

United Nations Development Programme

Terms of Reference for Facilitator for UNDP Team Building exercise



TITLE	Facilitator
COUNTRY	Mauritius
REGION	Africa
DUTY STATION	Port-Louis
REPORTING TO	Amanda K Serumaga
CONTRACT TYPE	Individual Contract
DURATION	10 person days
STARTING DATE	02 April 2020
END DATE	15 April 2020

A. Background

UNDP Mauritius Country Office requires the services of a qualified consultant to facilitate a one and half - day team building exercise focusing on leadership and motivational activities and building communication capacities for UNDP personnel across projects/programmes for the Mauritius and Seychelles Multi-Country Office.

B. Scope of Work

Duties and Responsibilities

The facilitator is expected to provide indirect or unobtrusive assistance, guidance, or supervision in facilitating and moderating a team building process that will improve both horizontal and vertical communication and socialization within the UNDP, boost team performance and collaboration and foster innovation and creativity. Thus, the team building programme should be creatively organized to include sessions aimed at helping the staff to identify the interrelationship between programme versus operation, management versus team or versus individual work plans that ensure the optimal delivery of the programme outputs, better communication and enhanced teamwork.

The assignment includes preparatory work as well as facilitation during the retreat. The facilitator is expected to adhere to the timetable and ensure the on-time delivery of the various deliverables.

The main objectives of the Team Building exercise are to:

- Increase each participant's sense of confidence and create a feeling of accomplishment;
- Increase participants' capacity to better understand their own individual and team effectiveness; and appreciate engagement with each other another;
- Strengthen capacity for initiative and responsibilities necessary to accomplish a task through group planning and teamwork, brainstorming, and problem solving;
- Provide effective tools and methodologies to facilitate group growth, ease a group through a difficult period or process, and develop cohesiveness among group members;
- Encourage positive group behaviour including respect and acceptance for the abilities and limitations of everyone;
- Effective use of communication skills in group interactions;
- Develop the skills necessary for group interaction;
- Develop leadership skills; and

- Share knowledge and information on group and individual behaviours and adaption and team building strategies

Expected Outputs and Deliverables

The facilitator is expected to perform the following tasks:

1. Preparation/planning of the team building exercise

- Design and approval of a customized team building programme clearly articulating the objectives of each of the team building exercises;
- Interactive and flexible facilitation tools and materials prepared prior to the workshop;
- Pre-briefing and agreement of outcomes;
- Organisation and administration;
- Management and facilitation of main event;
- Review, action planning and follow-up commitments;
- Photographs and visual record; and
- Meeting report.

Note: A detailed agenda including information about the sessions should be submitted to UNDP Management. Meetings to discuss the objectives, the sessions and logistics issues will be held with the selected bidder at UNDP prior to the retreat.

2. Facilitation of the team building retreat workshop

- Interactive and team building sessions aimed at identifying deliberate harmonization of UNDP's activities through effective communication of its diverse teams.

3. A brief report to the Staff Retreat Task Force Committee, outlining

- The retreat workshop proceedings and key outcomes;
- Recommendations on corporate deliveries to promote communication and team work horizontally and vertically;
- Recommendations for the sustenance of the retreat objectives; and
- Feedback on the various aspects of the team building from participants.

4. Expected outcomes

- A cohesive team that understands individual roles and their links to the overall UNDP's objectives;
- Improved communication between supervisors and their staff, both horizontally and vertically;
- Identification of the team's strengths and capacity needs of members and provision of appropriate recommendations; and
- Meeting the expectations of all staff for the team building exercise.

C. Institutional Arrangement

- The facilitator will report to the UNDP International Operations Manager; and consult the Staff Retreat Taskforce and various project/ programme teams.

D. Duty Station

- UNDP Country Office in Mauritius and Home Based



E. Competencies and Qualifications

Competencies

The facilitator must have:

- Solid verbal communication skills and be an exceptional listener;
- Strong organisational skills and be attentive to details;
- The ability to work with a wide variety of people in challenging situations;
- Flexibility in handling multiple demands of the UNDP;
- An open mind and willingness to adapt / change;
- Ability to remain calm in stressful situations;
- Willingness to play and share a sense of adventure with participants; and
- A good sense of humour.

