



TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

POST TITLE:	Architect and Support Officer
AGENCY/PROJECT NAME:	Accelerator Lab Timor-Leste
PERIOD OF ASSIGNMENT/SERVICES:	120 days (October 2020 – March 2021)
COUNTRY OF ASSIGNMENT:	Timor-Leste
STARTING DATE:	1 st October 2020
LOCATION:	Timor-Leste
DUTY STATION:	UNDP Timor-Leste Dili, Timor-Leste

A. PROJECT TITLE: Accelerator Lab Timor-Leste, Recycling Pilot Project, Knua Juventude Fila Liman, Food Basket Distribution.

B. PROJECT DESCRIPTION:

UNDP Timor-Leste in partnership with the Government of Timor-Leste is implementing the following initiatives to identify grassroot solutions and empower young people to be employed or become entrepreneurs. **One-Stop Shop platform for youth innovation and entrepreneurship 'Knua Juventude Fila-Liman (KJFL)'** providing integrated empowerment. The initiative combines a solution-oriented initiative with innovation and service delivery to empower Timorese young people particularly those who are unemployed and are economically inactive to be employed, engaged ('changemakers'), and entrepreneurs creating jobs/livelihoods for economic transformation.

With these growing concerns, couple with the needs of seeking radically new approaches that fit the complexity of current development challenges. The Accelerator Lab Timor-Leste as one of the 60 labs serving 78 countries which soon to be 100 labs, established around the world together with UNDP's core partners, the State of Qatar, and the Federal Republic of Germany with national and global partners. The Labs is based on the following four key approaches:

- *Building on locally sourced solutions, finding things that work and expanding on them*
- *Rapid testing and iteration to implement what works and go beyond the obvious solutions*
- *Combining the best understanding, ideas, and expertise to generate collective knowledge*
- *Accelerating progress by bringing expertise, creativity, and collective intelligence to bear.*

The Architect and Support Officer will support implementation of the following initiatives:

- **Innovation skills development** through various workshops, design challenges including prototyping, 3D design and printing, graphic design, as well as engineering design challenge.
- **Architectural skills development** in particularly for green building development initiative, starting conceptual design and establishment of selection criteria, trainings on prototyping and system thinking design, architectural detail concept and engineering design, construction material identification and exploration, experimentation, and scaling up opportunities.
- **Design skills development** in relation to designing information dissemination and awareness raising materials such as banner, pamphlet, brochure, conceptual design and prototyping, and other infographic designs such as Logos, PPTs, Trophies, Certificates, and T-shirts in supporting Accelerator Lab Timor-Leste, Youth Co: Lab, and Recycling project.
- **Outreach Support**, particularly support the Food Basket Distribution in gathering the data of beneficiaries.

C. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE

This consultancy service is mainly to provide architecture support for Green Building development initiative under Accelerator Lab, provide technology and innovation related training, as well as graphic designing supports for Knua Juventude Fila Liman, Youth Co: Lab initiative, and Recycling Pilot Project initiatives. The specific responsibility and task of the Architect and Graphic Designer Consultant will include:

Support 'Food Basket' initiative for Covid-19 response

- Support in data collection of individuals living in households and institutions in Baucau, Bobonaro, Covalima, Dili and Oecusse and recording of the collected data in the designated template and the master list;
- Support in mapping and data collection of food suppliers, farmers and other related service providers for food distribution in Dili, Baucau, Bobonaro, Covalima and Oecusse according with UNDP's approved list of food supplies. Record the collected data in the designated master list;
- Support in the purchase and packaging of good quality of food for food basket distribution in Baucau, Covalima and Dili;
- Support in the food baskets distribution in Dili, Baucau and Covalima including possible repetition of distribution and coordination of logistical needs;
- Timely submission of the required reports on the data collection of households, institutions, food and other related services suppliers;
- Provide any other support as requested by the Team Leader and the Field Coordinator.

