INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 September 2020

Country: Thailand

Description of the assignment: International Consultant – Partnership Engagement

Duty Station: Home-based with potential travel to countries in Asia-Pacific.

Project name: UNDP- Bangkok Regional Hub

Period of assignment/services (if applicable): 1 January – 31 December 2021 (Maximum of 261 working days).

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

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=94110

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 and programme work carried out at HQ, Regional and Country Office (CO) levels, forms a contiguous spectrum of deep, local knowledge to cutting-edge global perspectives and advocacy. Within this context, UNDP invests in 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.

From the climate crisis and global pandemic, to rising inequalities and protracted conflicts – the systemic socioeconomic failures exposed by these challenges, cannot be resolved by linear and fragmented approaches. Solutions must respond to deep systemic drivers of inequality and unsustainability and be delivered in integrated fashion. It also means that delivering the 2030 Agenda for Sustainable Development must be underpinned in the acknowledgement that the seventeen SDGs are complexly intertwined, and cannot be considered in piecemeal fashion, nor without considering the possible implications of positive or negative in one SDG area for another. The SDGs must be implemented in an integrated way to help countries tackle complex challenges and lay out a more sustainable future.
SDG Integration is the team that influences, shapes, and activates platforms for intersectional collaboration for complex, multi-faceted, and ‘frontier’ issues in sustainable development, enabling a network of expertise and actors across the SDGs, within and beyond UNDP. As such, the SDG Integration team is at the heart of UNDP’s Global Policy Network (GPN). In collaboration with the Regional Innovation Centre, and other relevant Regional, CO and HQ units, and whilst ensuring alignment with Strategic and Regional workplans, UNDP SDG Integration Strategy, as well as quality and coherent policy and program advisory services, the SDG Integration team in BRH curates and coordinates evidence-based support on SDG implementation to Country Offices. Implementation experiences, innovation research and piloting of new tools and approaches are all captured to act as a type of “toolkit” for GPN and COs to draw upon to help promote and spread systems-driven, integrated solutions for delivery of the SDGs.

The SDG Integration Partnership Engagement Specialist is home-based, though ideally would be able to live and work in Bangkok, and reports to the Regional SDGi Team Lead in the Bangkok Regional Hub. Through coordinated effort with SDGi Team members (including Private Sector Lead), BRH GPN and the Country Offices in the Asia and Pacific region, s/he will provide horizon scanning, research and engagement support for public, private, academic, CSO, other UN agencies, International Financial Institutions (IFIs), philanthropy and other investment (bilateral) potential partners, to enable appropriate collaboration to help shape and/or implement the SDG Integration strategy. S/he will, inter alia: (i) through analysis and collaboration with others, identify appropriate partners that can bring value to strategic SDGi efforts in the Asia Pacific region; (ii) working closely with the SDGi Lead, SDGi Design Strategist, the Regional Innovation Centre and other relevant parts of UNDP GPN, facilitate discussion and collaboration agreements with potential partners that can support piloting of implementation of innovative integrated solutions by the GPN and COs, whilst ensuring coherence of potential partnerships with UNDP SDG Integration strategy and other core UNDP ideals; (iii) engage in wider innovation and sustainable development discourse and knowledge sharing in the Asia-Pacific region, within the UN system and among bilateral partners, expert partners, governments, private sector etc., to help identify and support partnerships that result in beneficial cooperation for solutions design, implementation, and to promote SDG Integration.

