

Terms of Reference (ToR)
Organising *Leadership, Vision and Foresight* Conference in
July 2015



Empowered lives.
Resilient nations.

Programme conceptualization and coordination for an international conference in Singapore in mid-2015. This key conference will cap the first phase (2012-2015) of the partnership between UNDP and the Government of Singapore in the UNDP Global Centre for Public Service Excellence.

Position Title : Conference Advisor
Duration : 12.0 Months
Contract Type : Individual Contract (Consultancy)

Background

The middle of 2015 will witness several milestones, including the 50th anniversary of Singapore as an independent nation. Significant to the UNDP Global Centre for Public Service Excellence (GCPSE), this time also marks the end of the first phase of GCPSE partnership between UNDP and the Government of Singapore.

GCPSE intends to host a high level international conference on Leadership, Vision and Foresight in mid-2015 to coincide with and commemorate the above.

GCPSE will also organize a global panel of experts on statesmanship that will produce recommendations for improving leadership in the 21st century. It is envisaged that the event could be opened by Helen Clark, UNDP Administrator.

The theme of the event is how foresight methodologies, political vision and leadership apply in 21st century public service.

Duties and Responsibilities

The Consultant is expected to work out an appropriate approach to, and formulate plans for this event in consultation with GCPSE, and to ensure implementation of these plans effectively to deliver an impactful event.

Key deliverables:

- Proposal for organizing high quality conference programme based on the above, articulated in a Concept Note;
- Establishment of high level Panel in consultation with GCPSE;
- Organise the panel to produce the Book Chapter;
- Proposal for setting up Fund for public service leadership initiatives;
- 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;

- Final Report on the conference, including achievements and proposed follow-up.

Please refer to Deliverables and Timelines for full details which can be downloaded at http://www.my.undp.org/content/dam/malaysia/docs/Procurement/MyIC_2014_039%20KeyDeliverables%20-%20revised2.docx

Bidding

Interested consultants must submit a technical proposal and a financial proposal to demonstrate their qualifications, and to compete in this process:

Overall the Technical Proposal should demonstrate understanding of GCPSE and its priorities, competence in the field, key contacts in Singapore and most importantly the ability to deliver the key objectives for the event. The Technical Proposal shall include:

- Complete but succinct high level description of a proposed approach for this conference;
- A proposed skeletal framework of the implementation plan, showing all key milestones with timelines leading to completion of the key deliverables;
- Breakdown of costs within the project;
- Evidence of experience in foresight;
- Evidence of experience in organizing similar conferences in Singapore, and of network of key contacts in Singapore;
- A statement on the availability of the Consultant for discussions and meetings with GCPSE team in Singapore during the contract and for the event in Jul 2015;
- Brief (not more than 6 printed pages each) curriculum vita of Consultant and other key project personnel (if any).

The Financial Proposal shall provide costing for each of the project deliverables and a lump sum costing for completion of the work. This shall exclude costs related to participation in workshops or seminars to which he/she may be invited by GCPSE. Such travel expenses (if any) will be covered under UNDP rules and regulations.

Evaluation Method

Best value for money (combination of technical and financial proposals, i.e. 70% weightage for technical and 30% weightage for financial).

Shortlisted candidates may be required to participate in an interview (in person or by phone/skype) as part of the evaluation.

Payment

Payment will be as per the agreed financial proposal, in line with the policies and norms established by UNDP. Payment would be made on a lump sum basis on the following schedule:

- Submission of revised Concept Note -30%
- Acceptance of Final Report -70%

The first milestone payment is contingent on submission of the Concept Note revised to take into account comments from GCPSE.

Termination

In the event that the revised Concept Note is deemed by UNDP to be of insufficient quality to be accepted, UNDP reserves the right to terminate this Consultancy with no further payment to the Consultant.

Project Reporting

The selected Consultant would report to and work under the direct supervision of the GCPSE Director (or his delegated representative) and take necessary instructions to complete the assignment.

Competencies

It is expected that several key persons (including Consultant) may be needed to deliver this project successfully. The project team working on organizing this event must collectively demonstrate:

Functional and technical competencies:

- Strong, relevant networks in Singapore and ability to liaise closely with local (GCPSE, PSD, MFA, relevant leadership; resource contacts in Singapore) as well as overseas partners;
- Strong analytical and research skills;
- Excellent verbal and written command of the English language.

Corporate competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Highest standards of integrity, discretion and loyalty.

Required Skills and Experience

Education:

- Advanced degree in a relevant subject.

Experience:

- Demonstrated technical/academic experience in leadership, foresight, visioning or other areas

related to the focus of this project;

- At least 10 years of related work/academic experience, and deep interest in relevant history;
- Experience in organizing similar events in Singapore;
- Demonstrated English writing competence, including strong track record of English language publications in related fields.

Language:

- Fluent in English (written and spoken).

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applicants will be treated with the strictest confidence.

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