

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 25 October 2018

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**Country:** Thailand

**Description of the assignment:** Consultant for Independent Evaluation

**Duty Station:** Home- based with possible travel within Southeast Asia.

**Project name:** The RoK- UNOSSC Facility

**Period of assignment/services (if applicable):** November 2018- January 2019 (Up to 32 Working days)

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

[https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=81778](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=81778)

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### 1. BACKGROUND

In the run-up to the closure of the United Nations Development Programme (UNDP) Office in the Republic of Korea (RoK) in 2010, a programme on South-South cooperation jointly implemented by the Ministry of Education, Science and Technology (MEST) and UNDP was evaluated. The evaluation showed an interest from partner countries, especially in the Asia-Pacific Region, to have the project continued beyond 2010. Thus, the Ministry and the then Special Unit for South-South Cooperation (SU-SSC) engaged in discussions that culminated in the design and implementation of the Facility/Programme for Capacity Development for Poverty Reduction through South-South and Triangular Cooperation in Education, Science and Technology, or RoK-UNOSSC Facility. The United Nations Office for South-South Cooperation (UNOSSC) enlisted the support of the UN Office for Project Services (UNOPS) to manage financial aspects of the project such as disbursements. UNOSSC led efforts to monitor the project and to report to the Facility Steering Committee and the Government of the Republic of Korea on progress and results achieved.

The Facility Phase I (2010-2016) was implemented with the basic structure inherited from the RoK/UNDP South-South project of 2005-2009. In a nutshell, a number of RoK Institutions were selected to implement projects based on proposals submitted to the SU-SSC. The projects were distributed across education, science and technology themes. Furthermore, one of the main criteria for participation was demonstrating that the RoK institution had a counterpart institution in a country that would work with them. The result was that the projects were usually located in local institutions and unknown to central government. Furthermore, almost every institution worked in a different country from the others.

Towards the end of Phase 1, a local (RoK) evaluation team was assembled with a view to synthesise lessons learnt and recommend the design of Phase 2 of the Facility. The findings of the evaluators were that although much had been achieved in Phase 1, the Facility could be strengthened by:

- 1 Supporting the Sustainable Development Goals and the 2030 Agenda;
- 2 The institutions to cease working in silos and instead work in a more integrated way;
- 3 Ensuring that project activities would be sustained by engaging national governments;
- 4 Bringing in inputs and collaborating with international organisations to scale up impact of Facility;
- 5 As a UN institution led Facility, to ensure that it is consistent with UN Frameworks in countries of operation.

After an iterative process involving inputs from RoK experts and project appraisal by the UN Office for South-South Cooperation, (UNOSSC), the Facility Document was approved in June 2016. The approved Phase 2 document included three components. The first is a Scaled-up Project selected from the Phase 1 projects that were well implemented, achieved intended results and reached out to many countries. Although a few projects would have qualified, only one could be implemented for financial reasons. The second component reflected the intended scope to exchange knowledge, guide policy-level country interventions and document the progress made under Phase 2. This component was denoted the Knowledge Platform. The third component responded to the idea to concentrate collaboration among the theme-focused institutions to fewer geographic areas. Based on a demand survey, 6 institutions were selected to work in two countries, Indonesia and Cambodia. This component is the Consortium.

Mechanisms to implement the Facility were then put in place including:

- 1 Selection of the participating institutions;
- 2 In line with recommendations to focus on development activity, a demand survey was sent to countries in Asia and Africa. Based on the response, Indonesia and Cambodia were deemed to be the most suitable for the pilot and were selected as host countries for the Consortium.
- 3 Further consultative meetings took place with national level government coordination organisations, BAPPENAS in Indonesia and the General Secretariat of the National Science and Technology Council in Cambodia.

### **Project Objectives**

The RoK-UNOSSC Facility Phase 2 aims to share Korea's and its partners' development experiences and know-how in science, technology, and ICT as a way of bringing knowledge and technology application to promote social and economic advancement of developing countries in line with the 2030 Agenda. Under the three overall objectives of the South-South Cooperation Strategic Framework of UNOSSC<sup>1</sup>, Korean

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<sup>1</sup> The overall objective of the framework is to enable the international community to effectively (a) promote South-South cooperation as a viable strategy for the South to achieve the internationally agreed development goals, including the MDGs, in pursuit of more inclusive globalization; (b) mobilize Southern expertise and the MDG solutions for mutual learning; and (c) help scale up the scope and impact of South-South and triangular cooperation in achieving internationally agreed development goals, including the MDGs.

participating institutions are considered by UNOSSC as Centres of Excellence for demonstrating capacity development in the areas of science, technology, and ICT.

**Intended Outcome**

Developing countries make progress in achieving the Sustainable Development Goals (SDGs) through triangular cooperation and knowledge bridging spearheaded by Korean institutions and partnering UN agencies.

**Outcome Indicators**

Improvement in the SDGs indicators of partner countries are considered outcome indicators of the project.

