



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE - REVISED

Date: 12/07/2018

Country: Somalia

Description of the assignment: Innovation Camps coordinators for UNDP Somalia Roster

Project name: Capacity Development Programme.

Period of assignment/services (if applicable): Various short-term consultancy assignments within 3 years period

Duty Station: Home based and will travel to Somalia for Events implementations

Interested candidates are strongly encouraged to apply online via website <http://jobs.undp.org/> no later than close of business **17th July 2018**.

Please note that incomplete applications will not be further considered. Please make sure you have provided all requested materials

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail: procurement.so@undp.org; copying mary.okello@undp.org.

UNDP Somalia procurement will respond in writing by uploading the clarifications to the following link: http://procurement-notices.undp.org/view_notice.cfm?notice_id=47703 titled **Innovation Camps coordinators**. Interested consultants are requested to frequently check the above link for any addenda (clarification) that may be posted.

1. BACKGROUND

Innovation for development is about identifying more effective solutions that add value for the people affected by development challenges – people and their governments, our users and clients. For example, new approaches include setting up innovation labs with governments to re-design public service delivery; embracing data innovation to implement and monitor the Sustainable Development Goals (SDGs); exploring emerging and alternative sources of financing to deepen and diversify the resourcing and implementation of the SDGs, from social impact bonds to pay-for-success and crowdfunding avenues or using behavioral insights to facilitate policy-making.

The National Development Plan in Somalia set the bar high – aiming to realize an ambitious set of development objectives in a three-year period. Major problems continue to bedevil the economic and development front. For example, high youth unemployment, weak development of business in the

agriculture sectors (fisheries, farming, livestock), unsustainable forest and water management, very large numbers of IDPs coming to the urban centers and limited public service provision. The traditional ways of working will not be sufficient to realize the NDP objectives nor to achieve the Agenda 2030 principle of “leaving no one behind.” Innovative approaches are needed to turn these challenges into serious social and economic ventures that can make a positive impact that ripples across the country, including for those most marginalized and at risk, like low-income women, youth, and IDPs.

UNDP Somalia in collaboration with the Federal Government of Somalia Ministry of Planning, Investment and Economic Development and the Ministry of Trade and Industry launched the “**Innovate for Somalia**” project in July 2017 and successfully organized the first ever Social Innovation Camp in Somalia in September 2017. This present project builds upon the lessons learnt during the I4D pilot activities undertaken through the UNDP capacity development programme, while further strengthening the initial approach, the project seeks to tap into the potential of all sectors of Somali society to innovate and design solutions that will help address the development challenges the country is facing.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Objectives:

UNDP Somalia is seeking the support of five coordinators in the design, facilitation, implementation and monitoring of youth-related social innovation initiatives, including social innovation camps, hackathons, open innovation challenges and innovation-focused capacity building programs, under the overall guidance and supervision of the Innovation Specialist.

Innovate for Somalia aims to design, test and pilot several innovation approaches and activities.

Expected outputs and Deliverables:

The Innovation Camps coordinator will support the design and implementation of the ‘Innovate Somalia’ programme which covers the followings:

1. Coordinate, monitor and execute the planning and implementation of the I4S activities, as assigned by the Innovation Specialist;
2. Organize, facilitate and implement events, workshops and conferences relevant to I4S;
3. Research and select global innovation trends and methodologies to be explored, implemented and scaled through the I4S;
4. Draft and finalize concept notes, proposals and project documents relevant to the Innovation 4 Development
5. Prepare progress reports and evaluations of the I4S activities as needed;
6. Lead design of open innovation challenges
7. Provide capacity building for the existing team/ young social innovators to carry out future social innovation programmes/ activities
8. Coordinate the follow up activities after the Innovation camps
9. Ensure lessons learnt feed back into future programme design.
10. Provide other support and assistance as required.

INNOVATION CAMPS:

The innovation camps will fall into the following categories:

Category (A)

Small size innovation camp (6 Days) preparation 4 Days (Max) + follow up 5 days (Max)

Category (B)

Medium size Innovation Camp (12 Days) + preparation 6 Days (Max) + follow up 7 Days (Max)

Category (C)

Open innovation challenge (21 Days) + Preparation 10 Days (Max) + Follow up 15 Days (Max)

Concept notes / report max (4 Days)

Depending on the Project document / Applications, the time taken to accomplish the tasks will be as follows:

Up to \$500,000.00- 10 days (Maximum)

\$500,000.00 to \$2,000,000.00- 20 Days (Maximum)

Above \$2,000,000.00- 30 Days (Maximum)

Mentoring / coaching project staff / entrepreneurs (per hour – Day (8 Hours)).

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in entrepreneurship or international relations/development or public administration or governance or economics, and/or areas relevant for the assignment.

II. Years of experience:

- At least four (4) years of relevant experience in Programme Management or ICT for Development or Poverty Reduction or Job Creation and Innovation for Development or Startups & Entrepreneurship Development or Social Entrepreneurship or Impact Reporting;
- Good network of International partners (i.e. in startup/ entrepreneurship, impact hub, government agencies.
- Worked in more than 2 thematic areas (i.e. education, poverty reduction, women empowerment, youth-at-risk, sustainable tourism, etc.)
- Experience in working with senior government officials, donor representatives and civil society on public policy and strategy issues.

