



## **Terms of Reference**

**“National Consultant to support the formulation of a Project document for the Pilot Mauritius/Port Louis for the digital Transformation Tool Estonia-UNDP Cooperation on Digital Transformation as Sustainable Development Pathway”**

BENEFICIARY : Republic of Mauritius  
COUNTRY :  
FOCAL AREA : Innovation  
DURATION : 50 days over a period of 3 months  
DUTY STATION : Port Louis, Mauritius  
STARTING DATE : October/November 2019  
PROJECT TITLE : Pilot Mauritius/Port Louis for the digital Transformation Tool Estonia-UNDP Cooperation on Digital Transformation as Sustainable Development Pathway

## **A. Background Information**

New technologies are transforming economies and societies across the globe, shaping a future that is irrevocably digital, increasingly connected and on constant hyperdrive. The evolution, diffusion, and convergence of technologies continue --- rapidly in some parts, slowly in others, but everywhere disrupting the way we do business, shifting whole industries, redefining institutions and people's engagement with them, and changing how we live overall.

The pathway towards sustainable development recognizes the important role of technology, and many efforts leverage this role as discreet or significant elements of priorities in specific sectors (e.g., adoption of information and communications technologies/ICTs to improve education outcomes, modernization of public systems and processes to improve delivery of key public services, automation in industries to cut costs and improve efficiencies, smart systems to improve city operations, online portals to strengthen government engagement with people, Artificial Intelligence to harness and manage data, connectivity to boost entrepreneurship and competitiveness, etc.).

More is needed however to fully leverage the digital revolution for the advancement of the SDGs as a whole, to not only harness the potential of digital technologies to achieve select sectoral priorities but to leverage digital transformation itself as a pathway to sustainable development.

For developing countries that deal with concurrent priorities in the midst of significant constraints, laying out this pathway is a serious challenge in itself. There is need for 1) models that speak to their contexts; 2) tools that assist assessment of unique needs and development of relevant solutions; 3) partners able to not only impart but to collaborate on strategic application of knowledge and expertise; and, 4) support in ensuring that efforts link to priorities on the ground and advance their SDG roadmaps. It is in this context that the Estonia-UNDP Cooperation for Digital Transformation as Sustainable Development Pathway was launched in September 2018 and prioritizes efforts that address specifically these needs.

The Cooperation prioritized the development of a tool for analyzing countries' digital landscape in the frame of SDG implementation. The tool would help governments and stakeholders bridge the gaps in alignment with the SDGs. It would help governments and stakeholders to understand better their country's digital capacities and gaps as they relate to achievement of the SDGs, to identify bottlenecks that impede digital transformation, to propose solutions to address these bottlenecks, and to lay out a roadmap not only for applying ICTs in specific SDG efforts but for transforming a country's digital landscape overall to advance its sustainable development priorities. The tool can assist the identification of digital initiatives that could be brought to scale and could help build a local ecosystem that is fundamental to digital transformation. The tool will be adopted for cities, as a component of UNDP's support for sustainable urban development or city-level SDG implementation.

To ensure the development of the tool according to established goals, including its relevance to contexts where it is envisaged to be of most help and impact, the Cooperation will pilot this tool in Mauritius.

UNDP Country Office of Mauritius has engaged with the Team in Bureau for Policy and Programme Support (BPPS) managing the Cooperation and its work stream on the tool and e-Governance Academy of Estonia who fielded a mission as from 21-28 July 2019. Moving forward, the UNDP Country Office of Mauritius is soliciting the services of a National Consultant to draft a project document. She/he will work under the general direction of the Head of Socio-Economic Development Unit (SEDU)/UNDP Mauritius, ensuring coordination of processes with relevant Ministries of Mauritius (on appropriate delegation).

## **B. Scope of Work**

Under the direct guidance and supervision of the Head of SEDU,

- The scope of work will include desk review of documentation shared by UNDP Mauritius and in-country stakeholders' consultations to guide the formulation of the project document.

- A validation workshop will be facilitated by the consultants to present the proposed strategy and key actions. To finalize the project document, she/ he will need to take into comments and feedback received from the stakeholders during the workshop and through written contributions.
- Perform other official duties and special assignments which may be required

### **Institutional Arrangement**

The Consultant will be contracted by the UNDP.

### **C. Duration of the Work**

This assignment is for duration of 50 days starting on 29 October 2019 and ending on or before 31 December 2019.

### **D. Duty Station**

The Consultant will be based in Mauritius and meetings/workshops will be held in Port Louis.

### **E. Methodology**

The National consultant will give specific insights about Government, concerned line ministries, the private sector and other partners and stakeholders. (S) he will be key in interpreting Mauritian culture to ensure that the findings are explicit and sound. (S)/he will also take the lead in facilitating organizational capacity, focus group discussions amongst project partners in order to address the issues. (S)/he will require arranging and participating in meetings related to gathering inputs to complete all requirements for the project write-up.

