
**TERM OF REFERENCE (ToR)
FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)**

GENERAL INFORMATION

Services/Work Description:	Recruitment of International Consultant for Accelerating Africa's Developmental Transformation and Growth through emerging Technologies #AfricaLeading4IR
Project/Program Title:	Regional Programme
Post Title:	International Consultant (IC)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Home based with travels
Duration:	60 working days
Expected Start Date:	Immediately after Signing the Contract

I. BACKGROUND / PROJECT DESCRIPTION

The Regional Programme contributes to the UNDP Strategic Plan by focusing on three outcome areas: African Union and Regional Economic Communities (RECs) deliver on their mandate, especially cross-cutting issues related to resilience building (contributing to the Strategic Plan Outcome 2); Regional growth is inclusive, transformational and sustainable with reduced economic inequalities, and characterized by structural transformation (contributing to the Strategic Plan Outcome 2); and Regional institutions sustain peace and build resilience to crises and shocks (contributing to the Strategic Plan Outcome 3).

One of the priorities of the Regional Programme is to advance the Fourth Industrial Revolution in Africa, in accordance with the *Africa's Promise* and, the priorities of African Union encapsulated in Agenda 2063. The Fourth Industrial Revolution has been described as the fourth major industrial wave since the initial Industrial Revolution of the 18th century, in which new technologies are fusing the physical, digital and biological worlds, and impacting all disciplines, economies, and industries.

Key technology platforms include artificial intelligence (AI), robotics, the Internet of Things, autonomous vehicles, additive manufacturing (also known as 3D printing), quantum computing and nanotechnology, amongst others. The 4IR builds on the Digital Revolution, representing new ways in which technology becomes embedded within societies and the human body. The 4IR is significant, imminent, and global.

4IR offers a unique opportunity for countries in Africa to leap-frog substantial capital investments, invest in smart infrastructure, rapidly acquire knowledge, and deploy agile solutions to tackle age-old problems. Being prepared for the 4IR means that we need to position African institutions in a way that they can harness these technologies for the benefit of human development, and in support of national and regional social and economic objectives.

The benefits and opportunities created by technology flow disproportionately to early adopters and countries with robust digital infrastructure and will impact the future of global power. These advancements ushered in by emerging technologies must be better managed to benefit everyone, with deliberate focus on those who

are often in the margins of progress: women, youth, minorities, so as to ensure inclusive growth and development

Africa's ability to harness these capabilities requires a whole of society approach and leadership to leverage on Science, Technology, and Innovation. This involves collaboration between state and non-state policymakers, as institutions and individuals, to be agile, adaptive, and prepared to respond to the positive and negative effects of the technologically driven disruption of critical economic, political and social sectors.

To deliver this imperative, the #Africa leading 4IR Initiative will require a coordinator to 1) Develop Strategy and guide implementation 2) Management of the multi-stakeholder initiative 3) Expand and maintain strategic relationships with other stakeholders and networks.

II. OBJECTIVE OF THE WORK

- 1) **Demonstrate** the value of collaboration across all areas of the 4th Industrial Revolution **at scale** by leveraging significant **commitments that strengthen adaptive capability (agile governance, data, infrastructure, capacity) and use of emerging technologies by Governments, academia, private sector, and Development Partners.**
- 2) **Bring the power** of new technologies and innovations to some of Africa's perennial problems by leveraging on **technological change (AI, IOT, genetic modification, robotics, and 3D printing)** through the **power of partnerships to provide new tools, research, and models for action** in the era of the 4th Industrial Revolution.
- 3) **Identify, explore, predict, and respond to threats, challenges, and prospects** that are emerging from the rapid changes in technology in aid of the sustainable development agenda.
- 4) **Showcase and celebrate** innovative solutions, partnerships, and collaborations that are having a real impact on global public goods in Africa, for example, health, climate, gender, health, cities, education, and agriculture, and many more.

