

## Terms of Reference

ORGANIZATIONAL LOCATION:	UN-Habitat Philippines
DUTY STATION:	Home-based/Manila
FUNCTIONAL TITLE:	National Consultant: <b>Excel Expert/VBA Developer</b>
DURATION	44 working days spread over 2 months (08 September - 07 November 2023)
CONTRACT TYPE	Individual Contractor

### A. Introduction about the UN–Habitat

The United Nations Human Settlements Programme, UN–Habitat, is the United Nations agency for human settlements development. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all.

In October 2016, at the UN Conference on Housing and Sustainable Urban Development – Habitat III – member states signed the New Urban Agenda. This is an action-oriented document which sets global standards of achievement in sustainable urban development, rethinking the way we build, manage, and live in cities. Through drawing together cooperation with committed partners, relevant stakeholders, and urban actors, including at all levels of government as well as the private sector, UN- Habitat is applying its technical expertise, normative work and capacity development to implement the New Urban Agenda and Sustainable Development Goal 11 – to make cities inclusive, safe, resilient and sustainable.

Mandated by the UN General Assembly in 1978 to address the issues of urban growth, UN-Habitat is a knowledge institution on urban development processes and understands the aspirations of cities and their residents. For forty years, UN-Habitat has been working in human settlements throughout the world, focusing on building a brighter future for villages, towns, and cities of all sizes. Because of these four decades of extensive experience, from the highest levels of policy to a range of specific technical issues, UN-Habitat has gained unique and universally acknowledged expertise in all things urban. This has placed UN-Habitat in the best position to develop achievable solutions to the current challenges faced by our cities. UN-Habitat is capitalizing on its experience and position to work with partners to formulate urban visions of tomorrow. It strives to ensure that cities become affordable living spaces of inclusive economic growth and social development for all citizens.

By working at all levels and with all relevant stakeholders and partners, UN–Habitat contributes to linking policy development and capacity–building activities with a view to promoting cohesive and mutually reinforcing social, economic and environmental policies in national policies and programmes in human settlements which conform with international practices and covenants.

UN–Habitat is headquartered in Nairobi, Kenya, with regional offices for Asia and the Pacific (ROAP) in Fukuoka, Japan, for Latin America and the Caribbean in Rio de Janeiro, Brazil (ROLAC), and regional office for Africa and the Arab States in Nairobi, Kenya (ROAAS). The regional office for Eastern Europe and Transition Countries is also based in Nairobi, Kenya.

In the Philippines Country Office, key programs and projects include national urban policy support, capacity development to manage urban development and settlements, climate change, post-disaster shelter recovery, urban planning, urban poverty reduction and slum upgrading. Support to climate change programs and projects started as early as early as 2008 under the MDGF Project of the UN. Since then, the climate change program has evolved and grown into a strategic and regular technical assistance component of the Philippines Country Office.

## **B Climate Change Resilience Projects of UN-Habitat in the Philippines**

UN-Habitat in the Philippines is currently implementing the Provincial Climate Risk Diagnostics (PCRD) and the Strengthening Institutions and Empowering Localities Against Disasters and Climate Change (SHIELD) projects as well now preparing for the implementation of the Transformative Actions for Climate and Ecological Protection and Development (TRANSCEND) project in the Philippines. These 3 initiatives provide technical advice and support to the Philippine government, both at the national and local levels, in developing risk-based and risk informed plans to support the achievement of resilient and sustainable development in the country. Key to the work is the development and implementation of the PCRD Tool for use Provincial Governments and the enhancement of the Climate and Disaster Risk Assessment (CDRA) Tool being used by cities and municipalities in the country. Following the test application, review, and feedback from the users, on new PCRD and enhanced CDRA tools in 2022/2023, both excel-based tool are now set for script editing and finalization.

In view of the above, UN- Habitat is looking for an Excel Expert/VBA Developer who will work on the Tools' enhancement and script editing in close coordination with the UN-Habitat climate resilience team.

## **C. RESPONSIBILITIES AND SCOPE OF WORK**

The Excel Expert/VBA Developer is expected to perform the following tasks:

- Review the existing tools and acquaint himself of the coding and script requirements based on the inputs from the UN-Habitat team;
- Plan, discuss, and agree with the UN-Habitat resilience team on the enhancements and development of scripts and codes to be applied to 1) support data capture as required and 2) automate the data analysis required, including the execution of the currently proposed user interface for CDRA and PCRD Excel-based tools
- Execute the editing and optimization of the VBA and Office Scripts in current CDRA and PCRD workbooks to improve the tool's performance and efficiency;
- Modify and improve the automated analysis functions using the new/updated indicators within the methodological approach already defined for risk analysis;
- Customize pivot tables and improve the dashboards design for effective data visualization and presentation of risk analysis results;
- Include data security measures to ensure data protection and privacy of users;
- Conduct testing and debugging of the tools to ensure its proper functioning; and
- Turn over the enhanced tools including all necessary documentation and guidance documents.

