ETHIOPIA

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

GENERAL INFORMATION

<table>
<thead>
<tr>
<th>Services/Work Description:</th>
<th>Recruitment of Consultant for Showcasing Young African Innovators against COVID-19: An AI4Dev programme to elevate, amplify and showcase African industry and ingenuity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project/Program Title:</td>
<td>The African Influencers for Development (AI4Dev)</td>
</tr>
<tr>
<td>Post Title:</td>
<td>International Consultant (IC)</td>
</tr>
<tr>
<td>Consultant Level:</td>
<td>Level C (Senior Specialist)</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Home-based</td>
</tr>
<tr>
<td>Duration:</td>
<td>30 days from 15 June 2020 – 15 July 2020</td>
</tr>
<tr>
<td>Expected Start Date:</td>
<td>15 June 2020, immediately after Signing the Contract</td>
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I. BACKGROUND / PROJECT DESCRIPTION

In Kenya, a startup has created a device that converts sounds from lungs and hearts into images to help treat respiratory diseases. In Ghana, scientists have succeeded in sequencing the genome responsible for the COVID-19 pandemic. A few doors away in Nigeria, Wale Adeosun and his team have released a free online tool to help users self-assess how at risk they are based on their symptoms and exposure. Next month, two young South Africans will launch a ground-breaking testing kit for COVID-19 which is made in Pretoria and is cheaper than the current imported kits. Not to be outdone, inventors in Senegal have developed a kit that can test in less than ten minutes and costs just one US Dollar. Other solutions to the crisis are simpler, but equally impactful.

They say, ‘necessity is the mother of invention’, and that old mantra has been proven right as the immediate threat of the global COVID-19 unleashes an explosion of ingenuity and inventiveness across Africa. The continent’s young innovators have taken up the fight against the Coronavirus with both advanced and low-tech solutions. Everyday seems to bring another Inspiring story of young people and young companies producing ventilators, masks, and tech solutions to curb the spread of the deadly virus and mitigate its many challenges. And it is not just about the response to the pandemic, innovators are already creating solutions to aid the recovery and resilience that will get their countries and citizens back on their feet.

A silver-lining in the crisis of COVID-19 is that it has provided a glimpse of the value of young Africans' ideas, highlighting why their efforts must be supported for true development to happen. Their impactful responses to arguably the biggest global threat in modern times has turned the narrative of an Africa that is a mere docile spectator and recipient of the western solutions - on its head. These young pioneers, many of whom have succeeded in spite of the lack of any support, are perhaps the starkest proof that Africa already has the creative capital and industriousness to tackle many of its challenges head on with confidence and dynamism.
In order to showcase the innovative work of African innovators that have created products and services to respond to COVID-19: to tell their story, recognize and profile their efforts at international, regional and national level, UNDP will undertake a series of initiatives to position this talent as a gateway to the new generation support to SMEs and the informal sector. The following are the deliverables:

1. An online magazine showcasing at least 50 of the most inspirational African innovators responding to the COVID-19 pandemic. With striking images and compelling stories, this medium will be a platform to highlight their incredible efforts.
2. A website to host the magazine, the Open Letter (see below) and other related content.
3. An Open Letter from African Influencers for Development to governments and the private sector advocating for putting SMEs and young innovators at the heart of recovery policies and decision making.
4. A social media and traditional media campaign to promote the magazine and the Open Letter.

To deliver on this, the following is required:
- A dedicated producer/editor/researcher/proofreader for the magazine.
- A web producer/designer for creation and management of a site.
- Ensuring picture rights and licensing, web hosting and management, and other tech requirements.
- Printing and distribution of the magazine;
- Translation of Magazine into French.
- The participation of UNDP/RBA Country Offices to support the compilation of outstanding innovations.
- Preparation of a social media plan.
- UNDP/RBA Country offices will source, contact, and provide profiles and photos of at least 2-3 candidates for inclusion in the magazine.
- Support from partners such as the AfroChampions and AI4Dev Supergroup members to provide contacts and details of innovators, promote the programme etc.

Desired outcomes
- Collate and curate the best and most inspiring inventions and solutions to the COVID-19 to showcase talent, innovation and inventiveness through a variety of mediums such as a magazine, social media etc.
- Influence a confident and positive narrative of Africa’s ‘can-do’ spirit through dynamic African ingenuity and solutions.
- Connect young innovators to the private sector, policymakers, and development systems for support through UNDP Africa and its partnership initiative.

