

## **TERMS OF REFERENCE**

### **CONSULTANT: Programme and Partnership Consultant**

Consultant: Programme and Partnership Consultant  
Duty Station: Seoul, ROK with no Travel  
Contract: UNDP Individual Contract (IC)  
Language: English  
Periods: 22 July – 31 December 2019; 103 working days

#### **1. BACKGROUND**

The UNDP Seoul Policy Centre (USPC) for Global Development Partnerships started operating in 2011, a year after UNDP closed its Country Programme in Korea and the UNDP Country Office formally ceased its operations. USPC represents UNDP in Korea, works with Korean partners and UNDP's global network to share Korea's development experience in support of the global development agenda, and undertakes policy analysis and research on international issues.

The key functions of the Centre are:

- )] To serve as the **immediate interface** with the Government on all aspects relating to the evolving Republic of Korea-UNDP partnership;
- )] To serve as a **knowledge center** for comparative experiences and approaches of new development partners in reducing poverty and achieving sustainable human development;
- )] To facilitate and promote **learning, networking, policy dialogue and consultation** among new development partners and to contribute to **capacity development** in developing countries.

Since 2017, the work of USPC is organized under three main pillars: Global Development Agenda; Development Solutions Partnerships; Policy Research, with two cross-cutting pillars: Communications and Gender. One of the main reasons for establishment of the UNDP Seoul Policy Centre (USPC) was to facilitate access to knowledge and expertise on Korean development and link it with UNDP's wider network.

In this context, Development Solutions Partnerships (DSPs) is USPC's flagship country implementation support programme since 2015.

In line with this target, USPC has been brokering policy innovation through knowledge-sharing between Korea and developing countries since 2014. Noting one-off country exchanges often fail to produce concrete results at the country level, since 2015 USPC has engineered its own implementation modality for systematic, cost-effective, and impactful development cooperation for knowledge-sharing and policy innovation, under the Development Solutions Partnership (DSP) programme. To date, the Centre under the DSP programme has implemented 24 collaborative projects with 21 countries in the areas of governance, gender, and environment. The programme supports developing countries (selected on a competitive basis through the Call for Proposals) to benchmark, localize, and institutionalize Korea's tested-and-proven policy tools in country-specific ways that help the country's SDG implementation in several areas, such as governance, public infrastructure, gender and gender-based violence, and environment (i.e. SDG 5, 6, 7, 8, 11, 12, 13, 15, and 16).

In the governance portfolio, there are 6 active projects in the area of gender-based violence; 4 active projects in the area of anti-corruption, and 2 active projects in the area of open data & public construction transparency.

Through DSP programme, USPC seeks to serve within our Global Policy Network as a node for innovating policy solutions through systematic knowledge sharing between Korea and developing countries, as well as among developing countries. This is in line with UNDP corporate strategies and signature solutions – by bringing together partners to seek concrete and practical solutions through provision of top-notch policy advisory services and rapid deployment of relevant experts.

In DSP programme, USPC staff actively work with UNDP country offices and their national partners on a daily basis, providing policy advisory and project implementation support services to partner countries. USPC also supports the Korean experts in documenting, packaging, and sharing their policy tools and lessons learned.

This consultancy will provide support to DSP project implementation and related policy work in the governance portfolio for 6 months.

## **2. SCOPE OF WORK AND RESPONSIBILITIES**

### **Summary of key responsibilities:**

Through this consultancy, support will be provided to the UNDP Seoul Policy Centre for 6 months, between 22 July and 31 December 2019, in the following ways:

- )] Development of the meeting agenda, preparation of background papers, securing of speakers and overseas participants, and logistical organization for the 2019 Seoul Debates scheduled in the Q3/Q4 of 2019.
- )] Support to maintenance and nurturing of substantive partnerships with key Korean institutions in the area of gender, including, but not limited to, the Korean National Police University, Sunflower Centres, and the Ministry of Gender Equality and Family.
- )] Support to implementation of various DSP activities both in Korea and in partner countries in the area of gender-based violence, anti-corruption, and public construction transparency in partnership with key Korean partners such as the Korean National Police University, the Anti-Corruption & Civil Rights Commission of Korea and the Seoul Metropolitan Government.
- )] Preparation of various policy, programme and communication documents in Korean as well as in English, ensuring accurate “conceptual” as well as language translation.
- )] Support to creation of various knowledge products for the DSP programme, based on the compilation of best practices from Korea
- )] Support to preparation of background documents for USPC programme evaluation and high-level meetings during the period.