## **D. SCHEDULE OF PAYMENTS AND CONDITIONS**

The Consultant must send a financial proposal based on an all-inclusive lump-sum amount for the delivery of the outputs below. The total amount quoted shall include all cost components required to deliver the services identified above, to be incurred by the Consultant in completing the assignment.

The contract price will be fixed output-based price. Any deviations from the outputs and timelines will need to be agreed on between the Consultant and the UN-Habitat effected through a contract amendment.

Payments will be made upon satisfactory completion of the deliverables by target due dates. Outputs will be certified by the PCRD Project Manager/Team Leader of UN-Habitat, prior to payments.

**Note:** Medical/health insurance must be purchased by the individual at his/her own expense, and upon award of contract, the Contractor must be ready to submit proof of insurance valid during contract duration.

<b>Deliverables</b>	<b>Timelines</b>	<b>Target Date of Completion</b>
20% Upon Submission of: <ul style="list-style-type: none"> <li>- Report/presentation on the planned enhancements and development of scripts and codes based on the review of the existing CDRA and PCRD tools as well as the agreements from meetings with the UN-Habitat resilience team</li> </ul>	<b>7 person-days</b>	<b>18 September 2023</b>
30% Upon Submission of: <ul style="list-style-type: none"> <li>- Submission of user-tested, working beta modified PCRD and CDRA excel-based tools that executes edited user interface and optimized VBA and Office Scripts in the workbooks that support efficient data entry, analysis and dynamic results presentations (graphs, charts, and tables including maps as may be possible in excel)</li> </ul>	<b>15 person-days</b>	<b>05 October 2023</b>
50% Upon Submission of: <ul style="list-style-type: none"> <li>- Finalized version of the tools including short note on the data security measures to ensure data protection and privacy of users as well as notes on debugging and updating guide</li> </ul>	<b>22 person-days</b>	<b>02 November 2023</b>

**E Duration of Assignment, Duty Station and Travel**

Duration of assignment is for 44 working days spread over 2 months.

- The Consultant will be based in Manila and shall generally be working from home unless otherwise requested to report to the office as necessary.
- He/she is expected to have his/her own workspace, computers/laptops, software, and other facilities and equipment.
- In light of the still on-going COVID-19 pandemic, all work of the individual consultant shall be done within the guidelines and protocols set by the local and national government.

**F. Institutional Arrangements**

The Consultant will directly report to the Project Team Leader. UN-Habitat Philippines shall be entitled to intellectual property and other proprietary rights over all materials that have direct relation to the project.

**H. Qualifications and Experience**

The offer will be evaluated based on a Combined Scoring method where the qualifications and technical proposal will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

The breakdown of percentage for the entire technical evaluation is as follows:	
Qualifications based on CV	70
Financial Proposal	30
TOTAL	100

	Qualifications	Obtainable points (70 points)
<b>Education</b>	<ul style="list-style-type: none"> <li>○ Bachelor’s degree in Computer Science, Information Technology, Data Science, or related fields</li> </ul>	10
<b>Experience and skills</b>	<ul style="list-style-type: none"> <li>○ At least 3 years work experience in Information Technology/Application Development and database design</li> </ul>	20
	<ul style="list-style-type: none"> <li>○ Proven knowledge of MS Excel, including advanced functions, pivot tables, dashboards, and data analysis tools.</li> </ul>	20
	<ul style="list-style-type: none"> <li>○ Proficiency in VBA for enhancing codes and automating tasks as well as Office Script and/or JavaScript API for Office (Office JS) as the alternative to VBA for automation and custom functionality in Excel. Good working knowledge on Power Query (M) &amp; Power Pivot (DAX) is likewise required. Knowledge and experience on Python, R, VB.NET, and SQL is an advantage</li> </ul>	20
<b>Other Significant Qualifications</b>	<ul style="list-style-type: none"> <li>○ Good communication skills, interpersonal management and team worker.</li> <li>○ Ability to work under tight deadlines and manage multiple priorities</li> </ul>	Pass/ Fail
	TOTAL	70 points

## I. CORE VALUES AND COMPETENCIES

### CORE VALUES

- **Integrity** - Demonstrates the values of the United Nations in daily activities and behaviors. Acts without consideration of personal gain. Resists undue political pressure in decision making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behavior.
- **Professionalism** - Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Is motivated by professional rather than personal concerns. Shows persistence when faced with difficult problems or challenges. Remains calm in stressful situations.
- **Respect for Diversity** - Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making.

Examines own biases and behaviors to avoid stereotypical responses. Does not discriminate against any individual or group.

### PROFESSIONAL COMPETENCIES

- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of human settlement issues/problems. Ability to conduct data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated

assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

• **Client Orientation:** Considers all those to whom services are provided to be “clients” and seeks to see things from clients’ point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients’ needs and matches them to appropriate solutions; Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems; Keeps clients informed of progress or setbacks in projects; Meets timeline for delivery of products or services to client.

#### **J. Recommended Presentation of the Offer**

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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.

#### **K. This TOR is approved by:**



Christopher Rollo  
Country Programme Manager  
UN-Habitat Philippines

Date signed: 29 August 2023