III. Language Requirements:

Fluency in English with excellent verbal and written skills.

IV. Core Competencies:

- Possess excellent interpersonal skills;
- Communication,

- Team-building: ability to work as part of a team
- Inter- cultural sensitivity
- An aptitude to effectively transfer technical knowledge and maintain effective and cooperative relations with national authorities and donors.

V. Functional Competencies:

- Ability to produce documents, concept papers and policy briefs;
- Self-starter with demonstrated ability to work collaboratively in small teams;
- Ability to undertake research and to compile and synthesize information in a concise and coherent manner
- Excellent presentation skills;
- Demonstrated capacity and track record to function as a member of a multi-disciplinary team, to search for common ground where appropriate, and to focus on solutions and deliver quality results on time;
- Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex and evolving tasks.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work.

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

Please scan all the above documents into one attachment and upload into the online system:

<http://jobs.undp.org/>. Note that the system only allows one to attach **only one** document.

5. EVALUATION

Cumulative analysis

When using this weighted 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, 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%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70	
<ul style="list-style-type: none"> Expertise of the applicant 	40	
<ul style="list-style-type: none"> Methodology and its appropriateness to the project's objectives 	30	
<u>Financial Offer</u>	30	
Total	100	

Criteria for Financial Evaluation – Total 30% (Maximum 30 points)

The weight of the financial proposal is 30%. The maximum number of points will be assigned to the lowest priced proposal. All other proposals will receive points in inverse proportion using the following formula;

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

Final award will be based on the highest combined score based on 70% technical offer and 30% price weight distribution of technically qualified proposals.

6. FINANCIAL PROPOSAL

- The consultant is requested to provide the daily fee for the assignment.
- Travel cost to Somalia and Daily Subsistence will be paid according to UNDP rules and regulations.
- If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

Note:

- Services will be delivered on an on-call basis and will be paid upon successful completion of each assignment as certified by the supervisor.
- The consultancy fee will be paid per working day.
- Payment will be made upon submission of an invoice, specifying the number of working days spent on each approved assignment
- The contract does not warrant that any quantity of services will be purchased during the term of the contract as this will be subject to requirements.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 1

Terms of Reference: Innovation Camps coordinator

5 positions

A. Background

Innovation for development is about identifying more effective solutions that add value for the people affected by development challenges – people and their governments, our users and clients. For example, new approaches include setting up innovation labs with governments to re-design public service delivery; embracing data innovation to implement and monitor the Sustainable Development Goals (SDGs); exploring emerging and alternative sources of financing to deepen and diversify the resourcing and implementation of the SDGs, from social impact bonds to pay-for-success and crowdfunding avenues or using behavioral insights to facilitate policy-making.

The National Development Plan in Somalia set the bar high – aiming to realize an ambitious set of development objectives in a three-year period. Major problems continue to bedevil the economic and development front. For example, high youth unemployment, weak development of business in the agriculture sectors (fisheries, farming, livestock), unsustainable forest and water management, very large numbers of IDPs coming to the urban centers and limited public service provision. The traditional ways of working will not be sufficient to realize the NDP objectives nor to achieve the Agenda 2030 principle of “leaving no one behind.” Innovative approaches are needed to turn these challenges into serious social and economic ventures that can make a positive impact that ripples across the country, including for those most marginalized and at risk, like low-income women, youth, and IDPs.

UNDP Somalia in collaboration with the Federal Government of Somalia Ministry of Planning, Investment and Economic Development and the Ministry of Trade and Industry launched the “**Innovate for Somalia**” project in July 2017 and successfully organized the first ever Social Innovation Camp in Somalia in September 2017. This present project builds upon the lessons learnt during the I4D pilot activities undertaken through the UNDP capacity development programme, while further strengthening the initial approach, the project seeks to tap into the potential of all sectors of Somali society to innovate and design solutions that will help address the development challenges the country is facing.

B. Scope of works:

UNDP Somalia is seeking the support of five coordinators in the design, facilitation, implementation and monitoring of youth-related social innovation initiatives, including social innovation camps, hackathons, open innovation challenges and innovation-focused capacity building programs, under the overall guidance and supervision of the Innovation Specialist.

C. Expected outputs and Deliverables:

The Innovation Camps coordinator will support the design and implementation of the ‘Innovate Somalia’ programme which covers the followings:

- 1) Coordinate, monitor and execute the planning and implementation of the I4S activities, as assigned by the Innovation Specialist;

- 2) Organize, facilitate and implement events, workshops and conferences relevant to I4S;
- 3) Research and select global innovation trends and methodologies to be explored, implemented and scaled through the I4S;
- 4) Draft and finalize concept notes, proposals and project documents relevant to the Innovation 4 Development
- 5) Prepare progress reports and evaluations of the I4S activities as needed;
- 6) Lead design of open innovation challenges
- 7) Provide capacity building for the existing team/ young social innovators to carry out future social innovation programmes/ activities
- 8) Coordinate the follow up activities after the Innovation camps
- 9) Ensure lessons learnt feed back into future programme design.
- 10) Provide other support and assistance as required;

