



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Innovation Design Consultant (Colombo-Based)
AGENCY/PROJECT NAME:	United Nations Development Programme (UNDP)
COUNTRY OF ASSIGNMENT:	Colombo-Based, Sri Lanka with some travel in the Asia Pacific region

1) GENERAL BACKGROUND

Demonstrating the relevance of innovation as a critical design principle for programming is a key priority for the UNDP Regional Bureau for Asia and the Pacific (RBAP). Particular emphasis has been placed on nurturing innovative tools, techniques and approaches and the use of technologies for development. As a result, RBAP established the Innovation Fund to support Country Offices in the region to advance the innovation agenda by providing the creative space and discretionary resources to prototype innovative solutions and experiment with new ways of working to tackle complex development challenges outside the traditional business cycle.

The Bangkok Regional Hub is a regional hub focusing on providing policy and programmatic support to UNDP activities in the Asia and Pacific region. Throughout UNDP's programmatic focus areas, it assists Country Offices in development and implementation of initiatives and at the regional level, it conceptualizes and implements activities in partnership with a wide range of partners. The structure of the Regional Centre is composed of policy/programme teams consisting of specialists and advisors that work cross-thematically and issues-based through Development Solutions Teams in support of country and regional level activities and supported by the Operations Team. The Regional Centre administers the Innovation Fund established by RBAP and supports applicants from the Country Offices.

This initiative is a way to deliver on the new corporate Strategic Plan's to become more nimble, innovative and enterprising – a thought leader that succeeds in taking and managing risks as well as regional approach with focus on building distributed innovative capacity. Building on notable innovation successes in the region, RBAP is doubling its efforts in this area to open up opportunities for UNDP staff to get first hand, on the job experience of new development tools and to provide the space to scan for available expertise, experiences and partners outside UNDP beyond “the usual suspects”, working across the “silos” on integrated development solutions and engage in upfront risk management through prototyping by reaching out to new partners to co-design innovate solutions.

2) OBJECTIVES OF THE ASSIGNMENT

Under the joint supervision of the Regional Knowledge and Innovation Specialist and designated manager at the Sri Lanka CO, the Innovation Design Consultant contributes to the work of the team in the area of innovation, service design, formulation of concepts, implementation of initiatives and activities in the respective area of work. S/he provides support and advice to innovation of the Sri Lanka UNDP Country Office and supports activities of the Regional Knowledge and Innovation Team through provision of technical expertise. The team is proactively promoting rapid prototyping and agile development methodologies through the RBAP Innovation portfolio and advocating for the use of open source design and communication solutions as a matter of preference.

The Innovation Design Consultant works collaboratively with Teams in the Regional Centre, and Country Offices.

3) SCOPE OF WORK

Advisory services to the CO (60%)

- Provide support to the UNDP Country offices and country-level initiatives to adopt innovative design approaches and technologies for development work. This entails, among others: researching technical options that meet Country Offices' needs; advise on the design and implementation of solutions; keeping abreast of design and technology trends and solutions that can be applicable to UNDP work
- Analyse innovations and follow design and technology trends and make recommendations on how they can be prototyped
- Provide design services for the technical aspects of UNDP work in the region
- Conduct country-level horizon scanning for 'under radar' innovations and new partners;
- Support CO in portfolio scanning and identification of innovation opportunities, including based on horizon scanning;
- Support CO in integration identified innovative solutions via prototyping and quick learning;
- Use design thinking approaches to support design of new programs and integrated cross-cluster work on SDG solutions;
- Maintain the network of potential consultants experienced in application innovative technologies, such as data visualization, , mobile applications development, data mining, usability testing, etc.
- Identify opportunities for new partnerships and collaborations
- Develop project with relevant partners and coordinate with internal/external stakeholders

Regional Innovation team support (40%)

- Conduct research on innovative thinking and practice at the country level to inform regional innovation strategy on new development solutions' development and building of intelligence network;

- Develop pipeline of initiatives testing innovative development solutions for corporate and external investment;
- Design and develop innovations, communications and public-private partnerships outreach materials and knowledge products (i.e. PowerPoint presentations, brochures, etc.), as needed;
- Provide leadership and training on user research and design thinking for internal staff and potentially external partners
- Track and document innovative strategies/ best practices/ new approaches/ latest trends around design for social innovation and public sector innovation
- Ensure knowledge transfer of research projects to internal and external stakeholders;
- Contribute to the development of the regional partnership network on innovation

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duty Station

This assignment is for Colombo-Based, Sri Lanka. The consultant is expected to work at UNDP Sri Lanka office in Colombo, Sri Lanka, for the consultant's support to the innovation team. If there is any travel to Bangkok or any other location, the mission would be agreed with supervisor in advance and the Individual Contractor would be reimbursed travel costs as in line with UNDP Policy.

