**ASSIGNMENT TITLE:** National consultant to develop investment joint monitoring mechanism and monitoring report template.

**AGENCY/PROJECT NAME:** Poverty Environment Action for Sustainable Development Goals (PEAs)

**TYPE OF CONTRACT:** Individual Contract (Local)

**CONTRACT PERIOD:** 60 working days within 4 months (July – October 2020)

**LOCATION:** PEAs office

**STARTING DATE:** July 2020

**COUNTRY:** LAO PDR

---

**A. BACKGROUND AND CONTEXT**

The Lao PDR Poverty-Environment Initiative (PEI) has been designed to support the central, provincial and district authorities in the effective promotion, regulation and enforcement of foreign, domestic and public investments. Main target areas include governance of natural resources (SDG 15), poverty reduction (SDG 1), enhancing development of human capital (SDG 8), minimizing impact on the environment (SDG 15), adapting to climate change (SDG13), promoting clean energy investment (SDG7), supporting a diversified economy and providing a fair distribution of benefits to the population (SDG 5), and promoting partnership through knowledge exchange (SDG17).

Initiated in 2009, the PEI programme has transformed into what the government now calls the “PEI approach” that addresses poverty reduction and environmental protection by supporting the Government’s national socio-economic planning and strategy formulation processes. The programme also focused on building investment regulatory tools and the knowledge to assess, measure and enforce financial, social and environmental obligations of developers. Another aspect includes strengthening Lao PDR’s National Assembly’s ability to deliver their constitutional oversight role on investment quality.

The Improving Quality Investment for Achieving Sustainable Development Goals in Lao PDR (September 2018 – August 2022) will build on the package of tools already established by the PEI Programme while further expanding the PEI’s Approach and tools to other important institutions that play a role in investment regulatory compliance. The objective of the project is to strengthen coordination of government’s regulatory capacity to coordinate and promote higher quality investment, improvement the ease-of-doing business, transparency, accountability, and effectiveness of investment management for achieving the sustainable development goals in Lao PDR.

To enhance investment compliance monitoring, PEAs Project is looking for a qualified national consultant to support the development of practical and sustainable joint monitoring mechanism for IPD and relevant departments who involve in monitoring investment concession projects.
B. SCOPE OF WORK, OUTPUTS AND DELIVERABLES

National Consultant will responsible for developing investment compliance database concept, support the recruitment of the consultancy firm to develop investment database, periodically monitoring the development of the database and final check the database function to ensure the smooth and quality of the database.

Under the overall supervision of the National Project Director, UNDP Project Analyst, the local consultant will perform the following tasks:
- Conducts desk review and data collection to study the existing monitoring mechanism of different government agencies such as Investment Promote Department, Ministry of Energy and Mine, Ministry of Agriculture, Ministry of Environment and Natural Resource, and other relevant agencies. Targeting investment concession projects in every main investment sectors;
- Develops the sustainable and practical investment joint monitoring mechanism which involve all relevant government agencies led by Investment Promotion Department. The mechanism envisages the guideline of conducting effective monitoring, monitoring form, monitoring report template and other essential components. The monitoring mechanism should consider the ability to be replicated at provincial level;
- Conducts training on the investment joint monitoring to the government officials, and led the pilot of joint monitoring base on the developed mechanism;
- Reviews and enhance the reporting template and reporting mechanism for the investors to report their implementation for IPD;
- Provides guidance and advise on developing monitoring function in investment compliance database both site-monitoring and reports from investors base on the monitoring report and report template;

The consultant is expected to deliver the following outputs in Lao and English.
- The sustainable joint monitoring mechanisms including step-by-step how to prepare and conduct effective joint monitoring (pre-mission preparation to reporting step after mission);
- Monitoring Form;
- Reporting template;
- Training on the monitoring mechanism;
- Pilot Joint monitoring and report

C. EXPERTISE AND QUALIFICATIONS REQUIRED

The successful applicant should have the following expertise and qualifications:
1. Advanced University degree in economy, general business administration, law, political science and development related field
2. At least 5 years of relevant and progressive experience and knowledge on investment promotion and management in Laos, economic development
3. Prove experience in capacity building and delivery trainings on investment monitoring and various topics relate to environmental and social development, and legal topics
4. Proven knowledge and understanding regarding investment compliance and monitoring related laws and regulations
5. Prove strong research and analytical skills
6. Strong interpersonal skills with ability to establish and maintained effective work relationship with people of different national and cultural backgrounds
7. Strong project management, coordination, English communication and report writing skills
D. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS

- The consultant will report to the National Project Director as necessary against the deliverable progress for administrative purpose.
- The consultant is also required to comply with the UN security directives set forth under http://dss.un.org
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant is responsible for providing their own laptop computers and mobile phones for use during this assignment; the consultant must have access to reliable internet connection
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the supervisor

E. DUTY STATION

- The consultant will be home-based, and partially work at PEAs office for data collections and consultations, some meetings with other relevant departments. He/she will closely work with assigned government officers at IPD and PEAs team to carry out the works.
- In case of travelling to other provinces related to this assignment, the project will support the consultant separately according to NIM SOP rules and regulations.

