

**TERMS OF REFERENCE FOR INTERNATIONAL INDIVIDUAL CONSULTANT  
ON DONOR MAPPING FOR RESOURCE MOBILIZATION FOR UNFPA CHINA PROGRAM**

<b>TERMS OF REFERENCE</b>	
Hiring Office:	The United Nations Population Fund (UNFPA) China Office
Purpose of consultancy:	<p>UNFPA is the UN’s sexual and reproductive health agency. In China and globally, it works to deliver a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. Since its inception in 1969, UNFPA has led the multilateral effort to help women in developing countries to overcome socio-economic and cultural barriers to their reproductive rights and choices.</p> <p>UNFPA has been more than 50 years since UNFPA began operations in 1969 as the first United Nations agency to address population growth and reproductive health needs. 2021 is the 27th anniversary of the 1994 International Conference on Population and Development (ICPD), where 179 governments called for all people to have access to comprehensive reproductive health care. UNFPA began its operations in China in 1979, which was the first time the country received assistance from any international agency in relation to population issues.</p> <p>UNFPA China is now in the 9<sup>th</sup> country programme. The priorities of the program include reducing prevalent inequalities in accessibility and quality of public services and programmes by advocating integrated rights-based, gender-sensitive and comprehensive SRH programmes for the most vulnerable populations especially unmarried youth, persons with disabilities and other groups at risk of being left behind. It will facilitate SSGC between China and other developing countries in support of SRH improvement, thereby strengthening global partnerships for SDG attainment (SDG 17) and enhancing effectiveness of these efforts, in line with the ICPD Programme of Action. It will also support national responses to emerging population and development challenges and unfinished ICPD agenda, such as ageing, low fertility, migration and urbanization, using new technologies to fill data gaps.</p> <p>More information on UNFPA’s priority areas under the 9th Country Program can be viewed in the approved country program document approved by the Executive Board at the first regular session 2021<sup>1</sup>.</p> <p><b>The objective of the consultancy:</b></p> <p>A donor mapping exercise is expected to be conducted by the selected institution and/or consultant (the supplier). The types of donor entity include donor governmental organizations, public and private foundations (local and international), private sectors, etc. The study shall identify potential international and national donors who share interest in UNFPA’s mandate areas and are interested in collaborating with UNFPA in China and beyond.</p>
Scope of work:  <i>(Description of services, activities, or outputs)</i>	<p>Expected output/deliverables:</p> <ul style="list-style-type: none"> <li>- A reference guide of UNFPA China Country Program Donor Map and Donor Engagement Plan, which include, amongst, the list of high-potential donors and areas of their interest relevant to the UNFPA/China CP9 programme (e.g. sexual and reproductive health, adolescents and youth, gender equality and women’s empowerment, population dynamics, south-south technical collaboration, etc.), the magnitude of their potential contributions, the contact information and the</li> </ul>

<sup>1</sup> <https://undocs.org/DP/FPA/CPD/CHN/9>

	<p>engagement plan, i.e., the approach to engage the donor under China's social-political context, how to overcome existing policy barriers, and the communication strategy, etc. The total number of potential donors to be identified is expected to be 60-80.</p> <ul style="list-style-type: none"> <li>- Based on the mapping result, a coaching session on how to apply the guide is also expected to be conducted to concerned personnel at UNFPA China Office.</li> <li>- Furthermore, to kick off the implementation of the donor engagement plan, the supplier is expected to facilitate the initial engagement with 8-10 identified potential donors to discuss potential projects for collaboration.</li> </ul> <p>Some specific expectations from UNFPA China Program's thematic areas are as follows,</p> <ul style="list-style-type: none"> <li>- For the population and development component, priorities might be given to, among others: 1) companies engaged in the production and provision of information, products and services for older persons; and 2) companies engaged in using innovative technologies to generate big data. There are also possibilities that companies fall into both lines.</li> <li>- For the sexual and reproductive health component, priorities might be given to, among others, identify potential donors especially companies and foundations who might invest on women's reproductive health including maternal health, family planning, infertility, HPV vaccine, breast cancer prevention, menstrual hygiene and health among others for the most vulnerable populations such as women living in remote rural areas, ethnic minorities, migrants, women with disabilities, and elderly women.</li> <li>- For the gender equality and women's empowerment component, potential donors might be those who are interested in: 1) strengthening multi-sectoral response (police and justice, health, social services) to Gender-based Violence (GBV) and Domestic Violence (DV) survivors esp. among vulnerable groups (e.g. women with disabilities, migrant women, women left behind, LGBTI) in the context of COVID-19 pandemic; 2) exploring innovative approaches to promote positive social norm change to eliminate gender discrimination, GBV and son preference using the ICT; 3) generating new evidence on the drivers and consequences of GBV/DV and GBSS esp. new forms of violence and harmful practices such as cyber-violence and bullying, misuse of new reproductive technologies for gender biased sex selection.</li> <li>- For South South Cooperation, potential donors are identified for in-kind or financial support to developing countries in reducing maternal deaths, prevention of cervical cancer and meeting needs for family planning.</li> </ul>
Duration and working schedule:	<p>Maximum 50 work days Time frame: Between April 12th - June 30th</p>
Place where services are to be delivered:	Home based
Payment schedule:	<p>UNFPA will pay the consultant based on rate and dates agreed for each of the milestones listed under the next section upon satisfactory delivery of the tasks, i.e.,</p> <ul style="list-style-type: none"> <li>- 20% of payment upon achievement of Milestone 1.</li> <li>- 60% of payment upon achievement of Milestone 2.</li> <li>- 20% of payment upon completion of the assignment, i.e., achievement of Milestone 3.</li> </ul>
Delivery schedule, monitoring & progress control, including reporting requirements, periodicity format and deadline:	<p>The supplier is expected to deliver the following periodic outputs,</p> <ul style="list-style-type: none"> <li>- Task: within 5 workdays upon signing of the contract, the detailed work plan and tool kits, i.e., survey questionnaire, are to be submitted.</li> <li>- Milestone 1: Within 15 workdays upon signing of the contract, the desk review, interview with UNFPA staff, donor screening shall be completed with a report on preliminary findings.</li> </ul>