## **F. Deliverables**

Following consultations with relevant stakeholders, the Consultant will be expected to work mainly on the deliverables as per table below:

| <b>S.N.</b> | <b>Deliverables</b>   | <b>Timeframe</b> | <b>Fee (%)</b> | <b>Review and Approved by</b> |
|-------------|---|------------------|----------------|-------------------------------|
| 1           | An inception report detailing the understanding/interpretation of the TOR; the methodology for carrying out the assignment in Mauritius | 5 November 2019  | 20%            | UNDP                          |
| 2           | Draft Project Document  | 29 November 2019 | 50%            | UNDP                          |
| 3           | Support in appraising document with stakeholders and finalize project document  | 6 December 2019  | 30%            | UNDP                          |

## **G. Qualifications and Competencies**

The following minimum qualifications and experiences are required:

Education: Master's Degree or equivalent in Social Sciences, International Relations, Political Sciences or related field.

**Work Experience:**

- Minimum 5 years of relevant experience (particularly coordinating and supporting projects) at the national level, preferably with the government required
- Experience in research and in development work a plus
- Experience working with a UN entity or multilateral/intergovernmental body a distinct advantage
- Familiarity with the Sustainable Development Goals required
- Familiarity with digital development a plus (basic understanding of digital development or knowledge of new technologies in development preferred)

**Language:**

Excellent communication skills and a good command of English- High level written and oral English language skills are a pre-requisite.

**Corporate Competencies**

- Demonstrate integrity by modelling the United Nations' values and ethical standards;
- Advocate and promotes the vision, mission, and strategic goals of United Nations;

- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treat all people fairly without favoritism

### **Functional Competencies**

- Demonstrated interest in the field of digitalization
- Demonstrated skills in delivery of group-based training on rehabilitation programme;
- Excellent writing and oral skills in English;
- Ability to work in a team and independently;
- Initiative and sound judgment, dedication and respect for the principles of the United Nations Charter and the UNDP Statement of Purpose;
- Ability to adapt in new working environment;
- Demonstrated strategic technical and analytical skills in the substantive area; and
- Computer proficiency.

**Candidates should produce written evidence of experience/knowledge claimed.**

### **H. Scope of Price Proposal and Schedule Payments**

#### *Price Proposal*

- The financial offer should be quoted as a lump sum amount, 'all-inclusive '.

The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amount submitted in the proposal

- The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables

#### *Payment Schedule*

20%- Deliverable 1- An inception report detailing the understanding/interpretation of the TOR; the methodology for carrying out the assignment in Mauritius

50%- Deliverable 2- Draft Project Document

30%- Deliverable 3- Support in appraising document with stakeholders and finalize project document

#### **I. Proposed Work Plan and Indicative Time**

It is planned that the consultancy starts by 29 October 2019 and ends on or before 31 December 2019.

#### **J. Recommended Presentation of Offer**

Individual Consultants/Resource Persons are invited to submit the following applications and requirements:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.



- Personal CV, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- 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.

#### **K. Criteria for Selection of 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/compliant/acceptable;
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specified below - (Technical Criteria with a weight of 0.7 and Financial Criteria of a weight of 0.3).


Only candidates obtaining a minimum of 70 marks out of 100 in the Technical Evaluation would be considered for the Financial Evaluation. The technical criteria and weightage are as follows:

| <b>Educational Qualifications:</b>  | <b>Experience</b>   | <b>Methodology reports:</b>  | <b>Language Proficiency:</b>  |
|---|---|--|---|
| Master's Degree or equivalent in Social Sciences, International Relations, Political Sciences or related field. | Minimum 5 years of relevant experience (particularly coordinating and supporting projects) at the national level, preferably with the government required | <p>Experience in research and in development work a plus</p> <p>Experience working with a UN entity or multilateral/intergovernmental body a distinct advantage</p> <p>Familiarity with the Sustainable Development Goals required</p> <p>Familiarity with digital development a plus (basic understanding of digital development or knowledge of new technologies in development preferred)</p> | Excellent communication skills and a good command of English, both written and spoken |
| <b>30 MARKS</b>   | <b>40 MARKS</b>   | <b>20 MARKS</b>  | <b>10 MARKS</b>   |

**Important Note:**

- Qualified women are encouraged to apply
- Interested offerors above the age of 62: UNDP regulations require, at their own cost, to undergo a full medical examination including x-rays. Medical evaluation documentation does not need to be submitted with the other requested documents listed above but will be requested should the candidate be chosen.

**Approved by:**

|            |   |
|------------|---|
| Name:      | Ms. Renooka Beejan  |
| Position:  | Head of Socio-Economic Development Unit   |
| Signature: |  |
| Date:      | 27/9/2019   |