

Asia and the Pacific Regional Coordinator Consultant

Job ID/Title :	Asia and the Pacific Regional Coordinator
Scope of advertisement :	Globally advertised
Category (eligible applicants) :	External
Brand :	UNDP
Practice Area :	Sustainable Development Goals
Additional Practice Area :	Management
Application Deadline :	Please see in the online system
Type of Contract :	Individual Contract
Post Type and Level :	International Consultant
Duty Station :	Home-based assignment with some travel
Languages Required :	English
Starting Date (date when the selected candidate is expected to start):	17 July 2017
Duration of Initial Contract:	24 months. Initial contract will be set for 6-month period and will be expected for additional 18 months subject to satisfactory performance and funds availability.
Expected Duration of Assignment:	24 months

A. Project Title

Global Campaign Center of the UN SDG Action Campaign in Bonn (Germany).

B. Project Description

The United Nations Millennium Campaign (UNMC) was established in 2002 by former Secretary-General Kofi Annan, to support people's participation in achieving the Millennium Development Goals (2000-2015) and assist people in holding their governments accountable to their commitments.

As part of the United Nations Development Group (UNDG), prior to the adoption of the Agenda 2030, the UNMC was mandated to lead part of the global consultation on the Post 2015 agenda to make the most inclusive and transparent process. As a result, 10 million people participated in this open consultation, and told the United Nations what would make their lives better through the MY World 2015 survey, and the World We Want 2015 platform. This set a new precedent at the United Nations and with policy makers around the world - opening the door to more people-centered policy making.

As natural continuation, after the adoption of new Agenda, the formerly UNMC (United Nations Millennium Campaign) was extended as a special initiative of UN Secretary-General, Ban Ki-moon mandated to support peoples' participation in SDG implementation. The now called UN SDG Action Campaign works to build new multi-stakeholder partnerships to ensure a transparent dialogue between decision makers and their constituencies, especially the most marginalized and vulnerable populations. It works to leverage cutting-edge communication technologies, to show the human story behind development challenges and create deeper empathy and understanding between decision-makers and their people. Finally it uses data, technology and innovation to empower people with the knowledge and tools to become actively involved in supporting their governments with SDG implementation and to continue to involve as many people as possible in the decision making process.

Responding to requests from Member States for coordinated support from the UN development system in implementing the 2030 Agenda, the United Nations Development Group (UNDG), under its Sustainable Development Working Group, elaborated a common approach for effective and coherent implementation support, under the acronym 'MAPS' (Mainstreaming, Acceleration and Policy Support). As part of MAPS, the UN SDG Action Campaign has started last year to develop its own strategy for popularizing the goals, including the setup of a new Service Centre in Bonn, Germany, to centralize the services provided and support partners in the implementation of initiatives to be adapted to local contexts.

In this new phase of the Campaign it is envisioned that the Regional Coordinator for Asia and the Pacific will sustain and expand the results gained by the presence of United Nations Millennium Campaign in Asia and the Pacific over the MDG's era, in a more consistent way by working integrated within the new structure of the Campaign from Bonn, where other regions will be covered and supported. As such it is expected that the proximity of the team will benefit from sharing knowledge and good practices which can be expanded, replicated and sustained from one region to another.

The selected candidate is expected to work with and through the UN System in Asia and the Pacific including the Bangkok Regional Hub and the Offices of UN Resident Coordinators and the UN Country Teams to develop and deliver general and country specific advocacy and citizens' engagement programs. The Campaign will also be launching various programs aimed at working with civil society across Asia and the Pacific to develop advocacy, campaign and partnership strategies and engage national, sub-regional and continental bodies to amplify citizens' voices, inputs and priorities in the negotiation, drafting and adoption stages of the successor framework. In concrete for Asia and the Pacific, the Campaign will also be building upon its work with parliamentarians, local authorities, faith communities, the entertainment industry and the private sector to harness the opportunities of implementing the Agenda 2030 to

promote an all-inclusive development agenda that will cater for the needs and priorities of the peoples in Asia and the Pacific.

