

# Terms of Reference for an External Consultant to report on Ireland's Progress on the SDGs from a civil society perspective.

December 2022



## About Coalition 2030:

Coalition 2030 is an alliance of 70 civil society organisations (CSOs) that are working together to ensure that Ireland reaches the Sustainable Development Goals (SDGs) by 2030.

The Coalition comprises four 'pillars' representing four sectors of Irish civil society: International Development, Domestic Anti-Poverty and Equality, Environmental, and Trade Union. Coalition 2030 receives academic expertise from academics across Ireland.

## The role:

Coalition 2030 is seeking an external consultant to carry out a piece of work detailing Ireland's progress to date on reaching the SDGs from a civil society and 'lived experience' perspective.

## Context:

In September 2015, all 193 UN member states agreed to work towards achieving 17 'Sustainable Development Goals' by 2030. Ireland, along with Kenya, co-led the negotiations that led to the agreement on these goals. They constitute the bedrock of the '2030 Agenda for Sustainable Development' which represents a shared global vision, and they are also known as the 'SDGs' or the 'Global Goals'. The SDGs are the only universally agreed framework for implementing a social floor informed by human rights, while also working to prevent ecological overshoot of planetary boundaries.

The goals are interdependent and have the ability to reinforce or hinder one another mutually. They are also indivisible, in that progress in one area cannot and should not be disentangled from progress (or lack thereof) in another. The framework seeks to acknowledge the intersections and interactions between policy areas in order to reduce siloed policy-making. It also highlights the trade-offs that emerge in the act of policy-making so that they can be addressed.

The 2030 Agenda for Sustainable Development is the basis of the SDGs. It is an ambitious, systems-level approach to solve extreme global poverty, inequality, and climate change by 2030, and represents a shared global vision. The five dimensions of the 2030 Agenda—Prosperity, People, Planet, Peace, and Partnerships (The 5 P's)—articulate the scope of this vision. At its heart is the principle of 'Leaving No One Behind'.

Agenda 2030 recognises the importance of follow-up and review at the national, regional, and global level to measure implementation progress of the SDGs. The United Nations High-Level Political Forum for Sustainable Development (HLPF) under the auspices of the United Nations General Assembly and the Economic and Social Council, is the main United Nations (UN) platform for sustainable development and Agenda 2030, and it is here where this national and global follow-up and review takes place.

A Voluntary National Review (VNR) is a process through which countries assess and present national progress made in implementing the 2030 Agenda, and the 17 Sustainable Development Goals, including the pledges to Leave No One Behind. A VNR is a voluntary, state-led review, undertaken by the member state, and it involves multiple stakeholders. VNRs aim to facilitate the sharing of experiences, including **successes, challenges and lessons learned**, with a view to accelerating the implementation of Agenda

2030. A VNR also seeks to strengthen policies and institutions of governments and to mobilise multi-stakeholder support and partnerships for the implementation of the Sustainable Development Goals. A country reports into the UN membership when they present their VNR at the HLPF.

Coalition 2030 has been asked to provide a Chapter for the official Irish Voluntary National Review which will be presented to the UN at the HLPF in July 2023. The role of this consultant will be to work with the Coalition 2030 Coordinator to develop this Chapter. This will involve liaising with Coalition 2030 members, especially the pillar representatives on the Steering Committee. The structure of the resulting document should reflect the four pillars of Coalition 2030; International Development, Domestic Anti-Poverty and Equality, Environmental, and Trade Union.

Additionally, the consultant will develop a longer and more comprehensive piece which will act as a key tool for Coalition 2030 in its engagement with political representatives. This piece will expand upon the official Chapter and its structure should also reflect the four pillars. However, cross-cutting themes should be made explicit, as well as issues pertinent to the achievement of the SDGs that are relevant to all pillars (e.g. data, finance).

Finally, the successful candidate will have an important role in ensuring dissemination and understanding of the final report. This will involve presentation at a launch event with policy-makers, as well as a contribution on an online webinar.

#### Outputs:

1. 'Chapter' for Ireland's official Voluntary National Review
  - a. Main points and key messages by mid-February 2023 (Output 1)
  - b. Final version by early April 2023 (Output 2)
2. 'Complementary / Alternative / Civil Society VNR [term TBC]'
  - a. First version by early March 2023 (Output 3)
  - b. Final version by early April 2023 (Output 4)

The overarching theme for both documents is as follows: *Halfway through the SDGs, civil society asks, is Ireland reaching the furthest behind first?* The resulting documents should: reflect the pillar structure of Coalition 2030; capture the 'voice' of each pillar; highlight the 'red flags' for SDG progress in Ireland; and include underpinning and cross-sectoral threads such as data and budgeting.

3. Presentation at Alternative Report launch [date tbc and negotiable] (Output 5)
4. Presentation at online webinar [date tbc and negotiable] (Output 6)

**Timeline** (based on the various stages as previously outlined, and liaison with the Coalition 2030 Coordinator throughout):

#### Part I: Chapter for Official VNR

- **January:** Liaison with Coalition 2030 Coordinator and Steering Committee re: project outputs, framing and methodology, as well as working arrangements.
- **February 6th:** First draft of a high-level overview of the main points and key messages for the official Chapter gathered via 1:1s with members, pillar representatives, Steering Committee and Coordinator.
- **February 8th:** Coalition 2030 provides feedback.
- **February 13th:** Final draft of a high-level overview of the main points and key messages for the official chapter.

