

**TERMS OF REFERENCES and PROCUREMENT NOTICE**

Date: 16 September 2022

**Project title:** “Sustainable, Integrated and Gender Inclusive Finance Framework for Azerbaijan, Beyond Oil”

**Duration of assignment**: 42 working days in the period of 05 October 2022– 15 December 2022

**Description of assignment:** Local Trainer

**Duty Station**: Baku, Azerbaijan

**Deadline**: 30 September 2022

Proposal should be submitted by email to procurement.aze@undp.org no later than 30 September 2022. Any request for clarification must be sent in writing or by standard electronic communication to the address or e-mail indicated above. UNDP in Azerbaijan will respond by standard electronic mail and send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all shortlisted consultants.

**1. Background**

As a part of the global [UN SDG Joint Fund](https://www.jointsdgfund.org/), UNDP in Azerbaijan, together with the Ministry of Economy, in consultation with the National Coordination Council for Sustainable Development (NCCSD), designed “Sustainable, Integrated and Gender Inclusive Finance Framework for Azerbaijan, Beyond Oil”. The main objective of this project is to support the Government of Azerbaijan in optimizing resource allocation towards national development ambitions in line with the 2030 Agenda and ensure an Integrated National Financing Framework (INFF) to support the Government of Azerbaijan in managing and mobilizing private, public and international financing for sustainable development results with the end goal to catalyze and scale-up sustainable investments in Azerbaijan. INFF complements the ongoing efforts of the government to implement the Azerbaijan 2030 agenda aligned with 5 national priorities.

Raising awareness on financing Sustainable Development Goals (SDGs) and the 2030 Agenda among youth is vital. The youth engagement will bring students together to facilitate discussion on operationalizing a more integrated approach to financing global and national goals. This youth activity will facilitate discussions on the challenges and opportunities across public and private financing and aims to build consensus on ways forward.

The outcome will be addressing the missing middle financing gap problem with a positive impact strategy aligned with youth engagement in SDGs. In this way, young people will be engaged in operationalizing an INFF in Azerbaijan and also align with the recently approved "Strategy for socio-economic development of the Republic of Azerbaijan for 2022-2026".

**2. Scope of work**

Under the direct supervision of the Project Manager and overall guidance of project partners, the Local Trainer shall work in the design, delivery of training, and facilitating the discussions.

The youth event aims to provide participants with the training, knowledge, and access to tools and experts across four key areas of SDG Finance, including (i) Public Financing for the SDGs; (ii) Private Investment for the SDGs; (iii) SDG Impact Management and Finance Tracking; and (iv) National Financing Frameworks and Portfolios and other significant topics.

The local Trainer will be responsible for designing the event agenda, drafting, preparing, and submitting presentations in advance, providing 4 weeks of training sessions, delivering sessions in a timely fashion, and consulting weekly post-event reports related to participants' engagement.

The responsibilities of the local consultant will include but are not limited to the following activities through each phase:

*Initial analysis and consultation phase*

* Conduct a desk review of the relevant documents reflecting national priorities, development financing, and SDGs.
* Consult with the UNDP team and national counterparts on the agenda, presentations, and facilitation questions.
* Formulate the agenda of the training sessions and draft the presentations for each thematic area. The agenda and presentations should be aligned with “Strategy for socio-economic development of the Republic of Azerbaijan for 2022-2026", National Development Financing Assessment, and other relevant documents identified during the desk review.
* Update the agenda, presentation, and facilitation questions if needed.

*Facilitating*

* Organize and conduct regular 48 hours of training sessions (24 hours of lecture and 24 hours of moderator).
* Assist in preparing the selection criteria for identifying the participants of the sessions.
* Prepare the assessment methodology to identify the most active candidates by consultation with UNDP Team.
* Conduct technical discussions throughout the event.
* Support dedicated working team as needed.

*Monitoring and evaluation*

* Finalize training and provide actionable recommendations and evaluations from sessions.

**3. Expected deliverables**

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| **Deliverables/ Outputs** | **Estimated Duration to Complete** | **Review and Approvals Required** |
| **Deliverable 1.** Submit the workplan, including the draft presentations,  | 11 days  | 30 % of the total IC amount after UNDP approval |
| **Deliverable 2. C**onduct regular 48 hours of training sessions (24 hours of lecture and 24 hours of moderator). | 24 days  | 50% of the total IC amount after UNDP approval  |
| **Deliverable 3.** Provide final report, which will include actionable recommendations and evaluations from sessions. | 7 days | 20% of the total IC amount after UNDP approval  |

The contractor shall propose a fee that should be inclusive of his/her professional fee.

The total professional fee shall be converted into a lump-sum contract, and payments under the contract shall be made based on the submission and acceptance of deliverables in accordance with the schedule of payment linked with deliverables.

