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## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

**Post Title:** Regional Engagement Lead in Government Innovation – Consultant  
**Agency/Project Name:** UNDP Bangkok Regional Hub  
**Country of Assignment:** Bangkok, Thailand with travel for missions in Asia and the Pacific  
**Report (direct) to:** Head of Regional Innovation Centre  
**Report (matrix) to:** SDG Integration Adviser  
**Languages Required:** English  
**Duration:** 1 January 2020–31 December 2020

**A. Project Title:** Bangkok Regional Innovation Centre

#### **B. Background and Project Description**

We live in a world of rapid political, economic, social, technological, cultural and environmental changes that are profoundly affecting our communities, cities, nations and the global community. Most of these changes are driven by complex challenges, such as climate change, inequality, migration and happen against background of technological disruption, strained social contract, rethinking of public value and roles of the public and private sectors.

Nowhere, are these challenges more conspicuous than in Asia and the Pacific. The region's outsize economic growth, rising technological innovation, urbanization and demand for education coupled with high inequality, vulnerability to disasters and dramatic environmental risks make it a real test case for our governance institutions. To galvanize and facilitate exploration of the new governance models UNDP has initiated NextGenGov discussion in Istanbul in 2018. The NextGenGov initiative aims to explore the kind of policy/ bureaucratic innovations needed to bridge the growing 'relevance gap' in governance processes and approaches in order to make governance (at local, national and global levels) fit for the 21st Century.

Building on that UNDP in Asia and the Pacific intends to develop NextGenGov initiative to reflect growing importance of the region both in terms progress and challenges as well as strength of innovation journey often happening relatively under the radar. NextGenGov shall serve as an opportunity/ platform to further capture the growing gap between the emerging reality (challenges, opportunities and strategic risks) and existing practice, explore and learn from the models emerging across the region and to jointly iterate approaches to help transformation of current governance structures to be better fit for the 21st century. The first chapter of NextGenGov events shall begin in Harare (Zimbabwe) in November 2019 covering the African region and next in Bangkok in March 2020 covering the Asia Pacific region. The events shall be followed by some experiments in governance innovation across the two regions with the help of a cohort of senior bureaucrats who hold strategic risks within departments/ ministries at national/sub-national/state level.

#### **C. Scope of work**

Under the guidance and supervision of the Head of the Regional Innovation Centre, the SDG Integration Adviser and the Regional Innovation Specialist, the consultant will be responsible for providing strategic, technical and outreach support to Regional Innovation Center on the NextGenGov (event and experiments) in Asia and the Pacific. The consultant shall work in close coordination with the Regional Innovation Center, the SDG Integration Team and other relevant teams at the Bangkok Regional Hub (BRH) and Country Offices in Asia and the Pacific.

#### **D. Expected Outputs and Deliverables**

- Support strategic engagement of RIC in promoting UNDP initiatives around Governance Innovation and positioning RIC as trustworthy partner for governance innovation and experimentation work
- Support RIC in conceptualizing and managing the NextGenGov event, coordination with the SDG Integration team, Country Offices (COs) and other thematic teams in BRH, in mapping and engaging relevant internal/ external experiences, experts, institutions and platforms with NextGenGov
- Support RIC in reaching out and engaging the UNDP COs in the region for participation at the event and further in the NextGenGov experiments
- Support RIC in leveraging, converging and embedding Governance Innovation across various themes/units, viz. SDG Integration, Future of Work, Waste and other relevant units within BRH
- Support RIC and SDG Integration Team in designing and developing key service offerings for COs/ Accelerator Labs in building (new/ adding value to existing) partnerships on Governance Innovation
- Support RIC/SDG Integration Team in resource mobilization, designing, engaging and developing key offerings for COs to unlock opportunities to work on implementing large scale innovative governance programming

#### **E. Institutional Arrangement**

The consultant will be supervised by the Regional Innovation Specialist directly. S/he is expected to work closely with the programme team and operation team in UNDP related to the initiatives in RIC and support to advance the broader innovation agenda in UNDP.

