

TERMS OF REFERENCE

LTA for Individual Contractor - Private Sector & Civil Society Engagement Consultant

Contract:	UNDP LTA for Individual Contract (IC)
Post Level:	International Consultant
Duty Station:	Seoul, ROK
Language:	English
Application Deadline:	21 August 2020
Starting Date:	14 September 2020
Duration:	Up to three years, subject to satisfactory performance evaluation; max. 196 working days within one year

1. BACKGROUND

The UNDP Seoul Policy Centre (USPC) for Global Knowledge Exchange through Sustainable Development Goals (SDG) Partnerships is one of UNDP's five Global Policy Centres and constitutes an integral part of UNDP's Global Policy Network (GPN). USPC represents UNDP in Korea, works with Korea on international issues, and shares Korea's development experiences with other countries. Through 'SDG Partnerships,' USPC acts as a facilitator of global knowledge exchange on innovative and tested-and-proven policy solutions in three thematic areas:

1. Governance, specifically (i) transparency & accountability, and (ii) sexual & gender-based violence;
2. Resilience, specifically sustainable forestry; and
3. Development cooperation, specifically (i) capacity for addressing the challenges of development cooperation, and (ii) engagement of non-state development actors.

The SDG Partnership on engagement of non-state development actors, as specified in USPC's triennial programme (2020-2022), aims to build the capacity of the private sector and civil society, as defined in the SDG targets 17.6 and 17.7, and to systematically deploy their core competencies to address development challenges across the globe in ways that are sustainable from economic, social and environmental standpoints. The SDG Partnership deploys the knowledge of these non-state development actors in various subject areas for concrete use in development projects that have a high probability of sustainable implementation at country level.

Under the overall supervision of the Centre's Director and the Communication & Partnerships Specialist, and in close partnership with other members of the USPC team and the GPN network, the Consultant will support the above aspects of the Centre's work covering the non-state development actor engagement portfolio within the global development agenda. This portfolio covers a broad range of engagement targets including a variety of private sector actors (e.g. large corporations, SMEs, foundations, investors, start-ups) and civil society (e.g. NGOs, academia, youth). The work also requires advocacy and outreach skills to facilitate awareness-raising of and partnership-building with non-state development actors for SDG implementation.

2. SCOPE OF WORK AND RESPONSIBILITIES

The Private Sector & Civil Society Engagement Consultant will support the formulation and implementation of USPC's programme activities to engage with Korean non-state development actors, including the private sector (e.g. large corporations, SMEs, foundations, investors, start-ups) and civil society (e.g. NGOs, academia, youth) as described in the Centre's three-year programme, by conducting work in the following areas on a need basis:

(1) Provide technical support to identify partnership opportunities with Korean non-state development actors to share their innovative solutions and services with developing countries:

-) Perform situational analyses and mapping of potential partners in Korea to continuously build a partnership pipeline and opportunities for piloting activities for sustainable development at country level.
-) Identify and prioritise prospective partners and develop their profiles by type, sector, theme, strategies and practices, key products and services etc., and formulate concrete action plans for partnership building.
-) Conduct research on relevant UNDP corporate, regional and country-level programmes/projects (e.g. Accelerator Labs, Youth Co:Lab, Finance Sector Hub priorities, Country Office projects).
-) Keep abreast of developments in related corporate partnership guidelines (e.g. POPP, resource mobilization toolkit, procurements, partnership formalizations).
-) Assess any risks associated with prospective partnerships (e.g. profile analytics, risk assessment, due diligence).

(2) Provide technical, administrative and logistical support to implement partnership activities:

-) Help coordinate partnership consultations and meetings among Korean non-state development actors, UNDP programmes/projects, and USPC.
-) Help coordinate the organisation of knowledge sharing events (e.g. policy dialogues, thematic workshops, webinars).
-) Draft meeting notes and briefings, terms of reference and supporting documents, planning documents, and progress and outcome reports for implementation of activities.
-) Maintain files and databases relevant to Korean non-state development actors (e.g. focal point contacts, organizational resources).

(3) Provide support to exchanging knowledge on Korean non-state development actors, including their experiences, know-how, innovative solutions, technologies, resources, services, and the related ecosystem:

-) Technical assistance to compile and analyse data, media reports and other literature on private sector and civil society trends and issues, including the enabling institutional and financing landscape in Korea especially for global development.
-) Support the production of knowledge products to facilitate the exchange of best practices and lessons on engagement of Korean non-state development actors.

(4) Provide outreach support in relation to the engagement of non-state development actors for the alignment of their strategies and practices with UNDP's work and the SDGs:

-) Prepare customized pitch packages, in English and Korean, for prospective non-state development partners.
-) Draft and design various outreach materials in English and Korean (e.g. reporting documents, publications, press releases, web and social media contents, multimedia).