II. SCOPE OF THE WORK

The objective of the assignment is to showcase and elevate the most inspirational solutions to COVID-19 from dynamic young Africans by supporting them to be seen and scaled up to become the future leaders of tomorrow. The programme promotes the positive narrative of Africa as a dynamic continent rich with ideas, innovation, and ingenuity.
### III. EXPECTED OUTPUTS AND DELIVERABLES

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverables / Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>An online <strong>magazine</strong> showcasing at least 50 of the most inspirational African innovators responding to the COVID 19 pandemic.</td>
<td>2 weeks</td>
<td>RBA Directorate</td>
</tr>
<tr>
<td>2</td>
<td>An <strong>Open Letter</strong> from <em>African Influencers for Development</em> to governments and the private sector advocating for putting SMEs and young innovators at the heart of recovery policies and decision making</td>
<td>1 week</td>
<td>RBA Directorate</td>
</tr>
<tr>
<td>3</td>
<td>A <strong>website</strong> to host the magazine, the Open Letter and other related content</td>
<td>3 weeks</td>
<td>RBA Directorate</td>
</tr>
<tr>
<td>4</td>
<td>A <strong>social media and traditional media campaign</strong> to promote the magazine and the Open Letter</td>
<td>4 weeks</td>
<td>RBA Directorate</td>
</tr>
</tbody>
</table>

### IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consultant will work under the overall and direct supervision of the RBA Directorate and under the auspices of Regional Programme for Africa. The consultant shall report to the appropriate person designated by the RBA.

### VI. DURATION OF THE WORK

Overall, this work will be conducted **30** days from 15 June 2020 – 15 July 2020.

### VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

**a. Education:**

Advanced degree and/or technical qualifications in field (s) such as: Journalism, Reporting, Economics, and/or related courses

**b. Experience:**

- Minimum 15 years’ experience in managing and editing magazines, reporting and researching stories with a focus on Africa.
- Experience and knowledge of managing media campaigns and content for websites.

**c. Language:**

- Excellent written and oral English communications skills.
- French communication skills also an advantage.

**d. Functional Competencies:**

- Strong interpersonal skills, communication and diplomatic skills, ability to work in team and multicultural environments;
- Strong analytical, reporting and writing abilities;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and tight deadlines.

**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.

**Important Note:**
The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

**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%**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Competence (based on CV, Proposal and interview (if required))</strong></td>
<td><strong>70%</strong></td>
<td><strong>100 pts</strong></td>
</tr>
<tr>
<td>▪ <strong>Criteria a.</strong> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization &amp; completeness of the proposal</td>
<td></td>
<td><strong>50 pts</strong></td>
</tr>
<tr>
<td>▪ <strong>Criteria b.</strong> Minimum educational background</td>
<td></td>
<td><strong>10 pts</strong></td>
</tr>
<tr>
<td>▪ <strong>Criteria c.</strong> Experience in similar consultancy projects</td>
<td></td>
<td><strong>40 pts</strong></td>
</tr>
<tr>
<td><strong>Financial (Lower Offer/Offer*100)</strong></td>
<td><strong>30%</strong></td>
<td><strong>30 pts</strong></td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td>Technical Score * 70% + Financial Score * 30%</td>
<td></td>
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**IX. PAYMENT MILESTONES AND AUTHORITY**

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive**¹ **lump-sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

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

<table>
<thead>
<tr>
<th>Installment of Payment/ Period</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Approval should be obtained</th>
<th>Percentage of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Installment</td>
<td>An online <strong>magazine</strong> showcasing at least 50 of the most inspirational African innovators responding to the COVID 19 pandemic.</td>
<td><strong>Yes</strong></td>
<td><strong>40%</strong></td>
</tr>
<tr>
<td>2nd Installment</td>
<td>An <strong>Open Letter</strong> from <em>African Influencers for Development</em> to governments and the</td>
<td>“”</td>
<td><strong>30%</strong></td>
</tr>
</tbody>
</table>

¹ The term “All inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal
<table>
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<tr>
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</thead>
<tbody>
<tr>
<td></td>
<td>private sector advocating for putting SMEs and young innovators at the heart of recovery policies and decision making</td>
<td>“”</td>
<td></td>
</tr>
<tr>
<td>3rd Installment</td>
<td>A <strong>website</strong> to host the magazine, the Open Letter and other related content</td>
<td>“”</td>
<td>10%</td>
</tr>
<tr>
<td>4th Installment</td>
<td>A <strong>social media and traditional media campaign</strong> to promote the magazine and the Open Letter</td>
<td>“”</td>
<td>20%</td>
</tr>
</tbody>
</table>

**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.

**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.

This TOR is approved by:

Name: Jide Okeke

Designation: Regional Programme Coordinator

Signature: [Signature]

Date Signed: 03/06/2020