- **February 13th - March 15th:** Expansion of high-level overview and key messages into first draft of 6-8 page official Chapter gathered via focus groups and 1:1s with members, pillar representatives, Steering Committee and Coordinator.
- **March 15th - 22nd:** Feedback on Chapter provided by Coalition 2030 members, Steering Committee and Coordinator.
- **April 12th:** Final version of Chapter to be sent to the Steering Committee and Coordinator for submission.

## **Part II: Alternative / Civil Society VNR**

- **February 13th - March 15th:** Alternative / Civil Society VNR prepared (longer, more comprehensive, 'unofficial' report).
- **March 15th - 22nd:** Feedback on Alternative VNR provided by Coalition 2030 members, Steering Committee and Coordinator.
- **March 23rd - April 4th:** Second versions of Chapter and Alternative VNR created, incorporating feedback, and sent to Coordinator.
- **April 4th - April 7th:** Feedback provided by Coordinator.
- **April 14th:** Final version of Alternative VNR submitted for design and publication.

## **Part III: Political Advocacy**

- **April - June:**
  - Organisation with Coalition 2030 Coordinator of report presentation at event in Dublin and webinar
  - Ongoing communication with elected representatives regarding the report

*[Note] The Coalition 2030 Coordinator will support the successful candidate in the arrangement of meetings with members, the Coalition 2030 Steering Committee, and the organisation of focus groups with members.*

## **Required skills and experience:**

- Excellent written and oral communication skills
- Prior consultation and report-writing experience
- Knowledge and understanding of the Sustainable Development Goals
- Experience in advocacy / lobbying
- Fluency in English

## **Desirable skills and experience:**

- Qualitative research skills
- Experience in the Irish non-profit sector
- Experience using software and technology for online meetings

## **Personal attributes:**

- Ability to hit the ground running
- Ability to work independently and take initiative where appropriate
- Ability to work with a diversity of people, communities, and cultures
- Excellent time management and prioritisation skills

**Application deadline:** Midnight Sunday January 8th 2023.

**Contract duration:** This is a part-time post on a consultancy basis for 6 months.

**Reports to:** Coalition 2030 Coordinator

**Budget:** Fees quoted should be inclusive of VAT where relevant. The budget available for this work is negotiable and will depend on the tender proposal and scope of work. The tenderer should include their proposed daily rate, which should include all labour costs, travel for attendance at meetings where relevant, and any other expenses. The total fee should be inclusive of appropriate VAT and the successful tenderer will need to submit a Tax Clearance Certificate (TCC) from the Irish Revenue Commissioners within 7 days of offer. No contract will be awarded until a Tax Clearance Certificate is received. Price increases during the term of contract will not be accepted. All costs must be quoted in Euro. Other costs not included in the proposal and that arise during the work must be approved by Coalition 2030 before being incurred and in order to consider eligibility.

**Proposed Payment Schedule:**

- 1st Instalment: On completion of all stages outlined under Part I.
- 2nd Instalment: On completion of Part II, and satisfactory submission of final draft Alternative / Civil Society VNR.
- 3rd Instalment: On completion of report launch and webinar (Part III).

**Location:** The position is remote, however if you require a desk in order to do your work that can be facilitated, and this desk will be in the IEN office in the MACRO Centre on Green Street, Dublin 7. This must be arranged in advance with the Coalition 2030 Coordinator.

**Equal access statement:** We endeavour to ensure that everyone, particularly marginalised and disadvantaged groups who might be affected by policy are considered and included in roles such as this one. Coalition 2030 understands the fact that there may be barriers to participation in NGO and consultancy work. We strive to expand and diversify civic engagement, by creating spaces for everybody to participate and be included in political change. As part of this commitment we strongly encourage applications from those with often marginalised identities including, for example: people of colour, LGBTQIA+ people, those seeking asylum or with refugee status, people with a disability, or people who are members of an ethnic minority.

**Terms and Conditions:** Conditions are according to Irish legislation including the legal ability to live and work in Ireland. Coalition 2030 is a project of the Irish Environmental Network (IEN) which adheres to Irish employment law that prohibits discrimination on basis of age, sexual orientation, marital status, birth, fortune, religious, philosophical or political beliefs, language, present or future state of health, disability, physical or genetic characteristics, sex, pregnancy, childbirth, maternity, change of sex, nationality, alleged race, skin colour, ancestry, national, ethnic or social origin. The working language is English, but applicants are not required to be native speakers.

**To Apply:** Please submit your CV, and a letter of interest outlining a proposed methodology for the work to be carried out, including the number of days you envisage and fee (inclusive of VAT) to [meaghan@coalition2030.ie](mailto:meaghan@coalition2030.ie) by midnight on January 8th 2023. Please include the role title in the subject of your email. Interviews will take place on January 11th and 12th and the successful candidate will be expected to begin work immediately.

**GDPR:** *All documentation received by Coalition 2030 will be processed in accordance with the Data Protection Acts, 1988 and 2003 General Data Protection Regulation (GDPR; 2018). The information will only be used by Coalition 2030 in the processing of job applications and for ongoing administrative purposes with job candidates. We may store this information in order to consider you for future vacancies which may become available. All offers of contractual employment are made subject to satisfactory completion of reference checks.*