	<ul style="list-style-type: none"> <li>- Task: Within 25 workdays upon signing of the contract, the supplier shall have contacted the potential donors and the expected number of short-listed donors with high potential is identified.</li> <li>- Milestone 2: Within 40 workdays upon signing of the contract, the “reference guide” is drafted, the outline for the coaching session is developed, and the initial engagement plan is drafted.</li> <li>- Milestone 3: Within 50 workdays upon signing of the contract, the reference guide is finalized with UNFPA, the coaching session is conducted for UNFPA personnel and the initial engagement plan is implemented with UNFPA personnel.</li> </ul>
Supervisory arrangements:	The consultant will be under the overall guidance of the Assistant Representative. The UNV under South South Collaboration project will assist and monitor the preparation and completion of the assignment.
Expected travel:	Travel is not expected for this assignment. If so required and approved by UNFPA, UNFPA consultant travel policy <sup>2</sup> will apply.
Required expertise, qualifications and competencies, including language requirements:	<p><b>Integrity:</b> Please refer to UN Supplier Code of Conduct<sup>3</sup></p> <p><b>Qualifications and Experiences:</b></p> <ul style="list-style-type: none"> <li>- Minimum of Master’s degree in economic studies, development studies or related disciplines.</li> <li>- 10 years’ experience of mobilizing donations with donors (private sector national/international, foundations, high net-worth individuals, philanthropic organizations, traditional donors,).</li> <li>- Record of successful resource mobilization.</li> <li>- Knowledge of international development and UN functions in China.</li> <li>- Familiar with Chinese legal and policies related to donation.</li> <li>- Having a network of the donation community.</li> <li>- Excellent English and Chinese business communication skills: oral and writing.</li> </ul> <p><b>Competencies:</b></p> <ul style="list-style-type: none"> <li>- Achieving results</li> <li>- Being accountable</li> <li>- Developing and applying professional expertise/ business acumen</li> <li>- Thinking analytically and strategically</li> <li>- Working in teams/ managing ourselves and our relationships</li> <li>- Communicating for impact</li> </ul>
Inputs / services to be provided by UNFPA:	UNFPA will ensure the access to its personnel and documentations for background study, needs assessment, information collection, feedback collection, etc. UNFPA will provide overall guidance to the consultant throughout the contract process.
Other relevant information or special conditions, if any:	<p>Please refer to the footnotes for,</p> <ul style="list-style-type: none"> <li>- UNFPA China CP9 program document</li> <li>- Consultant travel policy</li> <li>- Supplier code of conduct</li> <li>- UNFPA General Terms and Conditions for De Minimis Contract<sup>4</sup></li> </ul>
Application and selection process:	<p>Interested institutions or candidates shall submit the proposals to <a href="mailto:china.office@unfpa.org">china.office@unfpa.org</a> by <b>Beijing Time 24:00, 6 April 2021</b>. The proposal shall include the following documents,</p> <ul style="list-style-type: none"> <li>- Cover letter, indicating the motivation, previous experiences relevant to the assignment and work proposal for the assignment</li> </ul>

