

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 30 January 2019

Country: Bangkok, Thailand

Description of the assignment: National Consultant Youth Engagement and Community Management consultant

Duty Station: Bangkok, Thailand, with possible travel within Thailand

Project name: UNDP Thailand / Thailand Social Innovation for Development Facility (TSI4D)

Period of assignment/services (if applicable): 1 March 2019 – 31 December 2019 (with maximum of 200 Working days)

Proposal should be submitted no later than **14 February 2019**

Please click on the link below to apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=83233

1. BACKGROUND

Overview:

In September 2015, the world's leaders signed off on the new Sustainable Development Goals (SDG), a global agreement identifying the world's policy priorities for the next 15 years. As the governments of Asia and the Pacific and the UN look towards implementation of the SDGs, it is increasingly being realized that one of the greatest challenges facing policymakers in the region is how to engage the region's large youth population in their own governance and development. Youth voices and participation were an important part of the consultations for the Post-2015 development framework, with national dialogues undertaken and the online "MY World" global survey eliciting a huge response from youth aged 16 to 30.

The UNDP believes that youth can make a real and positive difference by engaging with challenges head on through innovation, exploring dynamic approaches to mobilizing their peers and communities and creating adaptive solutions. An emphasis on promoting innovative solutions can help ensure that scarce resources are leveraged for maximum impact and engagement.

Since 2012, UNDP has been investing in exploring innovation by providing seed-funding to initiatives with the belief that innovation happens through practical explorations of new ways to address old

problems. “Innovation” has tended to be understood by lay people as focusing primarily on tech solutions, but it is important to recognize that innovation can occur in multiple ways using multiple media. Innovation encompasses the creation of new ideas and processes to better harness talent and the development of new understandings of old problems or solutions.

Thailand presents fertile terrain for leading innovation practices in the Asia-Pacific region. As Thailand has joined the ranks of middle-income countries, with high levels of youth reaching third level education, innovation can lead the way to address ongoing social challenges and enhance effective civic engagement. For UNDP in Thailand, innovation begins with a critical rethink of how we approach development challenges and identifying solutions outside of traditional project cycles, recognizing innovation as an intrinsic design principle to program development.

In Thailand, UNDP has already successfully run two social innovation challenges, one on the theme of Disaster Risk Reduction (DRR) and one on the theme of Anti-Corruption. The DRR campaign recently concluded with 4 innovations being awarded prizes, and all 4 currently in discussions with private investors for scaling up the innovations. The Anti-Corruption campaign has also been concluded, with 3 innovations potentially being scaled up.

Based on the experiences of these past innovation challenges, UNDP in Thailand is seeking to design and deliver a social innovation service model that empowers and engages youth to internalize innovation, co-design and develop the next generation of services by prototyping new ideas and solutions that address national priorities and can be scaled by the Government or Private Sector Partners. It will support youth together with expert partners to:

- Reframe policy issues and redesign programming by identifying key insights into the needs of service users (using methods such as ethnographic research, human-centered-design, behavioral science and social innovation camps);
- Connect and co-design with leading thinkers, citizens, think tanks, private sector and organizations on the cutting edge of progress and development in key policy issues (using horizon scanning, crowdsourcing, online collaboration, incubators, accelerators and challenge prizes);
- De-risk investment to enhance deliverability of policies by running rapid prototypes, parallel field tests and experiments;
- Provide funding and investment platform to scale successful innovations both nationally and regionally.

The resulting multi-stakeholder innovation facility, the Thailand Social Innovation Platform (TSIP), will bring prominent public and private sector actors together to support youth social innovation through each stage of the innovation process.

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

Scope of Work

Social Enterprise and Youth Co:Lab in Thailand

The social enterprise (SE) ecosystem in Thailand is still in its nascent stage and considerable effort is still needed to grow both the demand (SE) and supply (investors) of social impact investment and to create tools or platforms to connect them with each other.