**3.1. Reporting**

S/he will be reporting to the Project Manager. The local consultant must ensure timely fulfilment of his/her responsibilities, thus making a timely and sufficient contribution to the timely preparation and submission of the reports under the activities performed.

**3.2. Monitoring**

The local consultant will work under the direct supervision of the Project Manager and in close collaboration with a government partner. UNDP country team and NCCSD Secretariat will monitor progress weekly and request updates from consultants based on internal deadlines.

**3.3. Payment Modality**

Payments under the contract shall be delivery based and be made on receipt of the specific milestone reports indicated above and including a timesheet according to UNDP procurement formats for individual contractors. Indicated payment instalments in the table above shall be made upon approval of deliverables by the Project Manager in consultation with the government partner. Upon final clearance by the government partner, the payment shall be released by UNDP CO Azerbaijan.

**4. Institutional arrangement**

The local consultant will work under the close guidance of the UNDP Country Office throughout the assignment period.

# **5. Duration of the work**

The expected duration of this assignment is 42 days with a start date of 5 October, and it is planned to be completed by **15 December 2022**. The table under section D above shows the timeframe and expected deliverables.

# **6. Duty station**

The selected consultant will be based in Azerbaijan.

# **7. Qualifications of the successful individual contractor**

**Academic Qualification**

Bachelor or equivalent advanced degree in public financing, public policy, economics, financing, sustainable development, or other relevant areas.

**Professional Experience**

* At least 3 years of experience as Trainer, especially in the youth sector and SDG Related fields.
* Engaging in the implementation of the UN 2030 Agenda on Sustainable Development as a trainer.
* Previous experience with a development partner or government is an advantage.
* Good knowledge of sustainable development issues, government systems, and processes, particularly in relation to the budget, private finance policies, planning processes, and their integration in Azerbaijan.
* Academic experience (teaching at university) is an asset.

**Language requirement:**

* Proficiency in English (written and spoken) and Azerbaijani is required.

**Competencies:**

* Strong understanding of Agenda2030 and its implementation process in Azerbaijan.
* Understanding of *SDG Financing* and providing innovative teaching methods in that direction.
* Understating the affairs of the United Nations, including global goals and international affairs.
* Able to work in a multi-cultural, multi-national environment.
* Demonstrated interpersonal and communication skills.
* Ability to meet deadlines in a timely fashion.
* Ability to translate strategic thinking and innovative ideas into practical operational recommendations.
* Self-development, initiative-taking.
* Learning and sharing knowledge encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
* Informed and transparent decision-making.

**Travel:**

No travel is planned under this assignment.

8. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate the eligibility of their qualifications:

* Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) Assignment, including the Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
* CV or P11
* Brief Description of Approach to Work

If any of the above-mentioned documents are missing, UNDP holds the right to reject the respective proposal altogether.

Offeror’s Letter to UNDP confirming Interest And Availability For The Individual Contractor (Ic) Assignment can be downloaded here (please follow link below, tap the HOW TO APPLY tab, scroll down to INDIVIDUAL CONTRACT APPLICATION FORMS section and press DOWNLOAD THE FORM HERE): <https://www.undp.org/azerbaijan/jobs>

**6. EVALUATION**

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| The candidates will be evaluated based on the following methodologies:1. The points accumulated according to the schedule above will be multiplied then, by 0.70 to calculate the total percentage for the technical proposal. If the substantive presentation of a technical proposal achieves the minimum of 49 points, the competitiveness of the offered amounts will be taken into account in the following manner: The total percentage for the financial component is 30%. The maximum percentage is allotted to the lowest price proposed. All other proposals shall receive percentage in inverse proportion to the lowest fees, e.g. [30 %] x [US$ lowest]/[US$other] = percentage for other proposer’s fees When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:a) responsive/compliant/acceptable, andb) offering the lowest price/cost“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided. **Academic Qualification*** Bachelor or equivalent advanced degree in public financing, public policy, economics, financing, sustainable development or other relevant areas. **(20 p)**

**Professional Experience*** At least 3 years of experience as Trainer, and especially, in youth sector and SDG Related fields. **(20 p)**
* Engaging in the implementation of the UN 2030 Agenda on Sustainable Development as a trainer. **(10 p)**
* Previous experience with a development partner or government is an advantage. **(10 p)**
* Good knowledge of sustainable development issues, government systems and processes, particularly in relation to the budget, private finance policies, planning processes, and their integration in Azerbaijan. **(20 p)**
* Academic experience (teaching at university) is an asset (**10 p).**

**Language requirement:** * Proficiency in English (written and spoken) and Azerbaijani is required. **(10 p)**

The minimum threshold for the technical part of the offers is 70 points. |