F. TIMEFRAME

The consultancy will be carried out for 60 working days between July to October 2020.

G. PAYMENT SCHEDULE

Interested persons are requested to submit their financial proposals quoting their daily fees noting the following conditions:
a) Payments will be made upon submission of certification of payment form, and acceptance and confirmation by the supervisor

<table>
<thead>
<tr>
<th>Deliverables No.</th>
<th>Description of Deliverables/Payment</th>
<th>Timeline</th>
<th>Indicative number of days inputs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Data collection on investment monitoring of different government agencies (20% of total consultancy payment)</td>
<td>24 July 2020</td>
<td>15 working days</td>
</tr>
<tr>
<td>2</td>
<td>• 1st draft of the sustainable joint monitoring mechanisms</td>
<td>28 August 2020</td>
<td>20 working days</td>
</tr>
<tr>
<td></td>
<td>• Final sustainable joint monitoring mechanisms</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Monitoring forms for concession projects in different sectors (30% of total consultancy payment)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>• Conducting small training on the monitoring mechanism for IPD monitoring team and representative from line ministries. (20% of total consultancy payment)</td>
<td>15 September 2020</td>
<td>8 working days</td>
</tr>
</tbody>
</table>
H. RECOMMENDED PRESENTATION OF OFFER

Interested persons are requested to submit the following documents as part of their application:

1) Brief description/ cover letter of why the individual considers him/herself as the most suitable for the assignment. Please paste the letter into the ‘Resume and Motivation’ section of the electronic application
2) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP
3) P11 Form indicating all relevant experience as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references. Please use the P11 form provided by UNDP
4) Technical and Financial Proposal that indicates the daily fees as per the template provided by UNDP

I. CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria shall serve as basis for evaluating offers:

Combined Scoring Method:
- Where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%

Technical Evaluation of Proposals:
- All applications comprising the information/documentation provided will be evaluated to ascertain the suitability of the applicants to carry out the assignment. Candidates who obtain the minimum of 49 points of the full mark (70 points) will be considered technically compliant and their financial evaluations will be evaluated thereafter. Applications will be scored as per the following breakdown (Total 70 points):

<table>
<thead>
<tr>
<th>Technical Evaluation</th>
<th>Points (70)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Education / background</strong></td>
<td></td>
</tr>
<tr>
<td>• Advanced university degree in economy, general business administration, law, political science and development related field.</td>
<td>5</td>
</tr>
<tr>
<td><strong>2 Experience and competencies of the candidate</strong></td>
<td></td>
</tr>
<tr>
<td>• At least 5 years of relevant and progressive experience and knowledge on investment promotion and management in Laos, economic development;</td>
<td>15</td>
</tr>
<tr>
<td>• Proven experience in capacity building and delivery trainings on investment monitoring and various topics relate to environmental and social development, and legal topics.</td>
<td>10</td>
</tr>
<tr>
<td>• Proven knowledge and understanding regarding investment compliance and monitoring related laws and regulations.</td>
<td>10</td>
</tr>
<tr>
<td>• Prove strong research and analytical skills</td>
<td>10</td>
</tr>
<tr>
<td>• Strong interpersonal skills with ability to establish and maintained effective work</td>
<td>5</td>
</tr>
</tbody>
</table>
relationship with people of different national and cultural backgrounds.

- Strong project management, coordination, English communication and report writing skills 5

<table>
<thead>
<tr>
<th>3 interview</th>
<th>10</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>70</strong></td>
</tr>
</tbody>
</table>

Financial Evaluation of Proposals:
- The financial proposals of all the applicants who pass the technical evaluation will be scored. The maximum 30 points will be allotted to the lowest financial bid, and all other bids shall receive points in inverse proportion to the lowest fee e.g. [30 Points] x [USD lowest] / [USD other] = points for other proposer’s fees The contract shall be awarded to the applicant who receives the highest cumulative score.

J. APPROVAL

This TOR is approved by:

MR. OUTAKEO KEODOUANGSINH
National Project Director

Signature:_________________
Date:_________________

JUSTIN SHONE
Team Leader, Natural Resources Management, Climate Change and Disaster Risk Management

Signature:_________________
Date:_________________