Knua Juventude - Accelerator Lab Timor Leste:

1. Green Building challenge:

- Gather novel and existing system thinking design approach data to buildings including housing system and infrastructure (water, natural lights, artificial lights) that uses local knowledge and expertise in the country.
- Participate in data collection for innovation works developed by engineering students from universities and NGOs in Dili and in the municipalities.
- Carry out field visit to municipalities to gather data on the locally sourced available materials and analysis site selection rationality that appropriate for green building initiatives.
- Provide technical inputs on green building design, construction, from design concept and ideation, prototype, and implementation of the green building models as per the global green building standard.
- Design advocacy materials including brochures, pamphlets, blog photos, solution capture card, and weekly reflection of Accelerator Lab.
- Design visualization map in collaboration with head of solutions mapping to assist Accelerator Lab Heads during exploration and experimentation.
- Research and update on latest innovation evolve surrounding covid-19 both in country and abroad.

2. Youth Co:Lab Innovation Challenge

- Design communication/awareness raising materials on the Youth Co:Lab Innovation Challenge such as banner, pamphlet, brochure, Trophies, etc.
- Provide advisory support on technology and innovation as well as branding and marketing to the participants of the youth co:lab conceptual design and prototyping,
- Design the infographic showcasing success stories of winners of the Youth Co: Lab 2020 winners.

3. 3D design and printing

UNDP Timor – Leste in partnership with RBAP is implementing Youth Co: Lab initiative to Achieving 2030 Agenda for Sustainable Development. The tasks and responsibilities of the consultant include:

- Produce and distribute 3D face shields as per request from government and other institutions particularly for frontline workers for Covid-19 response, and/or other 3D printed products as per the request from partners for COVID-19 response or recovery.
- 3D design molds for recycling machine to produce (i.e. key chains, map of Timor-Leste and each municipality, mobile phone holder, pen holder, including providing specification.

- Conduct 3D design training for youth/children from pilot sukus to design molds for recycling machines for production of educational materials/toys/puzzle for children to learn shapes (i.e. square, diamond, star, rectangular, diagonal, circle, pyramid, triangle, etc.)

D. EXPECTED OUTPUTS AND DELIVERABLES

No	Expected Key Performance Indicators (KPIs)	Number of Days	Due date	Review, Cleared & Approval
1	<ul style="list-style-type: none"> • Submission of consultancy workplan • First submission and approval of detailed report on data collection and recording of individuals living in households, institutions, farmers, and other food suppliers. The required number of data of the beneficiaries should match the plans for food distribution, developed by the Field Coordinator. Types and quantity of food for each distribution should be recorded as well. • 3D design molds for recycling machine to produce (i.e. key chains, map of Timor-Leste and each municipality, mobile phone holder, pen holder, including providing specification. • Submission of updated green building challenge concept, programme, and timeline 	20 days	30 Oct 2020	UNDP AccLab/Knua Focal Point, Team Leader of Food Distribution Project and DRR
2	<ul style="list-style-type: none"> • Second submission and approval of detailed report on data collection and recording of individuals living in households, institutions, farmers, and other food suppliers. The required number of data of the beneficiaries should match the plans for food distribution, developed by the Field Coordinator. Types and quantity of food for each distribution should be recorded as well. • Submission of report on technical and/or advisory support provided to applicants of the 2020 Youth Co;Lab on technology and innovation as well as branding and marketing • Submission of communication/awareness raising materials Youth Co:Lab Innovation Challenge (Bootcamp and Award Ceremony, etc) such as banner, pamphlet, brochure, etc. 	20 days	30 Nov 2020	UNDP AccLab/Knua Focal Point, Team Leader of Food Distribution Project and DRR

