

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 17 May 2018

Country: Thailand

Description of the assignment: Development Effectiveness Consultant

Duty Station: Seoul, Republic of Korea with possible travels

Project name: UNDP- Seoul Policy Center

Period of assignment/services (if applicable): 4 June 2018– 3 August 2018 (up to 43 working days).

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=78928

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. OBJECTIVE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of Work

-) 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.

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

Language:

-) Excellent oral and written communication skills in English language;

Competencies

) 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

) 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.

-) Focuses on impact and result and responds positively to critical feedback;

-) Assesses risk and applies common sense;

-) Pursues creativity and innovation;

-) Consistently approaches work with energy and a positive, constructive attitude;

-) Demonstrates strong oral and written communication skills;

-) Builds strong relationships with peers and external actors;

-) Works as part of a team with required flexibility, mutual support and feed-back.

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

Contract Duration: 4 June 2018 – 3 August 2018 (Up to 43 working days)

Duty Station: Seoul, ROK with possible travel.

5. FINAL PRODUCTS

-) 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

6. 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.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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** using the template provided in [Annex II](#).
-) **Personal CV or P- 11**, 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.
-) **Financial proposal** which indicates the all-inclusive fixed total contract price, supported by a breakdown of costs (in USD currency) as per template provided in [Annex II](#). **Note:** National consultant must quote price in U.S. Dollar. 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.

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

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily Fee

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

-) Deliverable 1: concept note and structure drafted for KOICA LAP Curriculum: 15% of total contract amount
-) Deliverable 2: Concept note and Structure drafted for the expert meeting on GPEDC: 15% of total contract amount
-) Deliverable 3: Concept note and Structure drafted for other consultations and events: 20% of total contract amount
-) Deliverable 4: Final report for overall structure of KOICA LAP Curriculum, and preparatory

- arrangements in place: 15% of total contract amount
-) Deliverable 5: Final report for overall structure of the expert meeting on GPEDC, and preparatory arrangements in place: 15% of total contract amount
-) Deliverable 4: Final report for overall structure of other consultations and events, and preparatory arrangements in place: 20% of total contract amount

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 from home to duty station in Bangkok and return shall not be covered by UNDP.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

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 (Desk review+ Interview), (70%) and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 100 points)

-) Criteria 1: Education Qualification - Max 10 points;
-) Criteria 2: 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- Max 30 points;
-) Criteria 3: Experience with UNDP project design, management, monitoring and evaluation, as well as operations aspects of projects - Max 20 points;

) Criteria 4: Experience in research, production and sharing of knowledge products in supporting knowledge management including the use of knowledge platforms - Max 10 points

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