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

**Objective**

In compliance with the UNDP evaluation policy relating to the scale of the project and provisions in the monitoring and evaluation framework included in the Phase 2 Facility Document, a mid-term evaluation is planned and budgeted for. The mid-term evaluation is intended to provide a comprehensive overall assessment of the project mid-way. Such mid-term evaluations provide an opportunity to critically assess administrative and technical strategies, issues and constraints. The evaluation should also provide recommendations for strategies, approaches and/or activities to improve the potential of the project to achieve the expected outcome and meet objectives within the project timeframe.

The Second Steering Committee Meeting that took place in May 2018 agreed upon the objectives of the mid-term evaluation as follows:

- To assess feasibility of strategies and outputs adopted in Phase 2;
- To assess progress in achieving outputs; and,
- To assess recommendations on changes that could be done.

The Mid-term Evaluation Report will be stand-alone document that substantiates its findings, conclusions and recommendations. Lessons learned from the evaluation should also be included (as appropriate). The report will be targeted to meet the evaluation needs of all stakeholders including local government of hosting national and local governments where relevant, UN Office for South-South Cooperation, the Government of the Republic of Korea and the participating Republic of Korea Institutions.

**Scope of Work**

The Mid-term Evaluation will be based mainly on a desk research. It might also include interviews, meetings and field visits with stakeholders.

The methodology for the evaluation is envisaged to cover the following areas:

- Desk study review of all relevant project documentation
- Consultations with Programme Manager, the Science and Technology Policy Institute (STEPI) as a coordinating institution in the RoK, the Ministry of Science and ICT (MSIT) of the RoK; all ten (10) participating RoK institutions; counterparts in Cambodia and Indonesia, UN agencies such as the International Atomic Energy Agency, UN Environment, UNITAR and UN country teams
- Interviews with stakeholders: National Governments and local government

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Education:**

Master's Degree or equivalent in International Relations, Social Sciences, Economics, Journalism or closely-related field.

#### **Experience:**

- ) Minimum 5 years of experience in development issues and projects;
- ) Proven strong evaluation, research, communications and writing skills;
- ) Ability to summarize complex information;
- ) Experience in communication and developing communication products is essential;
- ) Experience working with UN, UNDP, UNOSSC, international organisations will be added advantage;
- ) Experience in evaluation research and report and partnership with international organization and national governments.

#### **Language:**

- ) Fluency in written and spoken English.

#### **Competencies**

##### **Corporate Competencies:**

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

##### **Technical Competencies:**

- Analytic capacity and demonstrated ability to process, analyse and synthesise complex, technical information;
- Proven experience in the developing country context and working in different cultural settings.

##### **Communication:**

- Communicate effectively in writing to a varied and broad audience in a simple and concise manner.

##### **Professionalism:**

- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;

- Excellent analytical and organizational skills.
- Teamwork:
- Projects a positive image and is ready to take on a wide range of tasks;
  - Focuses on results for the client;
  - Welcomes constructive feedback.

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

**Contract Duration:** November 2018 – January 2019 (up to 32 days)

**Duty Station:** Home- based with possible travel to Southeast Asian

#### 5. FINAL PRODUCTS

- ) Mid-term Evaluation Inception Report (see Annex 1) should be prepared by the evaluator before going into the data collection exercise. It should highlight the evaluator’s understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods, proposed sources of data and data collection procedures. It should also include a proposed schedule of tasks, activities and deliverables, designating a team member with the lead responsibility for each product if the evaluation team will include more than one person.
- ) Draft Mid-term Evaluation Report will be reviewed by the UNOSSC Regional Office for Asia and Pacific and key stakeholders.
- ) The final Mid-term Evaluation Report (see Annex 2) will include:  
*Findings and conclusions in relation to issues identified under section 3) of this TOR;*  
*Recommendations for further implementation; and,*  
*Discussion of lessons learnt from the evaluation (as appropriate).*

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

The evaluator will be under supervision of the UNOSSC Regional Office (Asia-Pacific), which will coordinate the evaluation and will;

- ) Provide the evaluator with the Code of Conduct for Evaluation, the UNDP Evaluation Policy and Norms for Evaluation in the UN System. UNDP quality criteria for commissioning evaluations and other useful references and guidelines relating to evaluation in UNDP/UN;
- ) Make all information available to the evaluator and provide necessary support;
- ) Provide, if asked by the evaluator, a preliminary list and contact information of stakeholders to support the stakeholder mapping exercise. Based on this preliminary information, the evaluation consultant will make independent decisions as to whom to meet; and,
- ) Arrange interviews, meetings and field visits.

## 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. Inception Report;	20%
2. Draft Report;	20%
3. Final Report;	30%
4. Final Report to Steering Committee	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.

## 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 100 points)**

- ) Criteria 1: Relevance of Education- Max 15 points;
- ) Criteria 2: Experience in development issues and projects- Max 20 points;
- ) Criteria 3: Experience in evaluation, research, writing, communication, and developing communication products- Max 20 points;
- ) Criteria 4: Experience in evaluation research and report and partnership with United Nations system international organization and national governments in developing countries especially in Cambodia and Indonesia- Max 25 points;
- ) Criteria 5: Fluency in English language with excellent written skills required – Max 20 points.

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