C. Scope of Work

Summary of key functions:

- Public awareness and engagement and Advocacy strategies
- Knowledge networks and communities;
- Strategic partnerships and outreach and Resource mobilization.

1) Public awareness and engagement, and advocacy strategies

- Contribute to develop and implement joint SDG campaigning action plans with UNCTs in priority countries;
- Support national and regional partners in developing and implementing advocacy campaigns for the Achievement of the SDGs in Asia and the Pacific;
- Lead in establishing and managing strong partnerships with regional institutions and stakeholders on joint action on issues related to Asia and the Pacific's progress toward the SDGs;
- Facilitating the process of joint UN campaigns and advocacy in relation to the achievement of SDGs;
- Lead and participate in meetings in relation to planning, budgeting and follow up of Campaign activities and projects.
- Support the UN SDG Campaign in creating awareness and engagement among partners in activating their networks and communities for the achievement of the SDGs with focus in both regions;
- Contribute to the advocacy efforts of the UN SDG Action Campaign global levels; with special focus in Asia and the Pacific countries;
- Support the establishment of advocacy networks at national level and linked to regional and international networks; and
- Assist in ensuring that high-impact advocacy campaigns are implemented with key partners in Asia and the Pacific regions

2) Knowledge networks and communities

- Plan/develop community development plan templates, toolkits, and learning modules, and associate budgets and assess business requirements;
- Conduct needs assessment and mapping exercises with UN SDG Action Campaign to prioritize community and network development and management in both regions;

- Support the coordination and management of UN SDG Action Campaign's partner base for the Region
- Build a comprehensive campaign and advocacy strategy around key policy moments for the Asia and the Pacific regions towards policy and practice change for the achievement of the SDGs agenda;
- Liaise with national counterparts in the regions on progress of activities, including appropriate flows of information from the regional office to national campaigns in the regions and vice versa;
- Based on pilot's results, develop work plans and coordinate UN SDG Action Campaign for regional implementation of knowledge networks and communities;
- Serve as focal point for the implementation of long-term facilitated knowledge networking projects; and
- Identify initiatives at the local level, continuously providing inputs for improving and adapting UN SDG Action Campaign approaches
- Provide sound contributions to knowledge networks and communities of practice.

3) Strategic partnerships and outreach

- Lead and manage the strategic partnerships with, key civil society organizations, faith-based organizations, Parliamentarians, UN Country Teams, local authorities, youth groups, media, and other stakeholders in in both regions;
- Provide strategic support to civil society outreach and partnerships in in both regions for the implementation of Agenda 2030/SDGs;
- Coordinate the Campaign's advocacy and programs strategies with key groups including local authorities, civil society, faith-based organizations, and Parliamentarians in both regions;
- Support the organization of events hosted in both regions leading to increase advocacy and mass mobilization toward achievement of the SDGs;
- Identify and broker partnership opportunities with civil society and other stakeholders to collaborate on the production of effective, creative and relevant policy, advocacy and outreach assets at global level and regional level;
- Provide strategic support to the Director and Deputy Director on partnerships with Parliamentarians at the regional level;
- Provide liaison to the Regional inter-governmental organisations such as the ASEAN, PIF and SAARC and the United Nations Economic Commission for Asia and the Pacific offices
- Develop appropriate programs and partnerships targeting the ASEAN, PIF and SAARC, the UNESCAP and other relevant sub regional intuitions;
- Represent the UN SDG Action Campaign in international meetings, conferences and other relevant events as requested.

