

TERMS OF REFERENCE: INTERNATIONAL CONSULTANT, REDUCING INEQUALITIES & ERADICATING POVERTY MODERATOR ON SOLEVAKA

Reference	PN/FJI/026/21
Location	Homebased – this will be virtual/online activities
Application Deadline	April 2 nd , 2021
Type of Contract	Individual Contractor
Post Level Consultancy	International Consultant
Consultancy Title	Moderator on Solevaka (Reducing Inequalities and Eradicating Poverty)
Languages required:	English
Duration of initial contract	29 days (Between April 2021 to June 30, 2021)

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 had 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 for stakeholders in the sustainable development field .

DUTIES AND RESPONSIBILITIES

Scope of work/Expected Output

The Solevaka Community of Practice Moderator (Reducing Inequalities and Eradicating Poverty) will support the Solevaka Administrator 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 Solevaka Administrator to craft a concept note for each consultation (involves a series of e-discussion).
- Work with the Solevaka Administrator to craft the launch post and activities (craft invitations, enlist early responders) for each e-discussion.
- At the conclusion of an e-discussion, write a two-page 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 identifying professional and thematic networks to join, such as email lists, social media groups and niche platforms.
- Identify a list of people to act as early responders (participants that represent the target audience) to the e-discussions (10 per discussion per day). These people will be asked to write a response to the e-discussion on i) the day of its launch so that it appears active and the quality of the response sets the tone for following contributions and ii) on every day of the consultation to ensure constant activity.
- Monitor and stimulate discussions with daily interventions (answering questions, asking for clarification, encouraging more information), upload relevant information on the CoP
- Respond within 24 hours to all requests from the community for assistance.
- Emphasis deadlines and drive discussions to address any open/pending issues.
- Respond to emails from the community support team within 24 hours.
- Welcome all new participants to the e-discussion and or the hosting space within 48 hours of joining.
- 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:

- Active and daily facilitation of the Community of Practice.
- 4-page 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 expected date of full completion is on the June 30, 2021
- The IC is expected to start work on the first of June and should there be a delay in the employment process, the IC is expected to complete 3 months from the date of start of work.

Duty Station

The IC will be homebased 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

Minimum 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 social policy, social protection, 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 a **lump sum**. Consultant shall quote an all-inclusive lump sum 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 lump sum 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 – April (Outcome document for stories & experiences)
- Deliverable 2: Monthly report – May (Outcome document for e-discussions)
- Deliverable 3: Monthly report – June (Final document for Outreach activities)

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
Minimum 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)

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment including signing UNDP declaration on statement of good health.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted.

The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

Women applicants are also encouraged to apply.

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

For any clarification regarding this assignment please write to Mr. Dale Kacivi at dale.kacivi@undp.org

All applications must be clearly marked with the title of consultancy and submitted by 5:00pm, 2nd April 2021 (Fiji Time) online via UN Jobs website <https://jobs.undp.org/> or etenderbox.pacific@undp.org.