INNOVATION CAMPS:

The innovation camps will fall into the following categories:

Category (A)

Small size innovation camp (6 Days) preparation 4 Days (Max) + follow up 5 days (Max)

Category (B)

Medium size Innovation Camp (12 Days) + preparation 6 Days (Max) + follow up 7 Days (Max)

Category (C)

Open innovation challenge (21 Days) + Preparation 10 Days (Max) + Follow up 15 Days (Max)

Concept notes / report max (4 Days)

Depending on the Project document / Applications, the time taken to accomplish the tasks will be as follows:

Up to \$500,000.00- 10 days (Maximum)

\$500,000.00 to \$2,000,000.00- 20 Days (Maximum)

Above \$2,000,000.00- 30 Days (Maximum)

Mentoring / coaching project staff / entrepreneurs (per hour – Day (8 Hours).

D. Institutional Arrangement:

The consultant will directly be supervised by innovation Specialist, UNDP Somalia.

Specific timeline for delivery of services will be agreed with the supervisor at the beginning of each month. Payments will be made once a month upon submission of signed timesheet and satisfactory progress report against deliverables and upon its (progress report) acceptance by the Supervisor.

Travel costs related to the missions in Somalia, will be paid separately to the Consultant as per UNDP rules and regulations.

Duration of contract:

Various short-term consultancy assignments within 3 years period.

Up to a maximum of 600 days spread over a period of 3 Years. The UNDP does not warrant the maximum days the service will be purchased during the term of the contract as this will depend on the needs of the Innovation Project.

E. Duty station:

Home-based and will travel to Somalia for implementation of initiatives as and when called upon.

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

F. Qualifications of the successful individual contractor:

I. Academic Qualifications:

- University degree in entrepreneurship or international relations/development or public administration or governance or economics, and/or areas relevant for the assignment.

II. Years of experience:

- At least four (4) years of relevant experience in Programme Management or ICT for Development or Poverty Reduction or Job Creation and Innovation for Development or Startups & Entrepreneurship Development or Social Entrepreneurship or Impact Reporting;
- Good network of International partners (i.e. in startup/ entrepreneurship, impact hub, government agencies.
- Worked in more than 2 thematic areas (i.e. education, poverty reduction, women empowerment, youth-at-risk, sustainable tourism, etc.)
- Experience in working with senior government officials, donor representatives and civil society on public policy and strategy issues.

III. Language Requirements:

Fluency in English with excellent verbal and written skills.

IV. Core Competencies:

- Possess excellent interpersonal skills;
- Communication,
- Team-building: ability to work as part of a team
- Inter- cultural sensitivity
- An aptitude to effectively transfer technical knowledge and maintain effective and cooperative relations with national authorities and donors.

V. Functional Competencies:

- Ability to produce documents, concept papers and policy briefs;

- Self-starter with demonstrated ability to work collaboratively in small teams;
- Ability to undertake research and to compile and synthesize information in a concise and coherent manner
- Excellent presentation skills;
- Demonstrated capacity and track record to function as a member of a multi-disciplinary team, to search for common ground where appropriate, and to focus on solutions and deliver quality results on time;
- Ability to work flexibly on a range of assignments, and adjust to and prioritize a variety of complex and evolving tasks.

G. Scope of Price Proposal and Schedule of Payments

- The consultant is requested to provide the daily fee for the assignment.
- Travel cost to Somalia and Daily Subsistence will be paid according to UNDP rules and regulations.
- If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a per diem not to exceed United Nations daily subsistence allowance rate in such other location(s).

Note:

- Services will be delivered on an on-call basis and will be paid upon successful completion of each assignment as certified by the supervisor.
- The consultancy fee will be paid per working day.
- Payment will be made upon submission of an invoice, specifying the number of working days spent on each approved assignment
- The contract does not warrant that any quantity of services will be purchased during the term of the contract as this will be subject to requirements.

H. Recommended Presentation of Offer:

For the consultant's proposal to be complete, the following documents should be submitted:

- a) **Personal CV** 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;
- b) **Proposal: Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a brief methodology on how they will approach and conduct the assignment.
- c) **Financial Proposal** that indicates the daily professional fees,
- d) 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.

Please scan all the above documents into one attachment and upload into the online system: <http://jobs.undp.org/>. Note that the system only allows one to attach only one document.

I. Criteria for Selection of the Best Offer

Cumulative analysis

When using this weighted 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, 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%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70	
• Expertise of the applicant	40	
• Methodology and its appropriateness to the project's objectives	30	
<u>Financial Offer</u>	30	
Total	100	

Criteria for Financial Evaluation – Total 30% (Maximum 30 points)

The weight of the financial proposal is 30%. The maximum number of points will be assigned to the lowest priced proposal. All other proposals will receive points in inverse proportion using the following formula;

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

Final award will be based on the highest combined score based on 70% technical offer and 30% price weight distribution of technically qualified proposals.

ANNEX 2- General Terms and Conditions of Individual Consultants



Annex II -IC GTCs