

Key deliverables (please refer to Deliverables and Timelines for details):

1. Proposal for organizing high quality conference programme based on the above, articulated in a Concept Note;
2. Establishment of high level Panel in consultation with GCPSE;
3. Organise the panel to produce the Book Chapter;
4. Proposal for setting up Fund for public service leadership initiatives;
5. Pre-Conference Preparatory Work, including regular status reports and liaison associated with the programme and delivery of successful conference; these exclude logistics for successful organization of the conference, but includes close coordination with the team providing the logistics support;
6. Final Report on the conference, including achievements and proposed follow-up.

Deliverables and Timelines

1	Consultant to discuss approach with GCPSE	21-28 Aug 2014
2	<p>Consultant to submit proposed draft Concept Note, including detailed implementation plan (GCPSE to give inputs within 7 days)</p> <ul style="list-style-type: none">▪ The Concept Note shall minimally include the proposed agenda, proposed speakers, target participants, detailed implementation plan, including key milestones leading up to the conference, and publicity plan (if appropriate) and key deliverables.▪ In particular, the implementation plan should include plans for establishment of a High Level Panel comprising about 7 to 9 members, including Helen Clark (UNDP Administrator) and ideally a Singaporean of similar standing, both of whom will also act as patrons for this conference. The Consultant will organize the panel and work with GCPSE and the panel to prepare a 15-20 page document on Leadership, Foresight and Vision that will go into a chapter of a book.▪ The implementation plan should include conceptualization and development of a proposal to set up a Fund for public service leadership initiatives. This should include plans to attract and manage the substantial funding envisaged.	4 Sep 2014
3	Consultant to submit revised Concept Note , addressing GCPSE comments;	18 Sep 2014
4	<p>Consultant to engage in Pre-Conference Preparatory Work, including:</p> <ul style="list-style-type: none">▪ Status reports to GCPSE (Nov 2014, Feb 2015, May 2015) covering, among other items, the following: establishment of high level panel; book chapter on <i>Leadership, Foresight and Vision</i>; proposal to win substantial funding to support public service leadership initiatives.▪ Liaison Associated with Programme Delivery shall include close consultations with and regular updates to GCPSE, correspondence with prospective and confirmed speakers and	18 Sep 2014 – 15 May 2015

	key participants.	
5	<p>Delivery of first draft of Book Chapter</p> <p>The Consultant is expected to coordinate and integrate inputs from panel members and to ensure that panel members are regularly updated (individually and as a group) on progress of the work.</p> <p>The Book Chapter is targeted to be ready by Conference date</p>	15 May 2015
6	<p>Conference (exact date to be determined)</p> <p>The Consultant will play a key role in the Conference and may be asked to act as facilitator/moderator/master of ceremonies.</p> <p>The Consultant is NOT expected to deliver logistical services (general mailers to participants, venue and meal bookings, registration, etc.) and materials (conference packs, etc.). However, the Consultant is expected to liaise with speakers, panelists, etc., and to liaise with event managers supporting the logistics aspects of the conference.</p>	Jul 2015
7	<p>Consultant to submit Draft Final Report (GCPSE to give inputs within 7 days)</p> <p>The Final Report document is to comprise up to 20 pages (11 pt font size, single spacing), excluding references and annexures. It shall include a discussion on practical applications that can follow from the conference, and an annex reporting on the panel recommendations in G7/G20 global leaders' format.</p>	1 week after Conference
8	Consultant to submit Final Report .	20 Aug 2015