



ANNEX – I

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	International Consultant, UNDP and ROK Country level Partnership Mapping
AGENCY/PROJECT NAME:	UNDP – HIV, Health and Development
COUNTRY OF ASSIGNMENT:	Republic of Korea

1) PROJECT DESCRIPTION

The UNDP Seoul Policy Centre

In November 2009, UNDP and the Republic of Korea (RoK) agreed to establish the 'UNDP Seoul Policy Centre for Global Development Partnerships' (hereinafter USPC). According to the Agreement, the functions and activities of the USPC include the following:

- a) To serve as immediate interface with the ROK Government on all aspects relating to the evolving Republic of Korea-UNDP partnership;
- b) To serve as knowledge center for comparative experiences and approaches of new development partners in reducing poverty and achieving sustainable human development; and
- c) To facilitate and promote learning, networking, policy dialogue and consultation among new development partners and to contribute to capacity development in developing countries.

The UNDP Seoul Policy Centre collaborates with the Government of the Republic of Korea on important areas of global development agenda, such as implementation of the Global Partnership on Effective Development Cooperation. It also works with a wide network of UNDP regional and country offices connecting on a series of thematic initiatives – Development Solutions Partnerships - connecting them with knowledge and resources from the Republic of Korea.

The Centre is receiving a growing number of requests from UNDP Country Offices to facilitate contacts with Korean counterparts. Through communications with various country offices across the world, USPC also noted that a number of these offices established partnerships, signed MOUs or expressed interest to cooperate with various of Korean entities. For example, in the context of the study missions to Korea facilitated by UNDP COs, visiting missions reached agreement on collaboration with various counterpart organizations in Korea.

Information about ongoing collaboration and contacts at the country level will facilitate the Centre's Development Solutions Partnerships which is a new approach for the Centre as a knowledge broker to connect Korea with the wider UNDP network. Such information may also benefit the further development of the wider UNDP-ROK partnership.

As a part of its work plan for 2015, it was decided that USPC would conduct a comprehensive mapping of collaborative initiatives and demand, notably at the country level, for collaboration between UNDP and organizations in the Republic of Korea.

2) SCOPE OF WORK

The consultant will:

- Conduct desk review of the data on Korean contributions to UNDP from the database maintained by the UNDP Bureau for External Relations and Advocacy (BERA);
- Develop methodology for mapping, constructing survey questions and planning outreach activities for review.
- Conduct mapping of collaborative initiatives between UNDP and various Republic of Korea entities through surveys and, where relevant, interviews with the UNDP officials and Korean counterparts;
- Identify and analyze demand for Korean development knowledge and expertise among the UNDP country offices, regional hubs and policy centres;
- Prepare a short report including a matrix of ongoing collaborative initiatives including funding where relevant and describe potential areas for collaboration.
- Provide recommendations for strengthening engagement between UNDP and various institutions in Korea, including through the USPC. Recommendations may include pilot projects etc. Describe existing impediments for better cooperation on the ground.

3) EXPECTED OUTPUTS AND DELIVERABLES

Final products and the timeframe for the implementation of mapping will be as follows:

<u>Task</u>	<u>Timeframe</u>
Methodology drafted and submitted for review	Within 5 work days from the start of the assignment
Methodology finalized	Within 10 work days from the start of the assignment
Questionnaire distributed, responses collected and analyzed	Within 25 work days from the start of the assignment
Additional information collected and analytical report prepared	Within 40 work days from the start of the assignment

4) INSTITUTIONAL ARRANGEMENTS

The consultant will work under direct supervision of the Policy Specialist of the UNDP Seoul Policy Centre.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of Assignment: 3 months during July –October 2015 with maximum of 40 working days.

Duty Station and expected place of Travel: Home Based with no travel required.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

I. Academic Qualifications:

- Relevant university degree (M.A.) in political science, law, social sciences or a related discipline.

II. Experience:

- Minimum of five years (5) years of relevant experience (preferably with an international organization) involving facilitation of knowledge partnerships, donor relations, resource mobilization, communications, advocacy, public relations;
- Experience in administration of surveys, data collection and analysis is an asset.
- Demonstrated experience in analysis of development cooperation
- Familiarity with UNDP's mandate. Experience in navigating UNDP's global network is an asset.

III. Language Skills:

- Fluency in English required. Knowledge of other UN languages is an asset.

IV. Competencies:

Functional Competencies:

- Excellent research and writing skills.
- Excellent communication and interpersonal skills.
- Understanding of development programming and the current development agenda;
- Ability to write and communicate in a clear and concise manner.
- Experience of working in a global multicultural setting respecting gender equality and an ability to contribute to team work.
- Cultural sensitivity and ability to work in a multi-national environment.

Client Orientation

- Contributing to positive outcomes for the client
- Anticipates client needs;
- Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
- Demonstrates understanding of client's perspective.

Promoting Organizational Learning and Knowledge Sharing

Developing tools and mechanisms

- Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
- Identifies new approaches and strategies that promote the use of tools and mechanisms.

Core Competencies:

- Promoting ethics and integrity, creating organizational precedents;
- Building support and political acumen;
- Building staff competence, creating an environment of creativity and innovation;
- Building and promoting effective teams;
- Creating and promoting enabling environment for open communication;
- Creating an emotionally intelligent organization;
- Leveraging conflict in the interests of UNDP & setting standards;
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning. Promoting learning and knowledge management/sharing is the responsibility of each staff member;

Fair and transparent decision making; calculated risk-taking.

7) REQUIRED DOCUMENTS

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-d) must be part of the detailed CV and uploaded as one document**

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P.11¹, indicating all past 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) Brief description of why the individual considers him/herself as the most suitable for the assignment
- d) Financial Proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

8) CRITERIA FOR SELECTION OF THE BEST OFFER

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

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

* Technical Criteria weight; 70%

¹ UNDP P.11 Form can be downloaded from http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 350 technical points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	500
• Experience related to services	40	200
• Written proposal/test and interview result	20	100
• Expertise & Availability	40	200
<u>Financial</u>	30%	100

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL TIME

Please indicate

10) PAYMENT TERMS

Lump sum payment covering lump sum professional fee shall be made as per below schedule:

1 st payment shall be made after Methodology drafted and submitted for review	Payment of 20 %
2 nd payment shall be made upon Methodology finalized	Payment of 20%
3 rd payment shall be made upon Questionnaire distributed, responses collected and analysed	Payment of 20%
4 th (final) payment shall be made upon Additional information collected and analytical report prepared	Payment of 40%

11) ANNEXES TO THE TOR

None