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

| <b>Deliverables/ Outputs</b> | <b>Target Due Dates</b> | <b>Review and Approvals Required from</b> |
|------------------------------|-------------------------|---|
|                              |                         |   |

|  |                   |  |
|--|-------------------|--|
| 1. Support to the organization of the 2019 Seoul Debates including support to USPC management in finalizing the background paper, mobilization of participants; and confirmation of key speakers (30%)   | 30 September 2019 | Policy Specialists, Communications Specialist, USPC Director |
| 2. Support to the administration of USPC evaluation and preparation for high-level meetings, particularly in collecting data and preparing reports and reference materials for the DSP governance programme (30%)  | 30 October 2019   | Policy Specialist & USPC Director                            |
| 3. Support to implementation of various DSP activities in the governance portfolio both in Korea and in partner countries in the area of gender-based violence, anti-corruption, and public construction transparency in partnership with key Korean partners such as the Korean National Police University, the Anti-Corruption & Civil Rights Commission of Korea and the Seoul Metropolitan Government. (15%) | 31 December 2019  | Policy Specialist & USPC Director                            |
| 4. Support to the selection process for the third-phase GBV and anti-corruption DSP including the circulation of the Call for the Expressions of Interest (EOI), preparation of the comparative reviews and final evaluations, and administration of the project set-up with selected countries. (10%)   | 31 December 2019  | Policy Specialist & USPC Director                            |
| 5. Preparation of various policy, programme and communication documents in Korean as well as in English, ensuring accurate “conceptual” as well as language translation; and support to creation of various knowledge products for the DSP governance programme, based on the compilation of Korean partners’ policy tools and lessons learned. (15%)  | 31 December 2019  | Policy Specialist and Communications Analyst                 |

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### *Education*

- ) Master’s Degree in development studies, public administration, Gender/Women’s Studies, Human Rights, or other relevant subject is required.

### ***Years of Experience***

- )] 3 years of professional experience in the relevant field at the national and/or international level is required;
- )] Experience in project development & implementation, conference organization and/or partnership development is required;
- )] Experience with development cooperation work in a Korean context is required;
- )] Experience with working in the area of governance and gender in particular would be an advantage;
- )] Experience working in an international organization, such as the funds, programmes and agencies of the United Nations, would be an advantage;
- )] Experience with translation of Korean-English texts, and vice versa, particularly in the relevant work areas would be an advantage;
- )] Experience in the usage of computers and office software packages is required.

### ***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.

#### 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.

### ***Language***

- ) Fluency in both English and Korean is required, with excellent writing skills in both languages.

## **4. PROVISION OF MONITORING AND PROGRESS CONTROLS**

The Consultant will report to the Policy Specialist for Governance Portfolio, while under the overall supervision of the Director of the UNDP Seoul Policy Centre.

## **5. DUTY STATION/TRAVEL**

Seoul, Republic of Korea with no travel

## **6. REVIEW TIME REQUIRED**

14 days

## **7. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☒ NONE      ☐ PARTIAL      ☐ INTERMITTENT      ☐ FULL TIME

## **8. PAYMENT TERMS**

Please indicate any special payment terms for the contract.

- |   |               |
|---|---------------|
| <input type="checkbox"/> Daily (based on timesheet) | Currency:     |
| <input type="checkbox"/> Weekly                     | Currency:     |
| <input checked="" type="checkbox"/> Output-based    | Currency: USD |

## 9. Evaluation Method and Criteria

Individual consultants will be evaluated based on the 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

| Criteria   | Weight     | Max. Point |
|--|------------|------------|
| <b>Technical</b>   | <b>70%</b> | <b>100</b> |
| Education  | 3.5%       | 5          |
| Experience with programme/project coordination partnership building, in both international and Korean context, in the area of governance and/or gender | 7%         | 10         |
| Experience working in an international organization, such as the funds, programmes and agencies of the United Nations                                  | 7%         | 10         |
| Fluency in both English and Korean   | 3.5%       | 5          |
| Written Test   | 21%        | 30         |
| Interview  | 28%        | 40         |
| <b>Financial</b>   | <b>30%</b> | <b>30</b>  |

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

## 10. Documentation required

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:

- Personal CV indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.

- ) A cover letter indicating brief description of a) why the individual considers him/herself as the most suitable for the assignment.
- ) Financial proposal, as per template provided in Annex II.