Duration of Assignment:

12 months during 15 Jan 2018 – 15 Jan 2019, with maximum 240 days worked.

5) FINAL PRODUCTS

Innovation Design Consultant , within the scope of his/her responsibility, will:

1. Support Country offices in portfolio scanning, identification innovation leverage points and facilitation new projects' development;
2. Contribute to development of the regional pipeline of new development solutions pilots for consecutive corporate investment;
3. Contribute to country level and regional partnership building in the area of social innovation;
4. Provide regular updates on the emerging new design and other social innovation approaches, and advise on their applicability and value to the regional innovation agenda;
5. Facilitate design workshops and user journeys
6. Develop blogs, designer diaries and other knowledge products

Specific deliverables will be agreed upon with the Supervisor at the beginning of each quarter, in writing. Payments will be made once upon submitted satisfactory progress report against

deliverables and approved daily timesheet submission providing details of time spent on respective deliverables, their timely execution and acceptance by the Supervisor

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Regional Knowledge and Innovation Specialist and designated manager at the Country Office.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education

- University education completed (preferred a master degree in computer related or a similar technical discipline science).

Experience

- 3+ years of professional experience in the field of innovative design and communication technologies, data visualization or similar
- Good understanding of usability principles for user interfaces
- Excellent knowledge of design & development
- Good knowledge of social innovation and project management
- Experience in interpreting insights into potential design and innovation opportunities and solutions
- Strong experience with rapid prototyping methodology
- Good digital design and social media skills an asset
- Proved experience in handling a variety of internal business clients
- Experience in Asia and Pacific is an asset
- Good command of English both written and spoken.

Competencies

- Conceptual innovation in the provision of technical expertise
- Rapid prototyping and evaluating
- Strong analytical, reporting and writing abilities
- Adaptation and application of knowledge/innovation in different context
- Client orientation
- Demonstrated creative flair, originality and a strong visual sense
- Excellent communication skills and good coordination skills
- Excellent writing skills and good presentation skills
- Conceptual innovative design in the provision of technical expertise
- Strong analytical, reporting, designing and writing abilities
- Adaptation and application of knowledge/innovation in different context
- Rapid prototyping and evaluating
- Demonstrated organizational and planning skills

- Critical thinking and self-motivation
- Safeguard ethics and integrity
- Demonstrate corporate knowledge and sound judgement
- Self-developing and initiative-taking
- Acting as a team player and facilitating team work
- Fast learner and encourage the learning of others
- Informed and transparent decision making
- Professional interest in development and public sector issues

8) CRITERIA FOR SELECTION OF THE BEST OFFER

Evaluation Method and Criteria

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of a set of weighted technical criteria (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Relevance of Education and Language – Max 10 points
- Criteria 2 Relevance of experience in the area of specialization required, i.e. in design, social innovation approaches– Max 40 points
- Criteria 3 Relevance of experience in development and knowledge of partners networks – Max 20 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Financial Offer: 30 points

9) REVIEW TIME REQUIRED

Two working weeks after submission of deliverables for review/approval of deliverables to authorizing payments.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE
 ☒ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL TIME

11) PAYMENT TERMS

Consultant must send a financial proposal based on Daily Fee. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost during the assignment from the duty station in Colombo to home and return shall not be covered by UNDP.

12) REQUIRED DOCUMENTS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability and financial proposal** using the template provided in Annex III.
- **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Vendor Form**, using the template provided, together with proof of bank information and scanned copy of national passport.

Incomplete proposals may not be considered. The short listed candidates may be contacted and the successful candidate will be notified

13. ANNEXES TO THE TOR

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