In recent years, UNDP has become an active player in the SE ecosystem and had put forward several initiatives such as the Thailand Social Innovation Platform and Youth Co:Lab to drive social innovation and social entrepreneurship. The relationship and traction built has laid a solid foundation on which UNDP can develop further in the following areas to help scale social impact investment in the country. Firstly, most of the newly formed SEs are concentrated in Bangkok currently. Very few support such as capacity building and connection to market and resources are filtered down to the provincial level. The Youth Co:Lab program launched by UNDP in 2017 differentiates from other incubators by opening up the stage to young social innovators all over the country rather than focusing on any particular cities. UNDP may build on the momentum by replicating the Youth Co:Lab model utilising local partners in order to drive the development of local SE pipelines. Secondly, apart from incubating new SEs, UNDP may also play a role in helping the existing SEs to scale. As highlighted in the social impact investment landscape mapping report, most of the SEs are yet to be investment ready. This gap can be reduced by the provision of tailor made services such as business development and the preparation of financial documents for due diligence which many SEs lack the time and capacity to do at their current state. There may also be opportunities to encourage corporations from the private sector to set up their own SEs to drive social impact with proper guidance and incentives. Lastly, one major challenge raised in the landscape mapping report was the fragmentation of support initiatives and the overlapping resources focusing on only a certain section of the SE pipeline.

UNDP holds a unique position in the SE ecosystem that has the power to convene actors from the public, private and social sectors on the agenda of sustainable development. Hence UNDP can play a pivotal role in fostering collaboration among ecosystem builders, intermediaries, supporters and investors and encourage them to pool together resources and allocate them strategically in order to deliver collective impact

Summary of Key Functions:

- Providing day- to - day support to Project Manager focusing on project implementation according to project strategies;
- Assisting the creation of strategic partnerships and support;
- Ensuring facilitation of knowledge building and management.

1. Providing day- to - day support to Project Manager focusing on project implementation according to project strategies;

- a. For localization strategy: create more robust SE ecosystem nationwide, localized incubation and intermediary support and to foster the emergence and growth of new SEs in the provincial areas.
- b. Develop incubation program model which can be readily replicated by

universities, business associations or intermediary organizations in the provincial level to accelerate the development of local SE pipeline.

- c. Manage and co-design Youth Co:Lab program and ensure the implementation of stakeholders' engagement and the quality of capacity building program applied in different context

2. Assisting the creation of strategic partnerships and support;

- a. Understand the local context and needs such as conflict in the deep south and violent extremisms
- b. Create partnerships and networks with local government and business associations for resources. Working closely with key partners' for specific initiations such as ChangeFusion, National Innovation Agency (NIA), Stock Exchange of Thailand, Sal Forest, True Incube, and Air Asia.
- c. Manage TSIP community and constantly communicate with SEs and partners in TSIP community about the programs and opportunities in participation on social innovation-related programs.
- d. Create communication materials, stories, related reports and share with TSIP community through online channels such as Thailand Social Innovation Platform website and facebook page.

3. Ensuring facilitation of knowledge building and management.

- a. Consolidate SE knowledge and best practices base on local context and turn into education material on e.g. Thailand Social Innovation Platform or SE School, which can be used by local incubators or education institutions.
- b. Expansion of existing tools/knowledge that will be applied to a wider community of SEs, may include localised adaptation of the tools/knowledge.
- c. Ensure the effectiveness of incubation model's design and implementation when it is applied in different context.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The following minimum qualifications are required:

I. Academic Qualifications:

- Advanced university degree (Bachelor Degree or above) in a relevant discipline (Economic Policy, Social Sciences, Social Innovation, Development Studies or other relevant disciplines.)

II. Experience:

- At least 1-2 years of experience in Social Innovation, Development, Youth empowerment area
- Experience and knowledge of the Social Development, Social Innovation, Youth Engagement;
- Must be able to work collaboratively in a multi-cultural team;
- Commitment to respecting deadlines and the delivery of outputs within the agreed time-frame;
- Familiarity with the innovation/social innovation/social enterprise/social impact investment landscape in Thailand is desired.
- Experienced in innovation programmes or related work for a UN agency, a donor organization, or international NGO

III. Language:

- Excellent command of English, both spoken and written

IV. Competencies:

Functional Competencies:

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Proficiency in the use of office IT applications and internet in conducting research;
- Demonstrates integrity and fairness, by modelling the UN/UNDP's values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

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

Duration of the Assignment:

1 March 2019 – 31 December 2019 (with maximum of 200 Working days)

Duty Station:

Bangkok, Thailand, with possible travel.

