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DETAILED TERMS OF REFERENCE

Consultancy for (1) National Consultant for the Elaboration of a Feasibility Study and Strategy for the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius

1. Project Summary Table

PROJECT TITLE	Innovation Initiatives in Mauritius project - Component 1- Support to the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius
COUNTRY	Mauritius
REGION	Africa
FOCAL AREAS	Innovation
DUTY STATION	Mauritius (40 working days)
TITLE	Consultancy for (1) National Consultant for the Elaboration of a Feasibility Study and Strategy for the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius
EXPECTED DURATION OF ASSIGNMENT	Maximum of 40 working days for the National Consultant. The Team is headed by an International Consultant Assignment period date:30 August 2019 to 15 December 2019

2. Background

Mauritius has made remarkable economic and social transformation from a low-income single crop agriculture-based economy to a diversified, upper middle-income country over the years. It ranks high in the human development index and is one of the most competitive in the African continent. Poverty remains low relative to most countries in the region. However, notwithstanding these gains, Mauritius faces increasing threats of an ageing population, structural unemployment and a declining labor force. Moreover, just like other MICs, Mauritius also faces a variety of development challenges including in areas of innovation, institutional weaknesses as well as negative impacts of climate change. Of late, the country is also facing the pressure from global competition in the export markets, especially in manufacturing. Looking to the future, a key challenge for Mauritius is the potential middle-income trap unless corrective measures are taken now to address these challenges. Innovation will be vital for Mauritius if it intends to avoid the middle-income trap.

Recognizing that innovation plays a critical role in moving the development agenda forward, will be a significant factor in the efforts to successfully implement the SDGs as well as cement Mauritius' lead and assistance to other countries who are looking at the Mauritius model and face similar challenges. Mauritius has been gaining international importance for its successful achievements in a number of key development areas (Ease of doing business – Mauritius ranks 1st in Africa in the World Bank Doing Business 2018; Good governance - Mauritius ranks 1st in Africa for the Ibrahim Index of African Governance 2017; Economic democracy – 1st in Africa for the Index of Economic Freedom; Heritage Foundation, and 1st in Africa in the Economic Freedom of the World – Fraser Institute).

Such achievements have provided an emerging role to Mauritius in the international arena, with continuous technical assistance requests from global south partners from all over the world. It will be an opportunity for Mauritius to take the most out of these exchanges and share with other countries. Mauritius Vision 2030 strongly focuses on fostering innovation, transformation and redefining the place of Mauritius in the world. Moreover, this initiative is closely linked with the UNDP Country Programme Document 2017-2020 under the Inclusive Development and Public-Sector Efficiency pillar, and the CPD outcomes on improvements in the Global Innovation Index, Gini and the Global Gender Gap indices as well as align to the UNDP Strategic Plan 2018-2021.

The UNDP and the Government of Mauritius are exploring to partner in establishing a UN Technology Lab (UNITIL) with the UN Secretariat Office of Information and Communication Technology (OICT) (www.until.un.org) to invent, incubate and accelerate technology-based products and services that address key identified thematic areas: SDG 14 – Life Below Water, SDG 13 – Climate Action, SDG 4 – Quality Education, SDG 10 – Reduced Inequalities.

UNITIL Mauritius will create a platform for collaborative problem solving in partnership with UNDP, the Government, Private Sector, Academia and Civil Society. It will provide support in four different dimensions:

1. Improving the enabling environment (e.g. better policy and regulatory space for innovation);
2. Developing skills (innovation methods, learning behaviors, outcome-focus, action-orientation, technology innovation), including understanding what makes local solutions work and reverse engineering them into different contexts to ensure scale and spread;
3. Design, development of proto types, testing and market application of digital solutions
4. Improving internationalization for Mauritius-designed digital solutions
5. Recommendations on public-private partnerships in making UNTIL Lab financially autonomous in the medium and long-run

The UNTIL Lab in Mauritius will be integral part of the global UNTIL network that is operational in Finland, Egypt, India and Malaysia with several additional countries like Germany, Rwanda and Thailand expected to become operational in 2019-2020. Cooperation and collaborative work on technology solutions in support to the SDG area highlighted above will also extend to/trough the UNDP SDG Accelerator Lab Initiative.