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

Main scope of work for the consultant

In collaboration with the programme and policy teams in the Regional Hub, including the Regional Innovation Centre, Country Accelerator Labs, SDG Finance Team, UNDP SDG Integration Team (global and country levels), and UNDP’s wider Global Policy Network (GPN) s/he is responsible for supporting the identification and cultivation of appropriate partners, that can support address of complex development problem and solutions design in alignment with SDG Integration Strategy and other global/regional corporate priorities, policies and workplans, and advances the credibility and recognition of UNDP’s capabilities in this knowledge domain and associated community of practice. These partners may be public, private, academic, CSO, other UN agencies, International Financial Institutions (IFIs), philanthropy, Impact Investors and other investment (bilateral) potential partners

The services and expertise of the Development Strategist of the SDG Integration team include:
- Supporting the SDGi Team and COs in helping to research and identify appropriate partners to support address of integrated development issues, solutions design and implementation, at regional, country, and local levels. The support provision focuses on analyzing partner alignment of interests, and potential contribution to further transformative actions in policy and programming, data and analytics, innovation and learning, and financing.
- Work with the SDGi Team in creating a coherent narrative and engagement platforms as appropriate, to help share information on UNDP’s integration offers, related investments, collaborations et. al. with an eye to furthering collaborative SDG engagement.
- Working closely with other SDGi Team members, the Regional Innovation Centre, and wider GPN, towards curating any innovative partnership engagements and implementation experiences, through UNDP sharing platforms, and other knowledge management products that can be accessed in the long term by COs and GPN Thematic areas to further SDG integration and Innovation;
- Where cleared to do so by UNDP Corporate Communication’s guidance, also promote SDGi partnership collaboration through external media modalities, to further highlight partnerships in integrated delivery of the SDGs, and to attract new partners.

**Scope of work and Responsibilities**

In all areas, apart from coordinating with SDGi Team and BRH based GPN, the SDGi Lead may also indicate need for direct collaboration with SDGi New York specialists, Communications Specialists, and others, as appropriate, to ensure strategic continuity and alignment of all activities.

1. **Contribution to Strategic Planning on Integrated SDG offers**
   - In collaboration with the SDG Integration Team Lead, the Bureau and Hub’s senior management, the Regional Innovation Centre and other relevant teams, take note of identified opportunities for integrated delivery offers and with direction from the technical team, research potential partners that can bring appropriate resources (human, technical, financial) to the design and/or implementation of pilot integrated delivery efforts.
   - Contribute to the planning and design of modalities with an eye to augmenting partnership opportunities that help make sense of the UNDP’s unique integrator role within and beyond the UN system and external partners, including government partners and the private sector.
   - Where requested, work closely with the SDGi Team members to help with partnership identification requests from COs for piloted integrated SDG support, working closely with the CO Desk Officers and BRH Teams;
   - Assist the SDGi Team in maintaining high-quality collaborative networks with UNDP and establishing new networks with non-UNDP experts across knowledge domains.

2. **Identifying and Shaping Partnership Offers and Agreements around SDGi**
   - Identify new opportunities to cultivate high value partnerships at the regional level and, working closely with SDGi Lead and team, prioritize those partners for final collaboration. broker collaboration agreements between UNDP and potential partners
   - Working under guidance of the SDGi Lead and team specialists (including the Regional Private Sector Specialist), broker collaboration agreements through definition of the partner offer with appropriate preparation of engagement summaries, strategies and
other documentation to support formal collaborative agreement or contracting, as the case may be.

- Support the SDG Integration Team in providing support to partnership campaigning, as appropriate, for SDGi advisory engagements.
- Coordinate with the SDG Integrator Team, and UNDP’s wider GPN, to identify potential partners that can provide valuable expertise, align with UNDP’s service offer and support SDGi country initiatives from across the GPN’s capacity network / roster.
- Where requested, assist SDGi Team in helping to advance joint programming and facilitate inter-agency coordination, across all thematic lines.

