

## TERMS OF REFERENCE: INTERNATIONAL CONSULTANT, REDUCING INEQUALITIES MODERATOR ON SOLEVAKA

<b>Reference</b>	PN/FJI/066/20
<b>Location</b>	Homebased
<b>Application Deadline</b>	27 <sup>th</sup> July 2020
<b>Type of Contract</b>	Individual Contractor
<b>Post Level Consultancy</b>	International Consultant
<b>Consultancy Title</b>	Moderator on Solevaka (Reducing Inequalities and Eradicating Poverty)
<b>Languages required:</b>	English
<b>Duration of initial contract</b>	90 minutes per day for 29 days (Between August to December 2020)

### Objectives:

### BACKGROUND

The SDG Knowledge Platform, Solevaka, forms part of a broader suite of activities under the Pacific SDG Partnership. The Partnership coordinates, delivers and streamlines support for SDG implementation at country and regional level.

Solevaka is the evolution of the Pacific Solution Exchange (PSE) hosted by UNDP in the Pacific since 2010. The PSE community has an 1800 strong membership and was originally developed to centre around the exchange of ideas and issues related to climate change and effective development. Solevaka is a tool. Its real value is in the connections it makes between Pacific policy makers, development practitioners and the private sector and the actions toward elevating the lives of all Pacific people.

It is designed to complement existing information repositories and data portals by providing:

- a space for dynamic dialogue, knowledge exchange and consultation;
- connections and linkages between people;
- providing fit-for-purpose collaboration tools and resources to increase the effectiveness of your work.

### DUTIES AND RESPONSIBILITIES

#### Scope of work/Expected Output

The Solevaka Community of Practice Moderator (Reducing Inequalities and Eradicating Poverty) will support the Solevaka facilitator in moderating dialogue and exchanges in the Communities of Practice (CoP) on reducing inequalities and eradicating poverty. She/ He is expected to spend between 60 to 90 minutes a day to undertake the following requirements:

This will include:

- Work with the community support team to craft a concept note for the consultation (involves more than one e-discussion).
- Work with the community support team to craft the launch post for each e-discussion.
- At the conclusion of an e-discussion, write a summary note.
- Reach out to networks and individuals (all stakeholders) to join and participate in the CoP and always stimulating discussions;
- Assist in outreach and external community mobilisation by encouraging your own professional and thematic networks to join, such as email lists, social media groups and niche platforms.

- Identify a list of people to act as first responders to e-discussions (3 per discussion). These people will be asked to write a response to the e-discussion on the day of its launch so that it appears active and the quality of the response sets the tone for following contributions.
- Monitor and stimulate discussions, upload relevant information on the CoP
- Respond within 24 hours to all requests from the community for assistance.
- Provide encouragement to drive the discussion when no contributions have been posted, by posing questions, contacting members directly through the platform, posting complementary content such as resource documents, sites, podcasts, video files, and text.
- Emphasise deadlines and drive discussions to address any open/pending issues.
- Promote relevant challenges and encourage members and stakeholders to respond to the challenges.
- Respond to emails from the community support team within 24 hours.
- Welcome new participants to the e-discussion and or the hosting space.
- Other support as needed

#### **Expected Outputs and Deliverables**

The principal delivery of this consultancy will be the effective facilitation and the moderating of the CoP on Reducing Inequalities and Eradicating Poverty. Other deliverables shall include:

- Facilitation of the Community of Practice;
- Brief progress report of the CoP;

#### **Institutional Arrangement**

The IC will report directly to Inclusive Growth Deputy Team Leader for approval, acceptance of output etc. The IC is expected to produce an evaluation report at the end of any discussion on the CoP with key insights and recommendations;

#### **Resources Provided**

IC is expected to provide her/his own resources including computer, internet connection and any other operational costs.

#### **Duration of the Work**

- The expected duration of work is a total of 6 months of the assignment.
- The IC is expected to start work in August.

#### **Duty Station**

The IC will be homebased anywhere in the Pacific and there will be no travel required.

### **COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of development in the Pacific
- Proven ability to collaborate between different actors; excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## REQUIRED SKILLS AND EXPERIENCE

### **Educational Qualifications**

Bachelor's Degree or master's degree in the following fields, Development Studies, Gender, social studies, economics, communications, community engagement and development, stakeholder engagement or a related field.

### **Experience**

A Minimum of 10 years work experience in the gender sector or development space is required.

### **Language requirements**

Fluency of English language is required;

Knowledge of the United Nations, the development agenda of the region and gender space is an asset.

### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on **hourly fee**. Consultant shall quote an all-inclusive hourly 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 hourly 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 hours worked, upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days\hours worked in the period.

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.

Payments will be done upon completion of monthly deliverables/ outputs as below: 6 monthly reports on moderated sessions, summaries of exchanges, best practices, lessons learnt and recommendations for improvements going forward.

- Deliverable 1: Monthly report – August
- Deliverable 2: Monthly report – September
- Deliverable 3: Monthly report – October
- Deliverable 4: Monthly report – November
- Deliverable 5: Monthly report – December
- Deliverable 6: Monthly report – January

## **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 proposal received by UNDP for the assignment.

### Technical Criteria for Evaluation (Maximum 70 points)

Criteria	Weight
Bachelor's Degree or master's degree in the following fields, Development Studies, Gender, social studies, economics, communications, community engagement and development, stakeholder engagement or a related field.	15
Minimum of 10 years work experience in the gender sector or development space	15
Experience in moderating meetings, events, workshops, discussion groups, networks	10
Experience in producing policy briefs, knowledge products, analytical pieces of work relating to poverty reduction, reducing inequalities, inclusive growth, community development	10
At least 5 years of relevant working experience in the Pacific:	10
Experience in mobilizing partnerships and establishing networks or community of practitioners to deliberate on a particular topic, event or development issue:	10

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

### Documentation required

Interested individual consultants must submit the following documents/information (in **one (1) single document** as the application supports **only one upload**) to demonstrate their qualifications:

- **Letter of Confirmation of Interest and Availability for the duration of the assignment** using the template provided in Annex II.
- **CV** indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a brief description of why the individual considers him/herself as the most suitable for the assignment
- **Financial proposal**, as per template provided in Annex II (in USD)

Incomplete, joint proposals and proposals sent to the wrong mailing address will not be accepted and only candidates for whom there is further interest will be contacted.

Individuals interested in this consultancy should apply and will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability using Annex II.

### Annexes

- Annex I - Individual IC General Terms and Conditions
- Annex II – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

### **Proposal Submission**

- All applications must be clearly marked with the title of the consultancy (**Moderator on Solevaka (Reducing Inequalities and Eradicating Poverty)**) with reference **[PN/FJI/066/20]** and submitted via **UN Job shop** by **27<sup>th</sup> July 2020**.
- **Note: UNDP Jobs only supports single document upload hence ensure that the proposal consolidated and submitted as one single document.**
- For further information concerning this Terms of Reference, please contact UNDP Pacific Office by email: [procurement.fj@undp.org](mailto:procurement.fj@undp.org).

***Women applicants are encouraged to apply***