UNITIL also expects to share knowledge and concrete software solutions with other African countries through South-South Cooperation and make Mauritius as a landing pad and platform

for Africa in technologically connecting with Asia, Australasia and Europe through the global UNTIL network.

UNDP Office in Mauritius is therefore seeking the services of (1) National Consultant for the Elaboration of a Feasibility Study and Strategy for the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius in 2020-2022. The National Consultant will report to the International Consultant working as a team for the delivery of the key high-level results expected from this engagement which include:

- Completion of a detailed feasibility study on UNTIL Mauritius potential deliverables
- Establishment of a strategy for a 3 years operations horizon ready to be endorsed by the UNTIL Mauritius Advisory Panel
- Initiation of the administrative operationalization of the UNTIL Mauritius lab

3. Objective and Scope

Reporting to the UNDP resident Representative and the SEDU Head of Unit and with a matrix reporting to UNTIL Programme Global Manager and within delegated authority, the National Consultant will be responsible for the following duties:

- Leverage the UNTIL global network and knowledge base to establish an UNTIL Mauritius solid technology innovation strategy around an identified list of key concrete projects to develop, co-develop, adopt and share digital solutions in the thematic areas of focus;
- Work with the government of Mauritius focal points to ensure alignment around the UNTIL Mauritius strategy, timed programme of work and associated resource requirements as well as establishment of the UNTIL Mauritius Advisory Panel;
- Work with local and global partners and UN entities in defining roles and responsibility in a clear feasibility study underpinning the future success of the lab activities;
- Cement partnership opportunities for in-kind and financial contributions toward UNTIL Mauritius programme of work;
- Work with UNDP and other UN agencies/stakeholders on the administrative set up of the lab and initiate the operationalization phase through recruitment activities for the "year one" operations including the initiation of the procedure to recruit key resources as well as the establishment of the physical lab location.

The team will consist of an International Consultant and a National Consultant.

The overall responsibility of the Consultant will be to produce the drafts and final reports.

- S/he will lead and coordinate the work of the National Consultant and be responsible for the quality assurance of all deliverables.
- The Consultant will provide guidance, technical support and oversight to the National Consultant throughout the period, especially in ensuring agreed upon methodologies, and action items.
- The Consultant will report to UNDP and liaise with the OICT UNTIL Global programme, and other UN stakeholders, the RCO etc.

4. Expected Outputs and Deliverables

The National consultant shall assist the International Consultant on the following key deliverables:

1. Complete the UNTIL Mauritius feasibility study
2. Write the strategy for the lab full operationalization in year one (1)
3. Engage with the local technology eco-system with outreach events (at least 2 events)
4. Recommendations on public-private partnerships in making UNTIL Lab financially autonomous in the medium and long-run

The deliverables will be endorsed by the Secretary for Foreign Affairs from the Ministry Foreign Affairs and Regional Trade; and through the Head of Socio-Economic Development Unit (SEDU), will be approved by the UNDP Resident Representative

S.N.	Deliverables	Timeframe	Fee (%)	Reviewed/ Approved by
1	Upon submission of the final workplan for the assignment within the first 10 working days	5 September 2019	20%	UNDP/MOFA
2	After the submission and the acceptance of a draft Feasibility Study and Strategy for the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius	30 October 2019	50%	UNDP/MOFA
3	After the submission and the acceptance of the final Feasibility Study and Strategy for the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius	30 November 2019	30%	UNDP/MOFA

5. Institutional arrangements

The Consultants shall work in close collaboration with the OICT UNTIL Global Programme Management Office, UNDP, the Resident Coordinator Office (RCO), relevant national stakeholders.

6. Duration of the work

The Consultant will be engaged under an Individual contract (IC), and the whole assignment will be for no more than 40 days worked for the National Consultant. The assignment will be from 25 August 2019 and 15 December 2019 and expected to start on 25 August 2019.

7. Duty Station

The Consultant duty station will be Port Louis, Mauritius.

8. Qualifications and Experience:

For the National Consultant:

A. Qualifications:

- Advanced university degree (Master's degree or equivalent) in computer science, information systems, international relations, partnership management, international law, international business administration, innovation management or related field.