D. Expected Outputs and Deliverables

July 2017 – January 2018

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Public awareness and engagement, and advocacy strategies			
Coordinate the implementation of MY ASEAN Survey and related products	6 months	January 2018	Center Manager
SDG advocacy roll out in 3-5 countries that the Campaign has already established some ground work (hard pipeline: Bhutan, Malaysia, Myanmar, China soft pipeline: South Korea, PNG, Timor Leste, Indonesia)	6 months	January 2018	Center Manager
Develop regional youth engagement and mapping	1 month	August 2017	Global Director
Strategic partnerships and outreach and Resource Mobilisation			
Develop and implement an ongoing regional resource mobilization strategy	6 months	January 2018	Global Director
Partnerships brokered with private sector / foundation for volunteer engagements	6 months	January 2018	Center Manager
Expand support capacity in the Region e.g. recruit volunteers and interns	6 months	January 2018	Center Manager
Knowledge Network and Community			
Support the curation of content and participations from Asia and the Pacific for key global moments e.g. HLPF, UNGA	3 months	July – September 2017	Global Director
Build and roll out a comprehensive campaign and advocacy strategy around key policy moments for the Asia and the Pacific	6 months	January 2018	Center Manager
Start developing a 3-year Regional Campaigning strategy (phase II: scaling up) for 2018 – 2020	2 months	November – December 2017	Center Manager

January 2018 – July 2018

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Public awareness and engagement, and advocacy strategies			
Coordinate the implementation of MY ASEAN Survey and related products	6 months	July 2018	Center Manager
SDG advocacy roll out in 3-5 countries that the Campaign has already established some ground work (hard pipeline: Bhutan, Malaysia, Myanmar, China soft pipeline: South Korea, PNG, Timor Leste, Indonesia)	6 months	July 2018	Center Manager
Implement youth engagement strategy	6 months	July 2018	Global Director
Strategic partnerships and outreach and Resource Mobilisation			
Develop and implement an ongoing regional resource mobilization strategy	6 months	July 2018	Global Director
Partnerships brokered with private sector / foundation for volunteer engagements	6 months	July 2018	Center Manager
Expand support capacity in the Region e.g. recruit volunteers and interns	6 months	July 2018	Center Manager
Knowledge Network and Community			
Support the curation of content and participations from Asia and the Pacific for key global moments e.g. HLPF, UNGA	3 months	May – July 2018	Global Director
Roll out a comprehensive campaign and advocacy strategy around key policy moments for the Asia and the Pacific	6 months	July 2018	Center Manager
Finalize the development of a 3-year Regional Campaigning strategy (phase II: scaling up) for 2018 – 2020	2 months	January – February 2018	Center Manager

July 2018 – July 2019

The detailed deliverables for the period July 2018 – July 2019 will be defined towards the end of the initial 12 months of the contract based on the needs of the UN SDG Action Campaign and preserving the key functions of the position:

- Public awareness and engagement and Advocacy strategies
- Knowledge networks and communities;
- Strategic partnerships and outreach and Resource mobilization.

E. Institutional Arrangement

The UN SDG Action Campaign is seeking a home-based Asia and the Pacific Regional Coordinator Consultant to provide support with the decentralization of the UN SDG Action Campaign's strategies and to working closely with the UN System at the Regional Hubs in Bangkok and UNCTs/COs in priority countries. The Asia and the Pacific Regional Coordinator will directly report to the Global Director and Center Manager of the Global Campaign Center in Bonn.

The incumbent will liaise regularly with the Executive Office of the UN SDG Action Campaign in New York, and take part in weekly team meetings/teleconference with the rest of the Campaign team. The incumbent will also interact regularly with Campaign partners in Region and at the global level.

The selected applicant will be expected to undertake official missions. The preliminary travel details are provided below, for the first year of the contract period. The travels will be arranged and covered by UNDP/BPPS/SDG Action Campaign. **Therefore, applicants are not expected to include the cost of the official missions in their financial proposals.**

- New York in September 2017 (maximum 5 days)
- Bonn in March 2018 (maximum 7 days)
- Indonesia in August 2017 (maximum 5 days)
- The Philippines in October 2017 (maximum 5 days)
- Malaysia in November 2017 (4-5 days)
- India in November 2017 (4-5 days)
- China in July 2017 (maximum 4 days)
- South Korea in July 2017 and November 2017 for GFI4SD (maximum 6 days for 2 missions)

The above locations, dates and duration are tentative. The actual travel details will be provided and agreed prior to their occurrence. Additional missions will be identified and agreed in the contract for second year of the contract duration.