3. Advocacy and Partner Engagement for Effective Institutional Positioning of UNDP’s SDG Integration Offer

- Jointly collaborate with the UNDP Global SDG Integration team, country offices and GPN to advocate the work of UNDP in leading SDG Integration efforts on social media and UNDP SDG Integration global webpage and in conferences and meetings (even in virtual forms) on the 2030 Agenda and SDGs organized by different stakeholders, globally and regionally.
- Engage with, mobilize and foster external partnerships (UN and non-UN) behind large scale and integrated SDG solutions.
- Maintain high-quality collaborative networks with UNDP and non-UNDP experts across knowledge domains through regular and episodic substantive work, as required in the delivery of integrated SDG services.
- Support the Regional SDG Integration Team Lead in guiding the continuous refinement of UNDP’s roadmap, by engaging proactively with partners to influence the global discourse on the 2030 Agenda and feeding the outcomes of UNDP work into other UN and non-UN processes.
- Contribute to UNDP engagement in UN interagency coordination as well as in other fora with the aim to advance UNDP’s strategic agenda in the thematic area.
- Help manage the building of strategic alliances and partnerships, especially with key think tanks, governmental organizations (or funders) and non-governmental organizations.

4. Contribution to knowledge management, learning, community of practice networking, content development and sharing of SDGi effort with an eye to furthering regional/national partnership engagement

- Present and showcase UNDP knowledge on integrated SDG solutions and engagement processes at internal or external fora, as required by SDG Lead, and ensure that UNDP’s SDG integration capability is contextualized in relevant and impactful ways in multi-disciplinary and multi-sectoral arenas.
- Work closely with SDGi Team Lead to develop and strengthen linkages with the global SDGs Community of Practice and across regions.
- With advancement of partnership engagements, capture experience and “templatize” approaches and best practices through synthesis of a coherent Private Sector approach quick guide for COs and GPN. Such a guide might include, *inter alia*: assessing links between offers, potential entry points, potential partner mapping; what we can offer as UNDP; what potential partners could be approached and identify the potential entry points and prepare proposals for Private Sector to join UNDP’s efforts.
- Where required, working close consultation with SDGi Team and the Regional Communication team to develop new strategies for attracting the private sector,
centres of excellence and other partners, and to develop key communication products for expanding partnerships in the region
- Work with the SDGi Team to develop a few standardized partnership decks (tailored for potential partner categories) that present the value proposition for what UNDP can offer under SDGi and tacit elements of SDG alignment (eg Gender, LGBT, business and human rights, accountability).
- Work in close consultation with the team to maintain a sharepoint database of all new partnership established, mobilized or in discussion

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

**Education:**
- Master’s or equivalent degree in Business Administration, Marketing, Management, Communications or related field.

**Experience:**
- A minimum of 10 years of experience in both the public (national or multilateral, including UN) and private sectors (eg. academia, non-governmental sector, corporate)
- At least 5 years proven experience in the UN System and/or other International Agency (CSO, IFI, Globally Recognized Centre of Excellence et. al.) system related to partnerships and development.
- At least 5 years experience working in partnerships in Asia-Pacific, including private sector engagement on sustainable development issues and in building and brokering partnerships across cross sectoral companies/parties in the region (UN involvement is a large asset)
- At least 5 years of demonstrated experience in communications, advocacy and stakeholder engagement, and a proven track record of excellent communication and presentation skills and ability to mobilize support from a wide range of partner stakeholders.

**Language:**
- English proficiency

**Competencies:**

*Functional Competencies*
- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team;
- Excellent analytical skills and the capacity to research and comprehend technical and strategic documentation and prepare policy and strategy papers;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and stressful situations, and to meet tight deadlines;
- Strong analytical, reporting and writing abilities;
- Capacity to establish and maintain excellent relationships with key partners;
- Good presentation skills;
- Good computer skills (Advanced skills of office computer systems (Word, Excel, PowerPoint, and Outlook))
- Strong command of English with an ability to communicate verbally and in writing with a wide range of partners persuasively and collaboratively.
- Sustainable Development Goals: Knowledge of the Sustainable Development Goals and the ability to apply to strategic and/or practical situations.
- Substantive Networking: Ability to substantively engage and foster networks with governments, private sector, philanthropy, international agencies, IFIs, philanthropy and other investment, academia, research institutions and think tanks.
- Collaboration & Partnerships: Ability to develop, maintain, and strengthen partnerships with others inside (Programmes/projects) or outside the organization who can provide information, assistance, and support. Sets overall direction for the formation and management of strategic relationships contributing to the overall positioning of UNDP.
- Planning & Coordination: evidence of ability to plan and coordinate large scale campaigns, events, and people, with inspiration.