III. EXPECTED OUTPUTS AND DELIVERABLES

- 1) Strategy Development and Implementation:
 - Develop a governance structure for Africa leading 4IR that will include a High-Level Steering Group (HLSG) and a Technical Advisory Committee (TAC);
 - Develop a regional strategy in line with UNDP Strategic offers, requisite workplans and budgets agreed upon by the Governing body of the initiative (TAC) and (HLSG);
 - Coordinate, administer and monitor the implementation of strategic and annual work plans, ensuring the involvement of Country Water Partnerships and Regional Partners in their implementation;
 - Develop a regional network strategy and business plan for approval by the Technical Advisory Committee that helps its organizational objectives by securing collaborations and resources necessary for the initiative;
 - Ensure that the initiative is visible and remains relevant within in the African continent and other Global fora and initiatives around development and emerging technologies.
- 2) Management of the Initiative
 - Work with the initiative to develop governance documents and principles.
 - Manage and administer the initiative and discharge all responsibilities for its operations, including the supervision of potential teams and ensure a high-quality professional service in the implementation of the Initiatives' work plans and activities;
 - Ensure compliance with UNDP requirements and principles.
 - In collaboration with the TAC, provide direction and manage appropriate personnel and consultant;

- Prepare and submit activity and financial reports to UNDP, the TAC and HLSG on a regular basis;
- Prepare cost estimates and budgets for Initiative;
- Convene together with UNDP, periodic TAC and HLSG online calls and in-person meeting, preparing agenda (in collaboration with co-chairs of HLSG and TAC)

3) Relationships and Partnerships:

- Keep a close and frequent relationship with UNDP, HLSG and TAC co-chairs to ensure effective coordination of the initiative;
- Develop a robust communication strategy, ensuring smooth communication and follow-up on all correspondence within the initiative and its partners.
- Organize and manage all meetings of the HLSG and the TAC, in collaboration with the respective co-chairs.
- Act as liaison between the Technical Advisory Committee and the High-Level Steering Group.
- With the exception of the in-person meetings serve as Secretary of the HLSG and the TAC;
- Develop, strengthen and maintain effective working relationships with Network Partners and facilitate effective networking, communication and knowledge and information sharing within the initiative;
- Plan and deliver various workshops, seminars and other meetings to implement the work plan activities;
- Represent the initiative in strategic gatherings and forums.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Consultant will be under the overall and direct supervision of the Regional Programme Coordinator but will work closely with the project team at the RSCA. The consultant will update and get feedback from the Programme Coordinator on a regular basis and will also be required to report with expected agreed upon outputs.

VI. DURATION OF THE WORK

The assignment will be for a maximum of 60 working days

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Education:

- Master's degree in information and data science, economics, public policy, business administration and or other related fields

b. Experience:

- Minimum of 12 years' experience in IT & Digital transformation in Africa
- Working with African governments on Fourth Industrial Revolution (4IR) will be an asset

c. Language:

- Excellent written and oral English communications skills, working knowledge of French is desired.

d. Functional Competencies:

- Excellent verbal and writing skills with strong academic and policy experience;
- Demonstrable networking capability, interpersonal skills and strong ability to promote team work
- Ability to effectively drive business, culture, and technology change in a dynamic and complex operating environment.
- Strong conceptual thinking to develop new strategies & innovative projects
- Self-motivated and able to work with a high degree of autonomy
- Fully committed and motivated to achieve the aims of UNDP and the SDGs

e. Core Competencies:

- Demonstrates integrity by modelling 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;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight
Technical Competence (based on CV and Proposal)	70%
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	50%
• Criteria b. <ul style="list-style-type: none">○ Minimum educational background as per the requirement in the ToR○ Work Experience in IT & Digital transformation in Africa○ Depth of knowledge and previous experience related to UNDP programmatic areas.○ Ability to discharge the consultancy service within the time frame as per the ToR	20%
Financial (Lower Offer/Offer*100)	30%
Total Score	Technical Score * 70% + Financial Score * 30%

IX. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st installment	Up on successful completion of the deliverables on Strategy Development and Implementation	Regional Programme Coordinator	30%
2 nd installment	Up on successful completion of the deliverables on Management of the Initiative	Regional Programme Coordinator	30%
3 rd installment	Up on successful completion of the deliverables on Relationships and Partnerships	Regional Programme Coordinator	40%

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed Table of Contents. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

TECHNICAL PROPOSAL COVER PAGES

Cover Page

Cover Letter

SECTION I. TECHNICAL PROPOSAL SUBMISSION FORM

- 1.1 Letter of Motivation
- 1.2 Proposed Methodology
- 1.3 Past Experience in Similar Consultancy and/or Projects
- 1.4 Implementation Timelines
- 1.5 List of Personal Referees
- 1.6 Bank Reference

SECTION II. ANNEXES

Annex a. Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability (use the template hereto)

Annex b. Duly Signed Personal CV's

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.