



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	Innovation Consultant
<b>AGENCY/PROJECT NAME:</b>	UNDP Bangkok Regional Hub, Innovation under the Asia-Pacific Regional Programme Document
<b>COUNTRY OF ASSIGNMENT:</b>	Home-based with presence at UNDP Bangkok Regional Hub and travel to Asia-Pacific countries.
<b>Duration:</b>	3 months

#### **1) GENERAL BACKGROUND**

The global development challenges have become increasingly interrelated, requiring us to take interdisciplinary approaches and seek non-linear solutions. Important development trends like urbanization, climate change, and inequality pose significant challenges on our path to achieve the 2030 agenda of achieving the Sustainable Development Goals (SDGs).

These transformations happening against the background of the Fourth Industrial Revolution (4IR) are questioning our traditional approaches to development design and delivery. The innovation brought by 4IR has unveiled the huge potential and opportunities to transform the economies, societal and governance structures and boost our ability to make 2030 Agenda reality. However, concerns and uncertainties abound regarding the impact of the emergence and penetration of AI, automation, and other technologies on labor market, the nature of work, inequality, economic and political structures, growth models, and how public institutions serve people. Though the scope and scale of these concerns are way beyond the purview of any single entity, the innovative and actionable responses could be generated with collective efforts from governments, international organizations, private sector, civic society, academia/think tanks, and other partners.

Following several years of implementing innovative approaches in development, UNDP in Asia Pacific has managed to significantly diversify its partner base, develop new skill sets and harness new resources. And as an important development actor, UNDP Regional Bureau for Asia and the Pacific (RBAP) strives to support countries to design effective solutions to tackle complex development challenges and accelerate action on the progress towards achieving the SDGs, through collaborations with changemakers and other stakeholders in the ecosystem to strengthen the network of knowledge, experience, resources and capacities.

Given the context of development challenges and new opportunities in 4IR, the UNDP RBAP decided to establish the Regional Innovation Center (RIC) in Bangkok, Thailand, to spearhead institutionalization of the new way of doing development, provide a safe space to test development solutions through a series of policy experiments, and innovative culture that would help UNDP be on the front-foot in terms of spotting, understanding and integrating new development approaches into its work. Details of the Center are outlined in its initiative/project document. An international Innovation Consultant is required to support the establishment and operations of the UNDP RBAP's Regional Innovation Center (RIC) in Bangkok.

## 2) OBJECTIVES OF THE ASSIGNMENT

This consultancy will support UNDP RBAP especially UNDP Bangkok Regional Hub and the UNDP Regional Innovation Center to enhance innovation-related work and expand our networks with strategic public and private partners.

## 3) SCOPE OF WORK

The international Innovation consultant will;

- a) Provide market intelligence in Singapore for the future Regional Innovation Center
  - Horizon scanning of the future trends in social and environmental development emerging in the age of Fourth Industrial Revolutions;
  - Proactively explore and identify approaches Singapore government and other stakeholders in the innovation ecosystem take to harness opportunities and be fit to challenges stemming from the Fourth Industrial Revolution, urbanization, aging society, climate change, etc.;
- b) Partnership and resource mobilization for the Regional Innovation Center
  - Map on the partners across the public and private sector in Singapore with versatile expertise relevant to RIC's strategic development and helpful for strengthening the RIC's capacity in service delivery;
  - Identify partnership opportunities in Singapore, connect with them to develop the institutional partnership, and channel in external resource and capacity for the RIC, expanding the distributed network of RIC;
  - Communicate and coordinate the partnership to maintain healthy relationship with partners;
- c) Capacity building and knowledge management
  - Support identification of future skills required for the RIC and its clients, such as government, country offices, and partners, both for in-house development (RIC and regional innovation i-teams) and attraction through networking;
  - Explore approaches the stakeholders in the system take to scale learning and knowledge sharing across their respective organizations;
- d) Operation of the Bangkok Regional Innovation Center
  - Support organization of the co-design workshop of the RIC in November 2018;
  - Support and implement the activities related to the launch of the RIC based on the details outlined in the initiative/project document.
  - Liaison to support coordination between the Bangkok Regional Innovation Center and Singapore Global Center for "Technology, Innovation and Sustainable Development"

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

### Duration

The duration of assignment will be from 8 November 2018 – 8 February 2019 (66 working days across 3 months)

### Duty Station

The assignment will be full time and home-based with frequent presence at the UNDP Bangkok Regional Hub office. Frequent remote communication (i.e. teleconference, video conference or email communication) for work progress update is required. Travel will be arranged by UNDP or the consultant based on UNDP's travel rules and regulations.

