

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

<b>POST TITLE:</b>	Knowledge Management Consultant
<b>TYPE OF CONTRACT:</b>	Individual Contractor
<b>AGENCY/PROJECT NAME:</b>	Inclusive Growth Team, UNDP Bangkok Regional Hub
<b>COUNTRY OF ASSIGNMENT:</b>	Bangkok-based in Thailand, with telecommunication with country office and relevant counterparts in Asia and Pacific, no travel required.
<b>DURATION OF INITIAL CONTRACT:</b>	100 workdays from 1 November 2019 to 1 May 2020

### A. Background

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP has established the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. To make the GPN effective, UNDP places an emphasis on knowledge generation, management and disbursement.

Among the focus areas of the GPN, UNDP works on Inclusive and Sustainable Growth. This practice is framed by three broad policy priorities for UNDP's support to achieve inclusive and sustainable growth tailored to the development needs of countries:

- ) **Integrated planning for inclusive and sustainable growth.** Activities include establishing evidence based analysis for national plans, promoting economic diversification and sustainable growth, and effective natural resource management.
- ) **Supporting employment creation, decent work, and redistributive programmes to address poverty, inequality and exclusion.** Activities include promoting decent work; removing barriers in access to labour market opportunities; improving working conditions and scaling up redistributive programmes especially to support the social protection systems.
- ) **Mobilizing and scaling up financing for enabling transition to inclusive and sustainable growth.** Activities include promoting fiscal policies consistent with inclusive and sustainable growth objectives; promoting domestic resource mobilization and the adoption of innovative financing mechanisms for environmental sustainability and clean energy.

### B. Project Description

UNDP's Bangkok Regional Hub (BRH) supports countries in the Asia-Pacific region on various development issues, including inclusive growth. The BRH has responsibility for developing relevant policy and guidance to support the results of UNDP's Strategic Plan in the Asia-Pacific region. Within

this context, the Inclusive Growth team in UNDP's Asia-Pacific Regional Hub in Bangkok is seeking a consultant for the following assignment.

### **Scope of Work**

**The key objectives of the assignment are to:**

- ) Support the team in the development and implementation of strategic communication plans.
- ) Contribute to design, conceptualization, development, testing and roll-out of knowledge products and tools, with a particular focus on preparing practical guidance and communication materials.
- ) Contribute to learning and knowledge sharing including through organizing webinars, facilitating online discussions and building a community of practices.
- ) Conduct research and analysis and draft materials to support mobilizing, fostering and strengthening strategic partnerships with various stakeholders (such as UN agencies, multilateral and bilateral development partners, research institutions, among others).
- ) Produce and support the dissemination of various communications products and activities, including, but not limited to: print publications, web stories, press kits, social media posts, banners and flyers, project brochures, advocacy video clips and multimedia products, in regard to the work on the Inclusive Growth team.
- ) Coordinate outputs and provide feedback to vendors such as graphic designers, editors, web developers, etc.
- ) Provide editing and technical copywriting support for key knowledge products and communications materials, with an eye toward ensuring not only quality products but also consistent application of UNDP programme branding, key messages, and relevant corporate style guidelines.
- ) Identify opportunities to promote programme knowledge outputs and stories through other channels, including social media, other UN platforms, media outreach, etc.
- ) Support the communication of dialogues to ensure that the knowledge, strategic and policy choices for the workstream and best practices get reflected to the target countries.

### **C. Expected Outputs and Deliverables**

The consultant will work closely with all members of Prosperity team. This assignment's key tasks and scope of work can be summarized as follows:

1. Developed short and visually appealing communication and knowledge products (concept notes, brochures, newsletters, infographics, etc.) with key messages and information as agreed with the team on:
  - a. Multi-Dimensional Poverty
  - b. Fiscal transfers
  - c. SDG Planning and monitoring
  - d. CLEWS Modeling
  - e. Livelihoods
2. Establish an easily accessible and well organized repository of knowledge products and

documents of the team.

3. Support the moderation of regional community of practices within the areas of work of the team.
4. Lead outreach on knowledge products to the general public, government counterparts, development partners and beyond.

#### **D. Institutional Arrangement**

The assignment will be conducted in overall supervision and oversight by the head of the Inclusive Growth team. The consultant will report to the head of Inclusive Growth and Sustainable Development Team at UNDP Bangkok Regional Hub, in all aspects of the activities that s/he will be involved in. The consultant will also work closely and in consultation with all members of the Inclusive Growth Team; as necessary, the consultant will work closely and in consultation with management and staff of selected country offices/team of UNDP.

#### **E. Duration of the Work**

The period of the assignment is to be commenced from **1 November 2019 to 1 May 2020**, maximum of 100 working days.

#### **F. Duty Station**

Office based (Bangkok) with telecommunication with country office and relevant counterparts in Asia and Pacific, no travel required.

#### **G. Qualifications of the Successful Individual Contractor**

##### **Education:**

- ) University Degree or equivalent in Communications, International Relations, Public Policy, Social Science or other related fields.

##### **Work Experience:**

- ) Minimum 3 years experience in designing and implementing strategic outreach, knowledge management and communications activities for international organizations, UN Agencies, NGOs, or political campaigns.
- ) Experience with at least some of the following: social media, website management, knowledge management and graphic design.
- ) Prior work experience in Asia- Pacific region is desirable.

##### **Language Requirement:**

- ) Proficiency in English with advanced command of speaking and writing.

#### **H. Scope of Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on **Daily Fee**. Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

## Payment Schedule

Payments shall be done on actual days worked, upon verification of completion of deliverables and approval by the IC's supervisor of a **Time Sheet** indicating the days worked in the period.

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.

## I. Recommended Presentation of Offer

Interested individual consultants must submit the following documents/information to demonstrate their qualifications **in English**. Please group them into one (1) single PDF document as the application only allows to upload maximum one document

- ) **Personal CV or P11**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- ) **Letter of Confirmation of Interest and Availability and Financial Proposal** that indicates the daily rate/fee of the candidate, in US dollars, using the template provided in Annex III.
- ) **Written works/ sample of works / portfolio** as related to the ToR for technical evaluation namely:
  - 1) print and online communications for UN or other international organizations, including familiarity with social media and website management
  - 2) management and outreach products i.e. outreach / communication campaign (both print and electronic outputs)
  - 3) samples of written work to evaluate criteria 5 while interview can evaluate "excellent spoken English".

**Incomplete proposals will not be considered.** The shortlisted candidates may be contacted **for the interview** and the successful candidate will be notified.

## J. Criteria for Selection of the Best Offer

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 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 100 points)**

- ) Criteria 1: Relevance of Education - **Max 5 points**
- ) Criteria 2: Experience in designing and implementing strategic outreach and communications activities for international organizations, UN agencies, NGOs or political campaigns – **Max 30 Points**
- ) Criteria 3: Experience with at least some of the following: social media, website management, knowledge management and graphic design – **Max 30 Points**
- ) Criteria 4: Excellent written and spoken English (Sample of works and Interview)-**Max 30 points**
- ) Criteria 5: Prior work experience in Asia-Pacific – **Max 5 points**

Shortlisted candidates might be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted. Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.