

Terms of Reference
International Consultant for Data & Systems Thinking

Location:	Home-based without travel
Additional Category	Innovation
Type of Contract:	Individual Contract
Post Level:	International Consultant
Languages Required:	English
Duration of Initial Contract:	Estimated May 15 – December 31, 2021
Expected Duration of Assignment:	approximately 170 working days

Background

Under the overall guidance of the Programme Specialist on Innovation at the UNDP Istanbul Regional Hub and management by the “Boost Acceleration Program” Project Coordinator for Civil Society, supported by Koc Holding, the specialist is responsible for supporting the the project with the day-to-day management and implementation of acceleration programs, including all substantive administrative, operational and financial matters and for development and implementation of a portfolio of experiments with concerned relevant country office (CO) teams, other UNDP business units and partners. The specilist’s work will specifically focus on efficient delivery of outputs, implementation of tasks and deliverables at the highest level of quality and competence making sure that progress is made in achieving goals and objectives of the project.

The COVID-19 pandemic crisis has brought an unprecedented impact on our society and regardless of many speculations on our “new normal,” no one is certain on what will happen in the future. It exposes the fragility of how the current system functions across the globe, but also provides a powerful lens to examine underlying conditions that induce such fragility and gaps to strengthen resilience. With all our efforts focused on the rapidly changing pandemic crisis, it is a critical moment for us to move to a more strategic position: set organizational focus on strategic risks, tackle the enormous & evolving complexity, roll-out institutional innovation, and structure system redesign.

BOOST: Acceleration Program aims to acquire the cross-organizational capacity for constant renewal and increasing coherence through an iterative process to reflect on insights, ensure the coherence of activities, and accelerate the impact of our work responsive to the current and post-pandemic world by tapping into the knowledge, ideas and solutions that exist in the ecosystem of innovators, NGOs and startups. Through assessing the current gaps and needs, learning and extracting from the current activities to accelerate their effects, and providing opportunities for various actors to implement innovative solutions, we hope to induce systems transformation into a more resilient ecosystem.

BOOST: Acceleration Program aims to develop a larger and inclusive frame to support the CSOs; through the tools of civic empowerment, problem definition, identification and digitalization with cross-sectoral

and multi-sectoral approaches. This initiative is a part of a broader effort of UNDP to bring together development partners committed to addressing the long term effects of the pandemic by supporting directly innovators, CSOs and social entrepreneurs.

BOOST: Acceleration Program focuses on solutions based on digitalization of sectors, services and products in new and innovative ways with cross-sectoral / multi-sectoral approaches with solutions converging with 4th Industrial Revolution (solutions addressing COVID-19 response and recovery with AR, VR, AI, IoT, blockchain and similar technologies).

Description of Responsibilities & Deliverables

In this context, the IRH is looking for a specialist, under the guidance of the Programme Specialist on Innovation in IRH and the management of the overall Project Coordinator work on implementation of “Boost Acceleration program” project, that is supported by Koc Holding. The deliverables foreseen under this assignment are the following:

Deliverable 1:

Create a concept note for the second round of BOOST for Koc Holding, coordinating with partners, building on the report and lessons learned from the first round, and reflecting input from different stakeholders (approximately 10% of the time, by end of May 2021);

Deliverable 2:

Identify needs and draft two and up to three TOR for delivery of the acceleration programme for the second round of BOOST, and identify potential organizations and/or companies that can provide the support (approximately 13% of the time, by end of June 2021);

Deliverable 3:

Prepare the text for the launch of the second round of BOOST with Koc Holding, disseminate the call for proposals and coordinate efforts with the BOOST partners (approximately 13% of the time, by end of July 2021);

Deliverable 4:

Organize at least 3 sharing sessions to disseminate the call for proposals, identify partners to support dissemination of the call and provide input to the selection criteria for joining the BOOST programme (approximately 13% of the time, by end of August 2021)

Deliverable 5:

Create a schedule for the delivery of the BOOST Acceleration program and follow up with key partners on the delivery of the program (approximately 13% of the time, by end of September 2021)

Deliverable 6:

Keep track of the schedule based on the needs of the organizations participating in BOOST, and support the organization of at least 10 sessions on impact and digitalization for civil society organization with edge thinkers and partners (approximately 13% of the time, by end of October 2021)

Deliverable 7:

Write at least 1 blog, organize at least 5 BOOST talks, keeping track of participants and summarizing key points in an email (approximately 13% of the time, by end of November 2021)

Deliverable 8:

Draft a report and lessons learned from the implementation of the BOOST program, focusing on civil society and supported by Koc Holding (approximately 13% of the time, by end of December 2021)

Payments will be made in the following order:

- Upon completion of Deliverable 1: 10%
- Upon completion of Deliverable 2: 13%
- Upon completion of Deliverable 3: 13%
- Upon completion of Deliverable 4: 13%
- Upon completion of Deliverable 5: 13%
- Upon completion of Deliverable 6: 13%
- Upon completion of Deliverable 7: 13%
- Upon completion of Deliverable 8: 12%

Competencies

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;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment;

Functional Competencies:

- Strong interpersonal skills, communication and diplomatic skills, ability to work in team;
- Strong analytical, reporting and writing abilities;
- Strong organizational, coordination and time management skills;
- Ability to organize tasks independently and assume responsibility;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and tight deadlines.

Required Skills and Experience

Education and Experience:

Education

MA in social sciences, business, design, architecture or related fields is preferred, a BA in these fields is mandatory.

Experience

At least 2 years of working experience on using innovative approaches – social innovation, human centered design, accelerator programmes- in development;

At least 3 years of experience of designing workshops and managing multi-stakeholder processes;

At least 1 year of working experience in designing and delivering training for civil society and other types of stakeholders;

At least 2 years of experience working with different sectors – civil society, private sector and governmental.

Language skills:

Excellent oral and written proficiency in English required.

5. Evaluation of Applicants

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

The award of the contract should 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 pre-determined set of weighted technical (P11 desk reviews and interviews) and financial criteria specific to the solicitation.

Financial

Technical Criteria - 70% of total evaluation – max. 35 points:

Criteria A – At least 2 years of working experience on using innovative approaches – social innovation, human centered design, accelerator programmes- in development;

- max points: 10

Criteria B – At least 3 years of experience of designing workshops and managing multi-stakeholder – max points: 10

Criteria C – At least 1 year of working experience in designing and delivering training for civil society and other types of stakeholders: 10

Criteria D –

At least 2 years of experience working with different sectors – civil society, private sector and governmental.

- max points: 5

Financial Criteria - 30% of total evaluation – max. 15 points

6. Application procedures

Qualified candidates are requested to apply online via this website. The application should contain:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work (if applicable). Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Filled P11** form including past experience in similar projects and contact details of referees (blank form can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc); please upload the P11 instead of your CV.
- **Financial Proposal*** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, per diems and any other possible costs).
- **Incomplete applications will not be considered. Please make sure you have provided all requested materials**

Please note that the **financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination, personal security needs and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal. This includes all travel to join duty station/repatriation travel.*

Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

*Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org*

General Terms and conditions as well as other related documents can be found under: <http://on.undp.org/t7fJs>.

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the select

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