F. Duration of the Work

The duration of the assignment is from 17 July 2017 – 16 July 2019 (24 months).

G. Duty Station

The assignment will be home-based, with regular travel to Bangkok, the regional and headquarter offices in New York and Bangkok.

H. Qualifications of the Successful Individual Contractor

Competencies:

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrated ability to interact with individuals of different national and cultural backgrounds and beliefs, which includes the willingness to understand different views and opinions;

Functional Competences:

- Demonstrates a rigorous analytical approach, systemic thinking and good judgement in reviewing secondary sources;
- Displays self-management, including capacity to plan and adhere to deadlines;
- Displays emotional intelligence;
- Self-motivated, proactive and reliable with good communication skills.

Education:

- Advanced (Master's degree or higher) Degree in political science disciplines (international relations, economics, law, or development issues) preferred;

Experience:

- Minimum 8 years of professional work experience providing policy advice and programme support in knowledge management and facilitation;
- Minimum 5 years of project management experience, including managing knowledge networks and/or advocacy campaigns using digital platforms, is a must;
- Solid computer skills;
- UN experience an asset.

Language Requirements:

- Excellent written and oral communication skills in English;
- Knowledge of additional language from Asia is an advantage.

I. Presentation of Offer

Interested individual consultants must apply on the e-tendering system: <https://etendering.partneragencies.org> and they should submit the following documents/information to demonstrate their qualification

- Motivation/Cover Letter: Explaining why they are the most suitable candidate for the work;
- Personal History (P11): Applicants are required to fill out and sign a P11 Form. The P11 should include Contact details of 3 references; (the P11 form can be downloaded at www.sas.undp.org/Documents/P11_Personal_history_form.doc)
- A financial proposal. The Applicants are instructed to submit their financial proposals in US Dollars for this consultancy, using the financial proposal template "Confirmation of Interest". To assist the requesting unit in the comparison of financial proposals, the financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (daily rate of professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.
- The financial proposal (Confirmation of Interest) and the technical proposal files (Motivation Letter and P11) MUST BE COMPLETELY SEPARATE and uploaded separately in the system and clearly named as either "Technical Proposal" or "Financial Proposal", as appropriate. Each document shall include the Proposers'

name and address. **The file with the “Financial Proposal” must be encrypted with a password so that it cannot be opened nor viewed until the proposal has been found to pass the technical evaluation stage.** Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNV shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal.

Incomplete applications will not be considered. Please make sure you provide all requested documents. Any queries should be sent in a separate e-mail and addressed to: **procurement@unv.org** clearly marking **0082120_Asia and the Pacific Regional Coordinator Consultant** in the subject line

J. Criteria for Selection of the Best Offer

All applicants will be screened against the qualifications and the competencies set above. Candidates fully meeting the requirements will be further evaluated based on the criteria below.

Technical Criteria – 70 % of total evaluation– max. 70 points:

CV review: 30 points;

- Relevant educational qualifications (15 points);
- Demonstrated experience in providing policy advice and programme support in knowledge management and facilitation of related e-discussions (15 points).

Interview: 40 points

- Experience in providing policy advice and programme support in knowledge management and facilitation (15 points);
- Project management experience, including managing knowledge networks and/or advocacy campaigns using digital platforms (15 points);
- Knowledge of English and additional Asian language (10 points).

Only those individual consultants who obtain at least 70% of points from the review and interview will be considered for the financial proposal evaluation.

Financial Criteria – 30 % of total evaluation – max. 30 points.

- Financial scores will be calculated using the formula [lowest offer / financial offer of the candidate x 30].
- UNDP applies the “Best value for money approach” – the final selection will be based on the combination of the applicants’ qualification and financial proposal.

Payment Term:

- Payments will be processed monthly upon submission of the monthly time-sheet, the monthly report of achieved deliverables, results and progress and obtaining approval of the Project Manager (or Officer-in-Charge).