

TERMS OF REFERENCE

Consultant: Development Effectiveness Consultant
Duty Station: Seoul, ROK
Contract: UNDP Individual Contract (IC)
Language: English
Periods: 4 June 2018 – 3 August 2018; 43 working days

1. BACKGROUND

UNDP phased out its programmatic activities in the Republic of Korea in 2009. In the preceding four decades, UNDP implemented over 270 development projects in the Republic of Korea and has played an important role in helping Korea's successful transition from net recipient of development cooperation to donor and member of OECD/DAC. In this context, UNDP and the Government of the Republic of Korea agreed on a new kind of UNDP presence in the Republic of Korea, and the UNDP Seoul Policy Centre on Global Development Partnership (USPC) was established in 2011.

Created in 2011, USPC is one of six UNDP Global Policy Centres, and constitutes an integral part of the UNDP HQ's Bureau for Policy and Programme Support (BPPS) in New York. USPC represents UNDP in Korea, and has three main functions: to work with Korea on international issues, such as effective development cooperation and the sustainable development goals (SDGs) of the Agenda 2030; to share Korea's development experiences with other countries; and to perform pragmatic and policy-relevant research.

USPC collaborated with the Republic of Korea's Ministry of Foreign Affairs on the effective development cooperation agenda since the Busan High Level Forum in 2011. Since 2014, it has been supporting annual GPEDC fora hosted by MOFA. In 2018, it is necessary to take stock of this work and discuss with the ROK counterparts what will be best modality of collaboration on global development agenda (e.g. whether ROK shall continue its support to GPEDC and whether the annual fora are the best modality of this support). USPC also works with KOICA to conduct its GPEDC Learning and Accelerating Programme.

Under the supervision of the Centre's Director, the Consultant will support various aspects of Centre's work, covering the global development agenda.

2. SCOPE OF WORK AND RESPONSIBILITIES

Summary of key functions:

-)] Develop the curriculum for the KOICA Learning and Accelerating Programme on the Global Partnership for Effective Development Cooperation;
-)] Support organization of consultations and events (possibly on the sidelines of the HLPF)

More specifically, the Consultant will do the following:

(1) Develop the curriculum for the KOICA Learning and Accelerating Programme on the Global Partnership for Effective Development Cooperation:

-) Draft the structure of the curriculum, including overall learning objectives and structure of the programme;
-) Support discussion with KOICA to agree on the modules, identify module leads and clearly communicate content requirements for each module; follow up with module leads;
-) Draft the Content of selected modules (South-South and Triangular Cooperation);
-) Prepare the overall structure of a final report.

(2) Draft a concept note for the expert meeting on GPEDC

-) Draft a concept note in consultations with main stakeholders (MOFA, UNDP HQ);
-) Produce related policy analysis or practical strategic policy papers, policy briefs and reports;
-) Provide substantive support to the USPC Director on key aspects of planning the expert meeting.
-) Identify potential experts.

(3) Support organization of consultations and events (possibly on the sidelines of the HLPF)

-) Drafting of the concept note and coordination of all aspects of preparations.

Key Deliverables:

-) KOICA LAP Curriculum drafted;
-) Concept note drafted for the expert meeting on GPEDC, and preparatory arrangements in place;
-) Concept notes for other consultations drafted.

Outputs, payment schedule, and oversight:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required from
1. Concept note and Structure drafted for KOICA LAP Curriculum (15%)	30 June 2018	Reviewed by Policy Specialist Approved by Director
2. Concept note and Structure drafted for the expert meeting on GPEDC (15%)	30 June 2018	Reviewed by Policy Specialist Approved by Director
3. Concept note and Structure drafted for other consultations and events (20%)	30 June 2018	Reviewed by Policy Specialist Approved by Director

4. Final report for overall structure of KOICA LAP Curriculum, and preparatory arrangements in place (15%)	27 July 2018	Reviewed by Policy Specialist Approved by Director
5. Final report for overall structure of the expert meeting on GPEDC, and preparatory arrangements in place (15%)	27 July 2018	Reviewed by Policy Specialist Approved by Director
6. Final report for overall structure of other consultations and events, and preparatory arrangements in place (20%)	27 July 2018	Reviewed by Policy Specialist Approved by Director

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

-)

Master's Degree in Development Studies or other relevant subjects are required.

Experience

-)

7 years of relevant experience in UNDP, 2 years of which preferably in a country office setting
-)

Experience with UNDP project design, management, monitoring and evaluation, as well as operations aspects of projects
-)

Experience in development policy analysis, design and management of collaborative arrangements and international development projects and facilitation of policy dialogues on issues of international development policy
-)

Experience in the usage of computers and office software packages is required

Functional Competencies:

Knowledge Management and Learning

-)

Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development;
-)

Ability to provide quality policy advice services;
-)

In-depth practical knowledge of inter-disciplinary development issues.
-)

Strong analytical skills to process qualitative information

Development and Operational Effectiveness

-)

Ability to go beyond established procedures and models, propose new approaches which expand the range of programmes;
-)

Ability to apply theory to specific country contexts, carry out high-quality research.

Management and Leadership

- J Focuses on impact and result and responds positively to critical feedback;
- J Assesses risk and applies common sense;
- J Pursues creativity and innovation;
- J Consistently approaches work with energy and a positive, constructive attitude;
- J Demonstrates strong oral and written communication skills;
- J Builds strong relationships with peers and external actors;
- J Works as part of a team with required flexibility, mutual support and feed-back.

Corporate Competencies:

- J Demonstrates integrity by modeling the UN's values and ethical standards;
- J Promotes the vision, mission, and strategic goals of UNDP;
- J Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- J Treats all people fairly without favoritism.

Language

- J Fluency in English—the working language of the Policy Centre
- J Fluency in Korean would be an advantage

4. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will report to Policy Specialists, while under the overall supervision of the Director of the UNDP Seoul Policy Centre.

5. DUTY STATION/TRAVEL

Seoul, Republic of Korea with possible travel

6. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ FULL TIME

7. REVIEW TIME REQUIRED

15 days

8. PAYMENT TERMS

Please indicate any special payment terms for the contract.

- | | | |
|-------------------------------------|----------------------------|---------------|
| <input type="checkbox"/> | Daily (based on timesheet) | Currency: |
| <input type="checkbox"/> | Weekly | Currency: |
| <input checked="" type="checkbox"/> | Output-based | Currency: USD |

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the cumulative analysis. 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 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

Criteria	Weight	Max. Point
Technical	70%	70
Education	10%	10
Experience in development policy analysis, design and management of collaborative arrangements and international development projects and facilitation of policy dialogues on issues of international development policy	30%	30
Experience with UNDP project design, management, monitoring and evaluation, as well as operations aspects of projects	20%	20
Experience in research, production and sharing of knowledge products in supporting knowledge management including the use of knowledge platforms	10%	10
Financial	30%	30

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

Documentation required

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:

-) Personal CV or P11 (Annex I), indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
-) A cover letter indicating brief description of a) why the individual considers him/herself as the most suitable for the assignment; and b) how he/she will approach and complete the assignment.
-) Financial proposal, as per template provided in Annex II.