



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	International Consultant - New Business Development
AGENCY/PROJECT NAME:	Partnership and SDG Finance Team, UNDP BRH
COUNTRY OF ASSIGNMENT:	Home Based
TOTAL DURATION OF CONTRACT:	12 months (maximum 200 working days)
TENTATIVE START DATE:	15 July 2021

A. BACKGROUND

UNDP is operating in more than 170 countries, providing global perspective and local insight to help empower lives and build resilient nations. Across Asia and the Pacific, UNDP helps countries build and share their own solutions to urgent development challenges, supporting coalitions for change and connecting individuals and institutions so they can share knowledge, experience and resources. Anchored in the 2030 Agenda for Sustainable Development and committed to the principles of universality, equality and leaving no one behind through the next decade of action, UNDP Strategic Plan 2018-2021 responds to a rapidly changing development landscape and evolving needs of partners. The progress of our results on the 2030 targets has been largely comprised due to the pandemic - to bring back the momentum through continuum of recovery programmes with governments and partners to build back better and support the most marginalized communities, collaboration with new partners will remain a key factor. It is widely recognized that the funding gap in the SDGs cannot be achieved with existing levels and forms of development assistance. There is an urgent need for high level, substantive and consequential engagements for bigger partnership and financing at the national level where partners work hand-in-hand with UNDP to tackle the complex financing and development challenges, and leverage their own business models to invest in scalable solutions.

In the Asia and Pacific region, UNDP drives one of the largest youth movement for empowerment, equality, social inclusion and social justice. The programme empower and invest in youth, so that they can accelerate the implementation of the SDGs through leadership, social innovation and entrepreneurship. Working with partners in the government and private sector, UNDP is co-creating national and regional programmes positioning young people front and center to solve the region's pressing problems. Through our country offices we are working with young people building entrepreneurial skills and capacity, helping governments increase engagements of young people by creating supportive policy and regulatory environments; and convening with private sector and academia creating an enabling ecosystem for young social entrepreneurs.

To develop a new generation of partnerships to empower youth, UNICEF and UNDP have committed to working alongside every adolescent and youth, particularly the most vulnerable and marginalized, to

enable them to reach their full potential. In Asia Pacific, UNDP and UNICEF are partnering to promote a shared vision of Young People's Empowerment, capitalizing on the comparative advantages of the two agencies to work with governments, private sector, civil society and youth networks to deliver transformational impact at scale for millions of young people.

Over this decade, the partnership will support equitable and inclusive education, engagement and entrepreneurship of young people in 12 countries, directly impacting 3 million young people and strengthening systems to indirectly reach 60 million young people. In this first phase, the partnership will directly impact 480,000 young people through programmes that will be scaled up through national systems to reach over 14 million young people.

To build on this bold commitment, the main success of this initiative hinges on the access of resources and investment available for implementation of programmes. For this, UNDP is now seeking to mobilize partnerships and resources to support this work, that will allow for even greater results-at-scale and efficiency gains. Private sector partnerships with business, foundation and individual will play a key role in mobilizing strategic alliance to provide financial and technical support to accelerate the work on the ground level with national and sub-governments, civil society and other actors.

B. SCOPE OF WORK

The New Business Development Expert is expected to develop Resource Mobilization strategy that will help increase regional and national partnerships through companies, philanthropists and investors. The awarded consultant will identify new partners and arrange for strategic high-level dialogues for resource mobilization and fundraising opportunities for relevant projects both at UNDP and UNICEF. The scope of works and details are listed as below.

1. At least new five multi-year multi-million partnerships mobilized with business, philanthropy, foundations and high net worth individuals
 - Map the key partners with regional or national presence aligned with partnership markets who are willing to advance the agenda for youth empowerment and entrepreneurship.
 - Apply the mapping and propose strategies for resource mobilization
 - Identify new fundraising approaches and advise UNDP on mobilize mobilization with private sector and philanthropic partnerships.
 - Identify, assess and broker partnership opportunities with potential donors for 2021-2022
2. Generate new and innovative ideas to expand the fundraising potential for the UNDP-UNICEF partnership.
 - a. Proactively identify and be ready to implement partnership ideas with the potential donors.
 - b. Identify emerging trends in private sector and philanthropy through which UNDP could have first mover's advantage in these partnerships

