

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 3 October 2019

Country: Thailand

Description of the assignment: Knowledge Management Consultant

Duty Station: Bangkok, Thailand with no travel.

Project name: UNDP- Bangkok Regional Hub- Inclusive Growth Team

Period of assignment/services (if applicable): 1 November 2019 – 1 May 2020 (up to 100 days).

To apply for this position, please click the link below:

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87885

1. BACKGROUND

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs). UNDP's policy work carried out at HQ, Regional and Country Office levels, forms a contiguous spectrum of deep local knowledge to cutting-edge global perspectives and advocacy. In this context, UNDP has established the Global Policy Network (GPN), a network of field-based and global technical expertise across a wide range of knowledge domains and in support of the signature solutions and organizational capabilities envisioned in the Strategic Plan. To make the GPN effective, UNDP places an emphasis on knowledge generation, management and disbursement.

Among the focus areas of the GPN, UNDP works on Inclusive and Sustainable Growth. This practice is framed by three broad policy priorities for UNDP's support to achieve inclusive and sustainable growth tailored to the development needs of countries:

-) **Integrated planning for inclusive and sustainable growth.** Activities include establishing evidence based analysis for national plans, promoting economic diversification and sustainable growth, and effective natural resource management.
-) **Supporting employment creation, decent work, and redistributive programmes to address poverty, inequality and exclusion.** Activities include promoting decent work; removing barriers in access to labour market opportunities; improving working conditions and scaling up redistributive programmes especially to support the social protection systems.
-) **Mobilizing and scaling up financing for enabling transition to inclusive and sustainable**

growth. Activities include promoting fiscal policies consistent with inclusive and sustainable growth objectives; promoting domestic resource mobilization and the adoption of innovative financing mechanisms for environmental sustainability and clean energy.

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

Project Description

UNDP's Bangkok Regional Hub (BRH) supports countries in the Asia-Pacific region on various development issues, including inclusive growth. The BRH has responsibility for developing relevant policy and guidance to support the results of UNDP's Strategic Plan in the Asia-Pacific region. Within this context, the Inclusive Growth team in UNDP's Asia-Pacific Regional Hub in Bangkok is seeking a consultant for the following assignment.

Scope of Work

The key objectives of the assignment are to:

-) Support the team in the development and implementation of strategic communication plans.
-) Contribute to design, conceptualization, development, testing and roll-out of knowledge products and tools, with a particular focus on preparing practical guidance and communication materials.
-) Contribute to learning and knowledge sharing including through organizing webinars, facilitating online discussions and building a community of practices.
-) Conduct research and analysis and draft materials to support mobilizing, fostering and strengthening strategic partnerships with various stakeholders (such as UN agencies, multilateral and bilateral development partners, research institutions, among others).
-) Produce and support the dissemination of various communications products and activities, including, but not limited to: print publications, web stories, press kits, social media posts, banners and flyers, project brochures, advocacy video clips and multimedia products, in regard to the work on the Inclusive Growth team.
-) Coordinate outputs and provide feedback to vendors such as graphic designers, editors, web developers, etc.
-) Provide editing and technical copywriting support for key knowledge products and communications materials, with an eye toward ensuring not only quality products but also consistent application of UNDP programme branding, key messages, and relevant corporate style guidelines.
-) Identify opportunities to promote programme knowledge outputs and stories through other channels, including social media, other UN platforms, media outreach, etc.
-) Support the communication of dialogues to ensure that the knowledge, strategic and policy choices for the workstream and best practices get reflected to the target countries.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

-) University Degree or equivalent in Communications, International Relations, Public Policy, Social Science or other related fields.

Experience:

-) Minimum 3 years experience in designing and implementing strategic outreach, knowledge management and communications activities for international organizations, UN Agencies, NGOs, or political campaigns.
-) Experience with at least some of the following: social media, website management, knowledge management and graphic design.
-) Prior work experience in Asia-Pacific.

Language:

-) Proficiency in English with advanced command of speaking and writing.

Corporate Competencies:

-) Demonstrates integrity by modeling the UN's values and ethical standards;
-) Promotes the vision, mission, and strategic goals of UNDP;
-) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
-) Treats all people fairly without favoritism.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Contract Duration: 1 November 2019 – 1 May 2020 (up to 100 days)

Duty Station: Bangkok, Thailand with no Travel.

5. FINAL PRODUCTS

The consultant will work closely with all members of Prosperity team. This assignment's key tasks and scope of work can be summarized as follows:

1. Developed short and visually appealing communication and knowledge products (concept notes, brochures, newsletters, infographics, etc.) with key messages and information as agreed with the team on:
 - a. Multi-Dimensional Poverty
 - b. Fiscal transfers
 - c. SDG Planning and monitoring
 - d. CLEWS Modeling
 - e. Livelihoods
2. Establish an easily accessible and well organized repository of knowledge products and documents of the team.
3. Support the moderation of regional community of practices within the areas of work of the team.
4. Lead outreach on knowledge products to the general public, government counterparts, development partners and beyond.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The assignment will be conducted in overall supervision and oversight by the head of the Inclusive Growth team. The consultant will report to the head of Inclusive Growth and Sustainable Development Team at UNDP Bangkok Regional Hub, in all aspects of the activities that s/he will be involved in. The consultant will also work closely and in consultation with all members of the Inclusive Growth Team; as necessary, the consultant will work closely and in consultation with management and staff of selected country offices/team of UNDP.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

-) **Letter of Confirmation of Interest and Availability** using the template provided in [Annex II](#).
-) **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.
-) **Financial proposal**, as per template provided in [Annex II](#). Note: National consultant must quote price in U.S. Dollar 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.

) **Written works/ sample of works / portfolio** as related to the TOR for technical evaluation namely:

- 1) print and online communications for UN or other international organizations, including familiarity with social media and website management
- 2) management and outreach products i.e. outreach / communication campaign (both print and electronic outputs)
- 3) samples of written work to evaluate criteria 5 while interview can evaluate “excellent spoken English”.

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

Price Proposal and Schedule of Payments:

The contract will be based on Daily Fee

Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

9. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology;

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%) *and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced qualified proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 100 points)

Criteria	Max. Point
Technical	100
Relevance of Education	5
Experience in designing and implementing strategic outreach and communications activities for international organizations, UN agencies, NGOs or political campaigns	30
Experience with at least some of the following: social media, website management, knowledge management and graphic design	30
Excellent written and spoken English (Sample of works and Interview)	30
Prior work experience in Asia-Pacific	5

Only candidates obtaining a minimum of 70 points (49% of the total desk review of 70 points) would be considered for and Financial Evaluation respectively.