

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 8 October 2018

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**Country:** The Republic of Korea

**Description of the assignment:** Private Sector Consultant

**Duty Station:** Seoul, ROK- based with no travel.

**Project name:** UNDP- Seoul Policy Center

**Period of assignment/services (if applicable):** 1 November 2018 – 31 March 2019 (up to 70 working days).

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

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_lang=en&cur\\_job\\_id=81441](https://jobs.undp.org/cj_view_job.cfm?cur_lang=en&cur_job_id=81441)

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### 1. BACKGROUND

For 40 years until 2009, UNDP implemented over 270 development projects in the Republic of Korea and played an important role in helping Korea's successful transition from net recipient of development cooperation to donor and member of OECD/DAC. Therefore, in 2009, 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 UNDP's 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 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.

Based on its mandate to contribute to the implementation of Agenda 2030, the current USPC portfolio includes private sector engagement for acceleration of the achievement of the SDGs. The private sector is a critical partner for the achievement of the SDGs. It plays an important role as an engine of economic growth and job creation in developing countries. It provides goods and services, generates tax revenues to finance essential social and economic infrastructure, develops new and innovative solutions that help tackle development challenges. At the same time, the world today is

characterized by an unprecedented, accelerating and complex mix of risks and opportunities, which motivates businesses and investors to look beyond obtaining short-term profits and seek out new markets and opportunities.

Under the overall supervision of the Centre's Director, and in close partnerships with other members of the USPC team, the Consultant will support the above aspects of the Centre's work, covering the private sector engagement portfolio within the global development agenda. Key tasks will involve the organization of a workshop on successful public-private partnership for the achievement of the SDGs, with the goal of mobilizing and leveraging private sector capabilities to support the increasing efforts of the international community and the Korean government to contribute to development and the achievement of the SDGs, and preparation of a private sector strategy for the Centre.

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

### **Scope of Work**

- ) Provide support to the organization of an SDGs Workshop on Partnership with the Private Sector.
- ) Provide support and inputs to the preparation and implementation of a private sector strategy for the Centre

(1) Provide support to the organization of an SDGs Workshop on Partnership with the Private Sector:

- ) Provide support on all aspects of the SDGs Workshop, and act as focal point for event speakers, participants and partners.
- ) Draft a high-quality workshop outcome report.
- ) Conduct background research on current private sector practices and environment in the Korean context.

(2) Provide support and inputs to the preparation and implementation of a private sector strategy for the Centre:

- ) Draft a concept note and detailed workplan for the Centre's engagement with private sector.
- ) Perform a situational analysis and mapping of potential private sector partners in Korea, and initiate partnership/resource mobilization dialogues.
- ) Support private sector initiatives on day-to-day implementation, such as administrative and logistical support, and preparation of outreach/communication materials (PPTs, brochures, reports, webnotes, social media).
- ) Perform other functions as may be assigned by USPC consistent with qualifications and experience.

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

**Education:**

- ) Bachelor's Degree in business administration, management, commerce, trade, marketing, international development, or other relevant subjects are required

**Experience:**

- ) At least 2 years of experience supporting programmes related to private sector development, CSR, public-private partnerships, resource mobilization or other relevant areas.
- ) Experience working in or with Korean companies is preferred.
- ) Demonstrated capacity to write clear and well-constructed reports and process documents.
- ) Excellent communication, interpersonal and liaison skills with government, inter-governmental agencies, UN system and international and regional development partners, academic institutions, civil society organizations, private sector and other relevant institutions.
- ) Experience in the usage of computers, office software packages, and social media is required

**Language:**

- ) Fluency in written and spoken English and Korean are essential.

**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

- 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.

**Corporate Competencies:**

- Demonstrates integrity by modeling 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;
- Treats all people fairly without favoritism.

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

**Contract Duration:** 1 November 2018 to 31 March 2019 (up to 70 days)

**Duty Station:** Seoul, ROK with no travels.

#### 5. FINAL PRODUCTS

- ) Concept note and work plan on USPC's private sector engagement, including an analysis report of partnership opportunities successfully drafted.
- ) SDGs event successfully organized.
- ) SDGs Workshop outcome report successfully drafted.

##### Outputs, payment schedule, and oversight:

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required from
1. Concept note and work plan on USPC's private sector engagement, including an analysis report of partnership opportunities successfully drafted. (50%)	31 December 2018	Reviewed by Policy Specialist and Communications & Partnerships Specialist  Approved by Director
2. SDGs event successfully organized. (25%)	28 February 2019	Reviewed by Policy Specialist and Communications & Partnerships Specialist  Approved by Director
3. SDGs Workshop outcome report successfully drafted. (25%)	31 March 2019	Reviewed by Policy Specialist and Communications & Partnerships Specialist  Approved by Director

#### 6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will report to a Policy Specialist and Communications & Partnerships Specialist, 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** 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**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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 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/ Outputs	Payment (%) of total amount
1. Concept note and work plan on USPC's private sector engagement, including an analysis report of partnership opportunities successfully drafted;	50%
2. SDGs event successfully organized;	25%
3. SDGs Workshop outcome report successfully drafted.	25%

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 (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 70 points)**

- ) Criteria 1: Education- Max 10 points;
- ) Criteria 2: number of year of experience supporting programmes related to private sector development, CSR, public-private partnerships, resource mobilization or other relevant areas - Max 25 points;
- ) Criteria 3: Experience working in or with Korean companies is preferred - Max 20 points;
- ) Criteria 4: Demonstrated capacity to write clear and well-constructed reports and process documents - Max 15 points;

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