	<ul style="list-style-type: none"> Submission of report on data/information on the locally sourced available materials and analyzed site visited appropriate for green building initiatives. 			
3	<ul style="list-style-type: none"> Final submission and approval of detailed report on data collection and recording of individuals living in households, institutions, farmers, and other food suppliers. The required number of data of the beneficiaries should match the plans for food distribution, developed by the Field Coordinator. Types and quantity of food for each distribution should be recorded as well. Report on production and distribution of 3D face shields, and/or other 3D printed products as per the request from partners for COVID-19 response or recovery. Submission of report on the launching of the Green Building Design Challenge to Develop and implement a Small Prototype of Green Building Toilet at one of identified school in Dili including, evaluation and selection for one group or company to implement. 	20 days	31 Dec 2020	UNDP AccLab/Knua Focal Point, Team Leader of Food Distribution Project and DRR
4	<ul style="list-style-type: none"> Gathered novel and existing system thinking design approach data to buildings including housing system and infrastructure (water, natural lights, artificial lights, etc.) that uses local knowledge and expertise in the country and report submitted. Report on the 3D design training conducted for youth/children from pilot suku to design molds for recycling machines for production of educational materials/toys/puzzle for children to learn shapes (i.e. square, diamond, star, rectangular, diagonal, circle, pyramid, triangle, etc.). Design and specification provided to recycling project. 	20 days	31 Jan 2021	UNDP AccLab/Knua Focal Point and DRR

	<ul style="list-style-type: none"> Monitoring and evaluation the Green Building Prototype implementation at one of identified school and final hand over. 			
5	<ul style="list-style-type: none"> Gathered and collected novel and grassroots innovation works and ideas developed/prototyped by universities students, engineers, CSOs, and all other entities countrywide of at least 100 grassroots solutions collected and captured and reported to Acc Lab's Head of Solutions Mapping. Design the infographic showcasing success stories of winners of the Youth Co: Lab 2020 winners. Report on local Timorese green buildings and potential materials gathered from municipalities. 	20 days	28 Feb 2021	UNDP AccLab/Knua Focal Point and DRR
6	<ul style="list-style-type: none"> Designed Accelerator lab advocacy materials for blogs, solution capture card, weekly reflection, and developed visualization map in collaboration with head of solutions mapping, submitted, and approved. Submission of report on implementation of Green Building design, construction of the model, and its benefits/impact, as well as potential scaling-up or replication 3D innovation lab utilization report including all 3D printed products. 	20 days	31 Mar 2021	UNDP AccLab/Knua Focal Point and DRR
	Total	120 days		

E. INSTITUTIONAL ARRANGEMENTS

- Under the overall guidance of the UNDP Timor-Leste Deputy Resident Representative and Programme/Project Manager, the Consultant will work closely with Accelerator Lab team, Knua Juventude Fila-Liman, the Food Basket team, with the final approving authority for the outputs of the consultant.
- The IC will maintain pro-active communications with the responsible officer in UNDP and provide an interim report, highlighting main findings and any specific concerns or issues that need to be addressed during subsequent meetings and discussions.
- UNDP will not provide any equipment but will arrange for office facilities, support personnel, and logistical support during the consultancy duration.



- In-country travel may be required as part of the assignment. Payment of travel costs and provision for accommodation allowance will be agreed upon, between UNDP and the Consultant prior to travel.

F. DURATION OF ASSIGNMENT

The assignment is expected for a period of 120 days between **October 2020 to March 2021** in **Timor-Leste**.

The consultant must be available for regular meetings with the CO management, programme unit and implementing partners, stakeholders, International Green Building Specialist, as well as carry out field visits to municipalities for consultation and discussion purposes. Arrangement for such visits will be coordinated by the consultant with the project team based on project work plan/schedule.

G. DUTY STATION

Dili, Timor-Leste.

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Education:

- Bachelor's degree (Master's degree is an advantage) relevant to the thematic area (e.g. Architecture, sustainable engineering, Civil Engineering, Environmental Sciences, Construction Management, Urban Planning, Energy, Climate Change, or a closely related degree).

Professional Experience:

- A minimum of 3 years working experience relevant to the above area including experience in civil construction, sustainable building design and implementation, environmental sustainability management, or climate change, community development and training.
- Proven interest in and demonstrates an understanding of green building project.
- Strong technical background with a solid working knowledge of sustainability projects.
- Proficient in capacity building on the topics related to civil construction, sustainability, waste management, climate change, or other relevant sustainable fields.
- Strong understanding of green building concept and practices.
- Strong understanding of latest technology related to sustainability and/or climate change.
- Proficient in Microsoft Office Programs.
- Collaborate with multiple stakeholders and working in conjunction with green building specialist and Accelerator team to help complete assigned tasks.

