

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 8 October 2018

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**Country:** The Republic of Korea

**Description of the assignment:** Youth Policy and Partnerships Consultant

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

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

**Period of assignment/services (if applicable):** 30 October 2018 – 7 April 2019 (up to 60 working days).

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

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=81438](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=81438)

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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 the SDGs, the current USPC portfolio includes policy research on youth employability and the impact new technologies on the labour market. Technological change is ushering in unprecedented shifts in the world's socio-economic dynamics that cause deep uncertainties and insecurities among policymakers, employees, labour unions, and youth seeking to enter the job market. In Korea, the youth unemployment rate averaged 8.2%, reaching an all-time high of 11.3% in April 2017. Youth entrepreneurship can offer

an innovative alternative to tackle youth unemployment, catalyze job creation, and prepare young people for an uncertain future.

USPC is working collectively with other UN agencies, NGOs, the public and private sector to advance youth entrepreneurship and youth employment in Korea and the Asia-Pacific region by organizing and taking part in various programmes to boost youth employment, innovation and entrepreneurship, notably through the Citypreneurs initiative to partake in policy discussions and set up an alliance of youth empowerment enablers. As part of Citypreneurs 2018, UNDP will bring together relevant stakeholders to discuss the current state of youth entrepreneurship in the region, the impact and potential of frontier technologies as well as the scope, limitations and implications of private-public partnerships for SDG implementation. The Policy Dialogue component will aim to produce a compilation of lessons learned and take home messages for better future collaboration and policy development.

USPC will also work collaboratively with Youth Co:Lab, UNDP's regional youth programme for leadership, innovation and entrepreneurship which aims to tackle the challenges young people, including the most marginalized, face today in the region. Youth Co:Lab's main objective is to "establish a common agenda for Asia-Pacific countries to invest in and empower youth to accelerate implementation of SDGs through leadership, social innovation and entrepreneurship.

Under the overall supervision of the Centre's Director, and in close partnerships with other members of the USPC team, other UNDP units and other relevant partners, the Consultant will support the above aspects of the Centre's work, covering the youth development portfolio within the global development agenda.

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

### **Scope of Work**

#### **Summary of key functions:**

- ) Facilitate informed policy recommendations to support youth development and entrepreneurship, and take part in consultations with various stakeholders to identify the conditions and policies that help create an environment conducive to innovation, particularly in the Citypreneurs 2018 context;
- ) Facilitate the set up and branding of Youth Co:Lab Korea, through conceptualization of a workplan and development of mutually beneficial partnerships with private, public and non-profit sector entities that would enable the achievement of long-term youth development results. More specifically, the Consultant will do the following:

(1) Facilitate informed policy recommendations to support youth development, and take part in consultations with various stakeholders to identify the conditions and policies that help create an environment conducive to innovation, particularly in the Citypreneurs 2018 context:

- ) Provide support on all aspects of Citypreneurs 2018 co-organization, and act as focal point for event speakers, participants and partners.
- ) Draft an outcome brief of the Citypreneurs policy interface outcomes.

- (2) Facilitate the set up and branding of Youth Co:Lab Korea, through providing inputs to conceptualization of a workplan and mobilization of mutually beneficial partnerships with private, public and non-profit sector entities that would enable the achievement of long-term youth development results:

## 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:** 30 October 2018 – 7 April 2019 (up to 60 days)

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

#### **5. FINAL PRODUCTS**

- ) Citypreneurs event successfully co-organized with relevant partners.
- ) Citypreneurs policy interface outcome brief drafted.
- ) Concept note and work plan on Youth Co:Lab Korea, including an analysis report of partnership opportunities successfully drafted.

**Outputs, payment schedule, and oversight:**

<b>Deliverables/ Outputs</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required from</b>
1. Citypreneurs event successfully co-organized with relevant partners. (25%)	31 October 2018	Reviewed by Policy Specialist and Communications & Partnerships Specialist  Approved by Director
2. Citypreneurs policy interface outcome brief drafted. (25%)	30 November 2018	Reviewed by Policy Specialist and Communications & Partnerships Specialist  Approved by Director
3. Concept note and work plan on Youth Co:Lab Korea, including an analysis report of partnership opportunities successfully drafted. (50%)	7 April 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.

J) **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. Citypreneurs event successfully co-organized with relevant partners;	25%
2. Citypreneurs policy interface outcome brief drafted;	25%
3. Concept note and work plan on Youth Co:Lab Korea, including an analysis report of partnership opportunities successfully drafted.	50%

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 5 points;
- ) Criteria 2: At least 1 year of experience supporting programmes related to social entrepreneurship/innovation, with strong knowledge in the area of policy support and youth development in the Korean context - Max 20 points;
- ) Criteria 3: Proven experience in collaborating with various international development organizations, preferably also with private sector, in reaching out to youth groups - Max 20 points;
- ) Criteria 4: Successful experience in international event management - Max 10 points;
- ) Criteria 5: 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.