**Expected places of travel:** Bangkok, Thailand and travel to Asia-Pacific countries.

## 5) Expected Deliverables

In line with the scope of work above and the project work plan defined in the project document of the Regional Innovation Center, this assignment's deliverables are:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Workplan for the assignment	10 November 2018	10 November 2018	UNDP Bangkok Regional Hub's Regional Innovation Specialist
Technical inputs for the review of the future trends in social and environmental development related to the Fourth Industrial Revolution;	15 November 2018	15 November 2018	
Technical inputs for the review of the new approaches that Singapore government and other stakeholders in the innovation ecosystem harnessed to create good fit between problems and solutions;	15 November 2018	15 November 2018	
Technical inputs to support the organisation of the co-design workshop of the RIC in November 2018.	15 November 2018	15 November 2018	
Technical inputs for the review of potential partnership opportunities in Singapore;	30 November 2018	30 November 2018	
Technical inputs for the review of the future skills and capacities relevant for the strategic development and service delivery of RIC as well as new approaches of scaling learning in the ecosystem;	15 December 2018	15 December 2018	
Comprehensive list of new and existing public and private sector partners network in Singapore, including their status and potential analysis to expand the external network of the RIC and enable the strategic development of the RIC;	31 December 2018	31 December 2018	
Summary of the coordination between the Bangkok Regional Innovation Center and Singapore Global Center for "Technology, Innovation and Sustainable Development".	8 February 2019	8 February 2019	

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

Under the overall guidance of the Chief of RPPS, the international Innovation consultant will work under the direct supervision of the Regional Innovation Specialist in close collaboration with the Innovation solution team of UNDP Bangkok Regional Hub.

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

### Education

- Master's Degree in Engineer, Business Administration, Social Science or other related fields.

### Experience

- At least 10 years of professional experience in the field of innovation or development or capacity development.
- Ability to build and maintain strategic partnerships both public and private sectors is required.
- Good understanding of innovation and its implication to development environment is required.
- Experience in programme and/or project development and implementation is an asset;
- Experience in Asia-Pacific region, especially working experience in Singapore is an asset.
- Strong communication skills both written and verbal, excellent report writing and organisational skills is required;
- Computer literacy – Internet usage, MS office applications (i.e. MS-Word and MS-Power Point), web-based management information systems.

### **Language Requirements:**

- Fluency in written and spoken English is essential;

## 8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 7 days.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE      ☒ PARTIAL      ☐ INTERMITTENT      ☐ FULL-TIME

## 10) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☒ Lumpsum

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:

Deliverables/ Outputs	Target Due Dates	Percentage of payment
<u>First payment:</u> <ul style="list-style-type: none"> <li>• Workplan for the assignment</li> </ul>	10 November 2018	10%
<u>Second payment:</u> <ul style="list-style-type: none"> <li>• Technical inputs for the review of the future trends in social and environmental development related to the Fourth Industrial Revolution;</li> </ul>	15 November 2018	30%
<ul style="list-style-type: none"> <li>• Technical inputs for the review of the new approaches that Singapore government and other stakeholders in the innovation ecosystem harnessed to create good fit between problems and solutions;</li> </ul>	15 November 2018	
<ul style="list-style-type: none"> <li>• Technical inputs to support the organisation of the co-design workshop of the RIC in November 2018.</li> </ul>	15 November 2018	
<ul style="list-style-type: none"> <li>• Technical inputs for the review of potential partnership opportunities in Singapore;</li> </ul>	30 November 2018	
<u>Third payment:</u> <ul style="list-style-type: none"> <li>• Technical inputs for the review of the future skills and capacities relevant for the strategic development and service delivery of RIC as well as new approaches of scaling learning in the ecosystem;</li> </ul>	30 November 2018	30%
<ul style="list-style-type: none"> <li>• Comprehensive list of new and existing public and private sector partners network in Singapore, including their status and potential analysis to expand the external network of the RIC and enable the strategic development of the RIC;</li> </ul>	31 December 2018	
<u>Fourth (final) payment:</u> <ul style="list-style-type: none"> <li>• Summary of the coordination between the Bangkok Regional Innovation Center and Singapore Global Center for “Technology, Innovation and Sustainable Development”.</li> </ul>	8 February 2019	30%

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.

## 11) RECOMMENDED PRESENTATION OF OFFER

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:

- a) Letter of Confirmation of Interest and Availability and Financial Proposal using the template provided by UNDP;

- b) CV, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;

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

## 12) CRITERIA FOR SELECTION OF THE BEST OFFER

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 proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Relevance of Education – Max 20 points
- Criteria 2 Years of relevant experience (build and maintain strategic partnerships both public and private sectors)- Max 30 Points
- Criteria 3 Understanding of innovation and its implication to development environment – Max 10 points
- Criteria 4 Experience in Asia-Pacific region, especially working experience in Singapore – Max 10 points

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

## 13) APPROVAL

This TOR is approved by:

Signature:

Name and designation:

Date of signing:

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Jaco Cilliers, Chief of RPPS, UNDP Bangkok Regional Hub

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