Working space, facilities, personnel, project information related to UNDP and RIC, as well as logistical support will be provided as needed throughout the assignment of the contract.

**F. Duration of the Assignment:** 1 January 2020–31 December 2020, with maximum 240 days worked

**G. Duty Station:** Bangkok, Thailand with possible travel for missions in Asia and the Pacific

The consultant is expected to work at UNDP Bangkok Regional Hub and/or Regional Innovation Centre (if different). If there is any travel, the mission would be agreed with supervisor in advance. Travel will be arranged by UNDP or the consultant based on UNDP travel policy.

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

##### **Education:**

- Minimum Master's degree or higher in Business Administration, Public Administration, Economics, Social Science, International Relations, International Development or related fields

##### **Experience:**

- A minimum of 7 years of professional experience in development programming and social innovation. A previous working experience within the national or local government is an asset.
- Demonstrated knowledge and ability to work with bureaucrats and correspond with diverse stakeholders involved in policymaking/policy-innovation exercises and advocacy (including the academia, communities, experts, NGOs/CSOs etc.)
- Demonstrated ability to design experiments, validate hypothesis and test the prototypes in a government setting

- Demonstrated ability in facilitating co-design session and capacity-building in experimental design, lean iteration and impact evaluation

**Language:**

- Excellent written and spoken English required

**General Competencies:**

- Demonstrated commitment to UN's mission, vision and values
- Demonstrated sound judgement, diplomacy and sensitivity to confidential matters
- Demonstrated ability to meet deadlines and work under pressure
- Innovative thinking, good coordination, organizational skills, and teamwork
- Open, action-oriented and risk-taking mindset and eager to learn
- Respect for individuals, gender, and cultural differences

**Technical Competencies:**

- Demonstrated ability to work with Governments around policy advocacy and innovation
- Demonstrated ability in conducting research on innovation in public sector
- Proven ability to engage, partner and develop experiments in or for public sector
- Proven experience in 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

**I. Scope of Price Proposal and Schedule of Payments**

Applicant must submit a financial proposal based on daily fee. Applicant shall quote an 'all-inclusive' daily fee for the contract period. The Individual Contractor (IC) must submit time sheets duly approved by the supervisor, which shall serve as the basis for the payment of fees.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Individual Contractor wish to travel on a higher class he/she should do so using own resources.

In the event of unforeseeable travel not anticipated in this ToR, either arranged by UNDP or the Individual Contractor, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Contractor, prior to travel.

In case that the Individual Contractor arranges his/her own travel, travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not exceed UNDP Daily Subsistence Allowance rates.

## J. Recommended Presentation of Offer

Applicants wishing to be considered for this assignment are required to submit the following documents:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP
- b) **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the applicant and at least three (3) professional references
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per provided template

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

## K. Criteria for Selection of the Best Offer

Individual Contractor will be evaluated based on cumulative analysis.

The award of the contract shall be made to the candidate whose offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of the set of weighted technical criteria (70%) and financial criteria (30%).

### Technical Criteria for Evaluation (Maximum 70 points)

- **Criteria A:** Professional experience in development programming and social innovation (max 15 points)
- **Criteria B:** Knowledge and ability to work with bureaucrats and correspond with diverse stakeholders involved in policymaking/policy-innovation exercises and advocacy (max 20 points)
- **Criteria C:** Ability to design experiments, validate hypothesis and test the prototypes in a government setting (max 20 points)
- **Criteria D:** Ability in facilitating co-design session and capacity-building in experimental design, lean iteration and impact evaluation (max 15 points)

Only candidates who obtain a minimum of 70% of the total technical points will be considered for the Financial Evaluation.

### Financial Criteria for Evaluation (Maximum 30 points)

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

## L. Annexes to the TOR

N/A

## M. Approval

This TOR is approved by:

Signature: 

Name and Designation: Giulio Quaggiotto, Head of Regional Innovation Centre

Date of Signing: 6 November 2019