C. EXPECTED OUTPUTS AND DELIVERABLES

#	Deliverables/Outputs	Target Due Dates
1	<ul style="list-style-type: none">At least one committed new partnership and/or a summary of new innovative idea(s) for fund raising are developed.	30 September 2021
2	<ul style="list-style-type: none">At least 1-2 committed new multi-year multi-million partnership are developedNew innovative idea(s) for engaging with private sector are developed	15 January 2022
3	<ul style="list-style-type: none">At least one committed new multi-year multi-million partnership is developedNew innovative idea(s) for engaging with private sector are developed and implemented with the potential donors.	18 April 2022
4	<ul style="list-style-type: none">At least one committed new multi-year multi-million partnership is developedNew innovative idea(s) for engaging with private sector are developed and implemented with the potential donors.Strategic high-level dialogues for engaging with partners of choice are arrangedBrief summary of the overall outcome of this assignment	25 June 2022

D. INSTITUTIONAL ARRANGEMENT

The assignment will be conducted in overall supervision and oversight by the UNDP BRH. The consultant will work under the supervision and directly reporting to the Regional Private Sector Specialist and will work in close consultation with UNDP Youth team and UNICEF Partnership team.

E. DURATION OF THE ASSIGNMENT

The duration of the assignment will be 12 months with maximum number of 200 working days (15 July 2021 till end of June 2022)

F. DUTY STATION

The consultant will home-based with physical and/or online meetings from time to time with responsible unit depending on the COVID-19 situation. Once the situation is permitted, travel may be arranged based on the UNDP travel rule and regulations.

Travel expenses and reimbursements will be administered in compliance with UNDP Duty Travel Policy under Administrative Section and Individual Contractor Policy under Procurement Section of UNDP Programme and Operations Policies and Procedures.

G. EXPERIENCE AND QUALIFICATIONS REQUIRED

Education:

- Minimum Bachelor/University Degree on Social Science, Public Administration, Marketing, Business management or any related fields.

Experience:

- A minimum of five years of experience of working directly in partnership development for UN, INGOs or development organizations on private sector fundraising, philanthropy and corporate social responsibility/sustainability.
- At least two years experience working in partnerships in Asia, including private sector engagement on sustainable development issues and in building and brokering partnerships across the region.
- Experience in donor management, communications, and stakeholder engagement will be added advantage.

Language:

- Fluency in English and Thai is essential

Functional/Technical Competencies:

- Fundraising and partnership development skills
- Communication skills, ability to work in a team
- Excellent analytical skills and the ability to work independently
- Strong reporting and writing abilities and good presentation skills
- Ability to work under pressure and meet targets in a tight deadlines;

H. Scope of Price Proposal and Schedule of Payments

This is a fixed out-put based contract price regardless of extension of the herein specific duration. The consultant will be paid on a lump sum basis under the following installments.

N	Outputs/Deliveries	Payment Schedule	Payment Amount
1	<ul style="list-style-type: none">• At least one committed new partnership / sponsor agreed to support UNDP/UNICEF young entrepreneurs, and/or A summary of new innovative idea(s) for fund raising are developed	30 September 2021	15%
2	<ul style="list-style-type: none">• At least 1-2 committed new partnership (s) / sponsor (s) agreed to support UNDP/UNICEF young entrepreneurs and/ or• A summary of new innovative idea(s) for fund raising are developed	15 January 2022	30%
3	<ul style="list-style-type: none">• At least one committed new partnership (s) / sponsor (s) agreed to support UNDP/UNICEF young entrepreneurs, and/or• A summary of new innovative idea(s) for fund raising are developed	18 April 2022	25%

N	Outputs/Deliveries	Payment Schedule	Payment Amount
	<ul style="list-style-type: none"> The innovative partnership ideas is implemented with the potential donors. 		
4	<ul style="list-style-type: none"> Additional one committed new partnership (s) / sponsor (s) agreed to support UNDP/UNICEF young entrepreneurs, and/or A summary of new innovative idea(s) for fund raising are developed Strategic high-level dialogues for resource mobilization and fundraising opportunities for relevant projects both at UNDP and UNICEF are arranged Brief summary of the overall outcome of this assignment 	25 June 2022	30%

Unforeseen Travel:

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

I. Evaluation and Selection of Candidate

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Evaluation: 70 %

1. Desk Review (70 Points)

Criteria	Points
1. Education background	10
2. A minimum of five years of experience of working directly in partnership development for UN, iNGOs or development organizations on private sector fundraising, philanthropy and corporate social responsibility/sustainability.	20
3. At least two years experience working in partnerships in Asia, including private sector engagement on sustainable development issues and in building and brokering partnerships across the region	20
4. experience in donor management, communications, and stakeholder engagement will be added advantage	20

**** Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.**

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

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.

J. Application Procedure / Document to be submitted

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:

- a) **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. Payments shall be done on lumpsum basis, upon verification of completion of deliverables and approval by the IC’s supervisor.
- b) **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;

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.

Incomplete proposals may not be considered.

The short-listed candidates may be contacted, and the successful candidate will be notified.