The consultant may be required to travel to project sites or attend the events relevant to the project within Thailand. Travels will be authorized by Programme Specialist/Team Leader, Democratic Governance and Social Advocacy when required. Travel expenses (ticket, living allowance and local transport) shall be agreed prior travel and reimbursed after trips completed.

5. FINAL PRODUCTS

Expected Outputs and Deliverables:

- Completion of Youth Co:Lab program 2019
 - Completion of capacity building programme for local hubs
 - More SEs created in the provincial level, including those newly set up by social entrepreneurs and also those converted from traditional businesses
 - An increase amount of local SE knowledge from different regions accumulated on the Thailand Social Innovation Platform or SE School platform which will 1) provide relevant knowledge to new social entrepreneurs and 2) enable learning across different regions
- Institutional Arrangement

The consultant will report to the Team Leader of Democratic Governance and Social Advocacy Unit through TSIP Manager, UNDP Thailand.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Institutional Arrangement:

Under the overall guidance and direct supervision of Thailand Social Innovation Platform project manager and Team Leader/Programme Specialist of Democratic Governance and Social Advocacy Unit, UNDP Thailand. The consultant will be in-charge of coordinating the day-to-day management and operations of the project, ensuring high quality, efficient and effective project delivery and report directly to Thailand Social Innovation Platform project manager.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Documents to be included when submitting the proposals:

Interested candidates must submit the following documents/information to demonstrate their qualification. Please group them into **one (1) single PDF document/ or one ZIP File** as follows:

- a) **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;
- b) **Letter of Confirmation of Interest and Availability and financial proposal** indicating professional and service fee.

Incomplete proposals may not be considered. Proposals that fail to meet the required information as described above will not be considered. The short-listed candidates may be contacted, and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payment :

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:

Output/ Deliverable	Content	Payment
1	Develop partnerships and networks with local government and business associations	10% (By first week of April 2019)
2	Develop partnerships and networks with local government and business associations and create communication materials, stories, related reports and share with TSIP community through online channels such as Thailand Social Innovation Platform website and facebook page	10% (By first week of May 2019)
3	Completion of capacity building programme for local hubs in different regions in Thailand	10% (By first week of June 2019)

4	Completion of capacity building programme for local hubs and Create communication materials, stories, related reports and share with TSIP community through online channels such as Thailand Social Innovation Platform website and facebook page	10% (By first week of July 2019)
5	consolidation of SE knowledge and to be public to TSIP Website and develop partnerships and networks with local government and business associations	10% (By first week of August 2019)
6	Completion of Research finding on the Youth Co:Lab theme consolidation of SE knowledge and to be public to TSIP Website	10% (By first week of September 2019)
7	Completion of preparation of Youth Co:Lab workshop 2019	10% (By first week of October 2019)
8	Completion of Youth Co:Lab program 2019	10% (By first week of November 2019)
9	Create partnerships and networks with local government and business associations and create communication materials, stories, related reports and share with TSIP community through online channels such as Thailand Social Innovation Platform website and facebook page	10% (By first week of December 2019)
10	consolidation of SE knowledge and to be public to TSIP Website and and create communication materials, stories, related reports and share with TSIP community through online channels such as Thailand Social Innovation Platform website and facebook page	10% (By first week of January 2020)

The consultant will responsible for all expenses related to the assignments including, travel costs, meetings, and publications or any equipment/materials required.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the consultant 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.

9. EVALUATION

Criteria for Selection of the Best Offer:

The criteria which shall serve as the basis for evaluating offers are as follows:

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 to the required qualifications; 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 Eg. Relevance of Education – Max 20 points
- Criteria 2 Eg. Special skills, Language, etc.- Max 10 Points
- Criteria 3 Eg. Relevance of experience in area of specialization (e.g.Youth and community engagement– Max 40 points

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

ANNEXES

Annex I - TOR_ National Consultant Youth Engagement and Community Management consultant

Annex II- General Condition of Contract

Annex III - Offerors Letter to UNDP Confirming Interest and Availability and Financial Proposal

All documents can be downloaded at : http://procurement-notices.undp.org/view_notice.cfm?notice_id=52999