<sup>2</sup> [https://www.unfpa.org/sites/default/files/admin-resource/DHR\\_Individual\\_Consultant.pdf](https://www.unfpa.org/sites/default/files/admin-resource/DHR_Individual_Consultant.pdf)

<sup>3</sup> <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>

<sup>4</sup> <https://www.unfpa.org/resources/unfpa-general-conditions-de-minimis-contracts>

	<ul style="list-style-type: none"> <li>- CV of key consultant(s) for the assignment, entailing qualification, knowledge and experiences according to the technical requirements</li> <li>- Contact information of at least 3 previous clients of similar assignments</li> <li>- Quotation submission form</li> </ul> <p>Please name the subject field of your application as “IC CP9 donor mapping, [your name]”.</p>																						
<p>Evaluation and selection process:</p>	<p>The applications will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant/consultancy company whose offer has been evaluated and determined as:</p> <ul style="list-style-type: none"> <li>- Responsive/compliant/acceptable; and</li> <li>- Having received the highest score out of a predetermined set of technical and financial criteria, where technical criteria weigh 70 points and financial criteria weigh 30 points</li> </ul> <p>Only consultants obtaining a minimum of 45 points on the technical evaluation will be considered for the financial evaluation.</p> <table border="1" data-bbox="451 707 1481 1621"> <thead> <tr> <th data-bbox="451 707 1265 775">Criteria</th> <th data-bbox="1265 707 1481 775">Weight/Points</th> </tr> </thead> <tbody> <tr> <td colspan="2" data-bbox="451 775 1481 842"><b>Technical criteria</b></td> </tr> <tr> <td data-bbox="451 842 1265 943">Minimum of Master’s degree in economic studies, development studies or related disciplines.</td> <td data-bbox="1265 842 1481 943">15</td> </tr> <tr> <td data-bbox="451 943 1265 1043">10 years’ experience of mobilizing donations with donors and record of successful resource mobilization.</td> <td data-bbox="1265 943 1481 1043">15</td> </tr> <tr> <td data-bbox="451 1043 1265 1144">Knowledge of international development and UN functions in China.</td> <td data-bbox="1265 1043 1481 1144">10</td> </tr> <tr> <td data-bbox="451 1144 1265 1211">Familiar with Chinese legal and policies related to donation.</td> <td data-bbox="1265 1144 1481 1211">10</td> </tr> <tr> <td data-bbox="451 1211 1265 1279">Having a network of the donation community.</td> <td data-bbox="1265 1211 1481 1279">5</td> </tr> <tr> <td data-bbox="451 1279 1265 1379">Excellent English and Chinese business communication skills: oral and writing.</td> <td data-bbox="1265 1279 1481 1379">15</td> </tr> <tr> <td colspan="2" data-bbox="451 1379 1481 1447"><b>Financial criteria</b></td> </tr> <tr> <td data-bbox="451 1447 1265 1547">Technically compliant bid with lowest quotation (actual financial score: quotation/lowest quotation*30)</td> <td data-bbox="1265 1447 1481 1547">30</td> </tr> <tr> <td data-bbox="451 1547 1265 1621"><b>Total maximum points</b></td> <td data-bbox="1265 1547 1481 1621"><b>100</b></td> </tr> </tbody> </table>	Criteria	Weight/Points	<b>Technical criteria</b>		Minimum of Master’s degree in economic studies, development studies or related disciplines.	15	10 years’ experience of mobilizing donations with donors and record of successful resource mobilization.	15	Knowledge of international development and UN functions in China.	10	Familiar with Chinese legal and policies related to donation.	10	Having a network of the donation community.	5	Excellent English and Chinese business communication skills: oral and writing.	15	<b>Financial criteria</b>		Technically compliant bid with lowest quotation (actual financial score: quotation/lowest quotation*30)	30	<b>Total maximum points</b>	<b>100</b>
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<p>Annexes:</p>	<ul style="list-style-type: none"> <li>- Proposal submission form</li> </ul>																						

**Quotation Submission Form**

<b>Assignment:</b>	DONOR MAPPING FOR RESOURCE MOBILIZATION FOR UNFPA CHINA PROGRAM
<b>Name of applicant:</b>	
<b>Address of applicant:</b>	
<b>Contact info: phone, email:</b>	
<b>Date of the quotation:</b>	
<b>Currency of quotation:</b>	
<b>Validity of quotation:</b> <i>(min. 30 days upon submission deadline)</i>	

**Cost Breakdown:**

Cost component	Unit Price	Quantity	Total Price
Professional fees (man day rate, 1 day=8 hours)			
Telecommunication charge			
Other expenses (pls specify)			
<b>Total quotation</b>			