Based on support to the above work areas, the final product will be to successfully initiate the engagement with Korean non-state development players in the Centre's programme.

3. KEY EXPECTED OUTPUTS

- (1) Private sector and civil society partnership pipeline successfully built, maintained and documented through:
-) Quarterly situational analyses and profile reports of potential partners drafted.
 -) Corporate, regional and country-level programme/project information collected and compiled for identification of matching partnership opportunities.
 -) Action plan drafted for partnership building, including customized pitch packages produced in English and Korean.
- (2) Technical, administrative and logistical support provided to implement partnership activities and events through:
-) Corporate partnership guidelines compiled, including on resource mobilization, partnership formalizations etc.
 -) Assessment reports of prospective partners drafted, including horizon scan, profile analytics, risk assessment, due diligence, media reports, data trends etc.
 -) Partnership consultations and meetings coordinated.
 -) Meeting notes, briefing notes, and progress and outcome reports drafted.
- (3) Support provided to develop knowledge sharing opportunities by drafting concept outlines, producing draft knowledge products and coordinating meetings and events.
- (4) Outreach materials drafted and designed in English and Korean as relevant to engaging the Korean private sector and civil society.

4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education

-) Bachelor's Degree in business administration, management, commerce, trade, marketing and communication, public relations, international development, international relations, economics, finance, social policy, public policy or other relevant subject is required.

Experience

-) At least 5 years of experience supporting programmes related to partnerships development and outreach, preferably as relate to global development issues in an international organization.
-) Experience working in or with Korean private sector and/or civil society is preferred.
-) Demonstrated capacity to write clear and well-constructed reports and process documents.
-) Excellent communication, interpersonal and liaison skills with government, inter-governmental agencies, UN system and international and regional development partners, academic institutions, civil society organizations, private sector and other relevant institutions.
-) Experience in the usage of computers, office software packages and social media is required.

Language

Fluency in written and spoken English and Korean are essential.

Functional Competencies

Knowledge Management and Learning

-) Shares knowledge and experience and contributes to UNDP Practice Areas and actively works towards continuing personal learning and development;
-) Ability to provide quality policy advice services;
-) In-depth practical knowledge of inter-disciplinary development issues.

-) Strong analytical skills to process qualitative information

Development and Operational Effectiveness

-) Ability to go beyond established procedures and models, propose new approaches which expand the range of programmes;
-) Ability to apply theory to specific country contexts, carry out high-quality research.

Management and Leadership

-) Focuses on impact and result and responds positively to critical feedback;
-) Assesses risk and applies common sense;
-) Pursues creativity and innovation;
-) Consistently approaches work with energy and a positive, constructive attitude;
-) Demonstrates strong oral and written communication skills;
-) Builds strong relationships with peers and external actors;
-) Works as part of a team with required flexibility, mutual support and feed-back.

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.

5. Contractual Arrangements:

- The overall objective of this LTA is to facilitate and expedite the process by which USPC can engage the services of a consultant for the engagement of non-state development actors in its SDG Partnerships work;
- The consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- This contract shall come into effect for an initial period of one year from the date of signing the agreement by UNDP and will be extendable up to two additional years based on performance and availability of funds;
- The maximum working days under this LTA will be 588 days;
- No guarantee of minimum assignments will be given in advance;
- The consultant shall be available and flexible to take on short-term assignments on an as-needed basis.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will report to the Communication & Partnerships Specialist, while under the overall supervision of the Director of the UNDP Seoul Policy Centre.

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. All payments are subject to the clearance and approval of the direct supervisor. The contract price is fixed regardless of changes in the cost of components.

7. DUTY STATION/TRAVEL

Seoul, Republic of Korea with no travel

8. CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☒ PARTIAL ☐ FULL TIME

9. REVIEW TIME REQUIRED

10 days

10. PAYMENT TERMS

Please indicate any special payment terms for the contract.

☒ Daily (based on timesheet) Currency: USD
☐ Weekly Currency:
☐ Output-based Currency:

11. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the 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 a set of weighted technical criteria (70%) and financial criteria (30%). The 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

Criteria	Weight	Max. Point
Technical	70%	70
Education: Bachelor's Degree in a relevant subject	5%	5
Language: Fluency in written and spoken English and Korean	5%	5
Work experience: At least 5 years of experience supporting programmes related to partnerships development and outreach, preferably as relate to global development issues in an international organization. Experience working in or with Korean private sector and/or civil society is preferred.	20%	20
Written exam/presentation	20%	20
Interview	20%	20
Financial	30%	30

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 to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

-) Personal CV indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate.
-) A cover letter indicating brief description of a) why the individual considers him/herself as the most suitable for the assignment; and b) how he/she will approach and complete the assignment.
-) Financial proposal, as per template provided in Annex II.