Language Requirements:

- Fluently in spoken and written English.

Other Competencies:

- Good communicator and ability to explain complex concepts to a variety of stakeholders.
- Attention to detail with strong oral and written communication skills.
- Creative, organized, motivated, and agile that can work both independently and collaboratively on teams.
- Ability to work and function effectively in an international, multicultural environment.
- Ability to work effectively in a team.
- Strong reporting and writing abilities.
- Openness to change and ability to receive/integrate feedback.
- Ability to accommodate additional demands on short notice.
- Ability to work under pressure and stressful situations.
- Ability to solve complex problems with minimum supervision.

I. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Amount

The financial proposal must be expressed in the form of a lump sum all-inclusive cost linked to deliverables specified in TOR Section C, supported by a breakdown of costs as per the template provided. If in-country travel is required during the mission to Timor Leste, UNDP will cover all the costs of transportation, hotels, and meals.

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.

Schedule of payments

The payment schedule is per deliverable/s upon submission of its completion deliverables report and accepted by UNDP, each deliverable as per the timeline mentioned in section D (expected outputs and deliverables).

30 October 2020	15% of payment upon completion of deliverables #1
30 November 2020	20% of payment upon completion of deliverables #2
31 December 2020	15% of payment upon completion of deliverables #3

29 January 2021	15% of payment upon completion of deliverables #4
26 February 2021	15% of payment upon completion of deliverables #5
31 2021 March	20% of payment upon completion of deliverables #6

J. RECOMMENDED PRESENTATION OF OFFER

Individual consultant interested in the assignment must submit the following documents to demonstrate their qualification:

- a) **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided by UNDP (the template to be downloaded from the procurement notice link);
- b) **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (2) professional references (to be downloaded from the procurement notice link);
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (the template to be downloaded from the procurement notice link).

K. CRITERIA FOR SELECTION OF THE BEST OFFER

The candidates will be evaluated based on the following methodology:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70% and combined with the price offer which will be weighted a max of 30%. Only candidates obtaining a minimum of 49 points of the technical criteria will be considered for the financial evaluation.

Professional Experience:

- A minimum of 3 years working experience relevant to the above area including experience in civil construction, environmental sustainability management, or climate change, community development and training.
- Proficient in capacity building on the topics related to civil construction, sustainability, waste management, climate change, or other relevant sustainable fields.
- Strong technical background with a solid working knowledge of sustainability projects.
- Strong understanding of green building concept and practices.
- Strong understanding of latest technology related to sustainability and/or climate change.
- Proficient in Microsoft Office Programs.

Technical Criteria	Maximum obtainable points	Weight Percentage
Education:		
<ul style="list-style-type: none"> Bachelor's degree (Master's degree is an advantage) relevant to the thematic area (e.g. Architecture, sustainable engineering, Civil Engineering, Environmental Sciences, Construction Management, Urban Planning, Energy, Climate Change, or a closely related degree). 	15	15%
Years of Experience and Knowledge of Sector:		
A minimum of 3 years working experience relevant to the above area including experience in civil construction, sustainable building design and construction, environmental sustainability management, or climate change, community development and training.	15	15%
Proficient in capacity building on the topics related to civil construction, sustainability, waste management, climate change, or other relevant sustainable fields.	10	10%
Strong technical background with a solid working knowledge of sustainability projects	10	10%
Strong understanding of green building concept and practices.	10	10%
Strong understanding of latest technology related to sustainability and/or climate change.	5	5%
Proficient in Microsoft Office Programs.	5	5%
Total technical score	70	70%
Financial Score: 30%	30	30%
Total Final Score: (Technical Score + Financial Score)	100	100%

L. APPROVAL

This TOR is approved by:

Signature

Name and Designation

Date of Signing


 Lazima Omta-Bhatta, Deputy Resident Representative