Qualifications

Education	Degree or equivalent in Social Sciences, Development, Communications, and/or relevant field.
Experience	<p>The consultant(s) or organization should possess the following knowledge and skills:</p> <ul style="list-style-type: none">• At least 5 years of relevant work experience, with a focus on team building, events management, knowledge sharing workshops and conducting sustainable team building activities;• Expertise in designing and implementing a wide range of interactive, engaging methods to strengthen teams and improve communication in the workplace;• Cultural sensitivity and experience in moderating meetings of culturally diverse and international groups;• Demonstrated knowledge of team building for international organizations;• Excellent analytical, writing and communication skills; and• Computer literate.

F. Language Skills

- The consultant must be fluent in oral and written English.
- Fluency in French and/or Mauritian creole is an advantage.

Notes

The applicant must be aware of [UNDP's General Condition of Contract](#). The consultant must observe Minimum Operational Security Standards (MOSS) as communicated by the United Nations for the location(s) and activities proposed. UNDP cannot provide insurance for any damage to the facilitator's equipment or personal injury experienced during an assignment.

G. Intellectual Property

Copyrights

All information pertaining to projects (documentary, digital, cyber, project documents, etc) belonging to UNDP, which the consultant may come into contact with in the performance of his/her duties under this assignment shall remain the property of UNDP, who shall have exclusive rights over their use.

Except for purpose of this assignment, the information shall not be disclosed to the public nor used in whatever without written permission of UNDP in line with the national and international Copyright Laws applicable.

Equipment

All necessary tools and equipment and any other supplies required for the team building exercise, should be provided by the consultant.

H. Recommended Presentation of Proposal and Criteria of Evaluation

Interested parties must submit the following documentation:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) At least three (3) **professional references**;
- d) **Brief description** of why the individual considers him/herself as the most suitable for the assignment;
- e) **Technical offer: provide a methodology** on how the facilitator will approach and complete the assignment; and
- f) **Financial Proposal** based on their professional rate on daily basis. 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 (including daily rate), per diem (meals, transportation, accommodation), communication costs and any other applicable cost to be incurred by the consultant in completing the assignment. The situation will be varied based on the assignment.

I. Deliverable Schedule

The selected consultant shall be remunerated in accordance with the following time schedule and deliverables.

SN	Activity	Tentative date	Fee (%)	Means of verification
1	Submission of assignment workplan (including team building programme)	06- Apr	20%	Approved assignment Workplan
2	Completion of Facilitation / Team Building exercises	08-Apr	65%	Report on proceedings of the day and performance of the various team (including edited pictures and video recording)
3	Submission of Final Report with recommendations	15-Apr	15 %	Approved Report
Total			100%	

J. Criteria for Selection of Best Offer

Individual consultants will be evaluated based on the following methodology:



Cumulative analysis

The award of the contract will be made to the candidate whose offer has been evaluated using the "Combined Scoring Method" whereby the selection will be based on a Combined Scoring Method where the technical proposal will be 70 per cent and combined with the price offer which will be weighted 30 per cent.

When using this scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable technical proposal; and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Technical evaluation criteria:

Criteria	Max. Point
Educational Experience <ul style="list-style-type: none">• <i>Minimum degree is <u>required</u></i>• <i>Additional professional training in Team Building facilitation is an added advantage</i>	20
Demonstrated experience <ul style="list-style-type: none">• <i>At least 5 years of relevant work experience, with a focus on team building, knowledge sharing workshops and conducting sustainable team building activities</i>• <i>At least 5 years of experience in working in a multicultural environment with sound understanding and capability to empower teams</i>	35
Reference checks <ul style="list-style-type: none">• <i>At least 3 testimonies from previous satisfied clients (over the last 2 years)</i>• <i>At least 3 professional references</i>	35
Communication/ Reporting skills <ul style="list-style-type: none">• <i>Proficiency in English and/or French</i>• <i>Excellent writing skills</i>	10
TOTAL max.	100

Candidates scoring a minimum of 70% of the maximum marks on the above criteria will be considered for the financial evaluation.

The offers will be evaluated under the Best Value for Money principles, which consists of the selection of the offer that best meets the end-user's needs and that presents the best return on investment. Fairness, Integrity and Transparency, which ensures that competitive processes are fair, open, and rules-based.

The final scoring of short-listed candidates will take into account the technical score and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.



K. Approval

This TOR is approved by:

Amanda K Serumaga

Signature:



Name and Designation: Resident Representative

Date of Signing

4 March 2020