Affairs and Conciliation.

The module should include pedagogical tools and resources that introduce the SDGs and 2030 Agenda. The course shall seek strengthening knowledge and understanding on the topic and encourage reflection on the relevant themes in order to promote organizational changes to

support the implementation of the 2030 Agenda and the integration of the SDGs into the culture of the organisation.

The selected consultant or institution **will design and deliver the introductory module in Spanish**, in coordination with UNDP and AACID staff and in response to identified needs and priorities in the realm of the 2030 Agenda and the SDGs. The consultant or institution will be responsible for identifying collaborators and teaching staff and for organising the on-line sessions to be held in July 2020.

The following deliverable is expected:

An introductory training course on the SDGs and the 2030 Agenda (for technical staff) with the following proposed components:

- A 10-hour on-line component including support materials and exercises to be conducted under the guidance of the hired consultant/institution.
- 4 on-line sessions (one hour and a half each / 2 sessions per week) facilitated by the consultant and with the participation of experts to reflect about the SDGs and the 2030 Agenda.
- One thematic and participatory workshop (2 hours) about the dimension of the Agenda 2030 and Public Policy.

Required Skills and Experience

Education:

- Advanced degree in relevant fields, such as Political Science, Development Studies, Development Cooperation, International Relations or related fields.

Experience:

- At least 5 years of relevant work experience in the above-mentioned fields;
- Experience in capacity building applying innovative techniques;
- Solid knowledge and understanding of Agenda 2030 and SDGs;
- Experience using online tools and platforms for the delivery of training courses;
- Previous experience developing training materials on SDGs.
- Experience working with UN and bilateral development agencies.

- Knowledge of the Andalusian cooperation system and understanding would be an asset.

Language:

- Applicants must be fluent in Spanish.

Financial Proposal:

Financial Proposal that indicates the all-inclusive fixed total contract price in EURO.

Criteria for Evaluation of Proposal:

Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background, experience on similar assignments, letter of interest and brief methodology will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract. Only Consultants obtaining a minimum of 70% on the Technical evaluation would be considered for the Financial Evaluation.

Technical Criteria - 70% of total evaluation – max. 100 points:

- Criteria A – Relevant work experience in the field of development – max points: 30;
- Criteria B – Knowledge and experience in the development of training materials on SDGs and 2030 Agenda – max points: 25;
- Criteria C – Knowledge and experience working with bilateral development agencies and/or UN- max points: 25;
- Criteria D – Methodological approach – max points: 20.

Financial Criteria - 30% of total evaluation – max. 30 points

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where;

p = points for the financial proposal being evaluated;

y = maximum number of points for the financial proposal;

μ = price of the lowest priced proposal;

z = price of the proposal being evaluated.

Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

General Terms and conditions as well as other related documents can be found under:
<http://on.undp.org/t7fJs>

Qualified women and members of minorities are encouraged to apply.

Unfortunately, due to the large number of applications we receive, we can only inform successful candidates about the outcome or status of the selection process.