B. Experience:

- A minimum of five years of progressively responsible experience in technology innovation management in either of the following or related areas: health, education, ocean economy, equal opportunities and partnerships.
- A minimum of two years' experience in planning, designing and facilitating deployment of innovative technology solutions in the areas of education, health, ocean economy, equal opportunities, partnerships or related areas is an advantage.
- A minimum of two years' experience in developing and managing multi-stakeholder partnerships for Sustainable Development Goals (SDGs) is an advantage.
- A minimum of two years' experience in setting up offices away from headquarters in intergovernmental organizations with responsibilities to implement programmes with local and global scope is an advantage.

9. Competencies

- The Consultant should have a good knowledge and experience of the UN programming principles, especially Results Based Management
- Previous experience with UNTIL or UNTIL-like programmes
- Specialized experience in technology innovation;
- Fluency in written and spoken English is required. Knowledge of French is desirable

10. Scope of price proposal

Financial proposals must be "all inclusive"¹ and expressed in a lump-sum for the total duration of the contract. The lump sum is fixed regardless of changes in the cost components.

11. Schedule of payments

Payment will be made based upon successful completion of the deliverables as per terms below:

1. (20%) upon submission of the final workplan for the assignment within the first 10 working days by **5 September 2019**
2. (50%) after the submission and the acceptance of a draft Feasibility Study and Strategy for the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius in 2020-2022 by **30 October 2019**
3. (30%) after the submission and the acceptance of the final Feasibility Study and Strategy for the establishment of the United Nations Technology Innovation Lab (UNTIL) Mauritius by **30 November 2019**.

12. Recommended presentation of offer

Interested parties must submit the following documentation:

1. Personal History Form (P11) and personal CV, indicating all past experience from similar projects.

¹The term "all inclusive" implies all cost (professional fees, travel costs, living allowances etc.)

2. Letter of Confirmation of Interest and financial proposal that indicates the all-inclusive fixed total contract price (UN DSA policy applies), 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.
3. Draft methodology proposal (how the consultancy will be done) for the engagement in line with consultancy requirements.

Individual consultants are invited to submit applications on UNDP jobsite system as per requirements below. Applications that do not include all of these elements will not be considered.

13. Criteria for selection of the best offer

The award of the contract will be made to the Individual Consultant whose offer has been evaluated using the "Combined Scoring Method" and determined as:

- Responsive Offer
- Having a minimum of 70% for the technical evaluation to be considered for the Financial Evaluation

The selection will be based on a Combined Scoring method – where the technical proposal will be 70% and combined with the price offer which will be weighted 30%.

14. Required expertise and Submission evaluation

All submissions will be assessed against the following criteria:

A. Consultant

Technical evaluation		Score
Education	Advanced university degree (Master's degree or equivalent) in computer science, information systems, international relations, partnership management, international law, international business administration, innovation management or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.	20
Work Experience	<ul style="list-style-type: none"> • A minimum of five years of progressively responsible experience in technology innovation management in either of the following or related areas: health, education, ocean economy, equal opportunities and partnerships. • A minimum of two years' experience in developing and managing multi-stakeholder partnerships for Sustainable Development Goals (SDGs) is an advantage. • A minimum of two years' experience in setting up offices away from headquarters in intergovernmental organizations with responsibilities to implement 	50

	programmes with local and global scope is an advantage.	
Competencies	<ul style="list-style-type: none"> The Consultant should have a good knowledge and experience of the UN programming principles, especially Results Based Management Previous experience with UNTIL or UNTIL-like programmes Specialized experience in technology innovation; Fluency in written and spoken English is required. Knowledge of French is desirable. 	30
	Total technical score	100 (70%)
Financial evaluation		
Value for money	The value that UNDP Mauritius will receive from the service provider	30%

15. Annexes

Annex A - Letter of confirmation of interest and availability and Submission of financial proposal

Annex B - P11

Annex C - IC Contract Template

Annex D - UNDP GCC IC

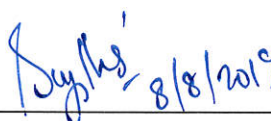
16. Approval

This TOR is approved by:

Signature

Name and Designation

Date of Signing

 8/8/2019

Ms. Sujitha Sekharan, Officer-in- Charge