**Corporate Competencies:**
- Leadership: Ability to persuade others to follow.
- Communication: Ability to listen, adapt, persuade and transform.
- Delivery: Ability to get things done while exercising good judgement.
- Initiative: Displays initiative, sets challenging outputs for her/himself and willingly accepts new work assignments.

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

**Contract Duration:** 1 January to 31 December 2021 for a maximum of 261 working days  
**Duty Station:** home-based with possible travel to countries in Asia Pacific.

### 5. FINAL PRODUCTS
The successful Contractor will provide continuous support to the Asia Pacific SDGi Lead to deliver the following outputs throughout the assignment:

- Identification of opportunities for integrated delivery offers by conducting research on potential partners, prioritizing partners for final collaboration, brokering collaboration agreements between UNDP and potential partners;
- Regularly updated definition of the partner offer with appropriate preparation of engagement summaries, strategies and other documentation to support formal collaborative agreement or contracting;
- Specialized support to partnership campaigning;
- Support to advancing joint programming and facilitation of inter-agency coordination, across all thematic lines;
- Technical support in guiding the continuous refinement of UNDP’s roadmap, by engaging proactively with partners to influence the global discourse on the 2030 Agenda and feeding the outcomes of UNDP work into other UN and non-UN processes;
- Contribution to UNDP’s advocacy efforts via social media and UNDP SDG Integration global webpage and in conferences and meetings on the 2030 Agenda and SDGs;
- Management of strategic alliances and partnerships, especially with key think tanks, governmental organizations (or funders) and non-governmental organizations.

Development of standardized partnership decks (tailored for potential partner categories) that present the value proposition for what UNDP can offer under SDGi and tacit elements of SDG alignment.

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

The Consultant will be under the overall supervision of SDG Integration lead, UNDP BRH.

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:

a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;

b) Personal CV, indicating all relevant and similar previous experiences, as well as the contact details (email and telephone number) of the Applicant and at least three (3) professional references;

c) Brief description of why the applicant considers him/herself as the most suitable for the assignment, relating how he/she proposes to conduct the assignment to their previous experience.

d) Financial Proposal 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.
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

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.

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 (technical review from CV and interview combined), (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.

Only candidates obtaining a minimum of 70% at each point of technical evaluation (technical review from CV) would be considered for an interview and the Financial Evaluation respectively.
Technical Criteria for Evaluation (Maximum 100 points)

- Criteria 1: Relevance education (Master’s or equivalent degree in Business Administration, Marketing, Management, Communications, or related field) - Max 15 points;
- Criteria 2: Work experience in both the public (national or multilateral, including UN) and private sectors (eg. academia, non-governmental sector, corporate)- Max 30 points;
- Criteria 3: proven experience in the UN and/or other International Agency (CSO, IFI, Globally Recognized Centre of Excellence et. al.) system, related to partnerships and development. - Max 20 points;
- Criteria 4: experience working in partnerships in Asia-Pacific, including private sector engagement on sustainable development issues and in building and brokering partnerships across cross sectoral companies/parties in the region (UN involvement is a large asset) - Max 20 points;
- Criteria 5: demonstrated experience in communications, advocacy and stakeholder engagement, and a proven track record of excellent communication and presentation skills and ability to mobilize support from a wide range of partner stakeholders. – Max 15 points;

Only candidates obtaining a minimum of 70 points (70% of technical evaluation) would be considered for and interview and Financial Evaluation.