

UNDP Regional Bureau for Asia and the Pacific

Terms of Reference

Reimagining Development – Inclusive Imaginaries

Position title:	International Consultant - Foresight Research (Inclusive Imaginaries)
Type of Contract:	Individual Contract
Post Level:	International Consultant
Languages Required:	English
Period of Initial Contract:	50 working days (period: 14 June – 31 December 2021)
Duty station:	Home-based (no travel required)

About UNDP

The UNDP Regional Bureau for Asia and the Pacific (RBAP) covers work in 36 countries where it is a trusted development partner supporting the achievement of the Sustainable Development Goals (SDGs). It helps identify solutions to today's complex, trans-boundary challenges through initiatives aimed at delivering lasting social, economic and environmental improvements. Guided by UNDP's Strategic Plan (2018-2021), our advisory and implementation work focuses on democratic governance and peacebuilding, climate and disaster resilience and sustainable development. In the context of COVID-19, UNDP leads the UN's socio-economic response, and is helping countries look beyond recovery, towards 2030, making choices, managing complexity and uncertainty in four main areas: governance, social protection, green economy, and digital disruption.

A new unit for Strategy, Policy and Partnerships (SPP) has recently been set up at UNDP RBAP headquarters in New York. The main objectives of this team are to engage through analysis and dialogues in emerging areas of development policy, strategic foresight, and expansion of partnerships.

Reimagining Development – Inclusive Imaginaries

How we understand human development, has to evolve with its landscape, and to take a forward-looking lens to see what is emerging and evolving within those sub-systems. Is it enough anymore to focus human development just on the immediate needs right in front of us, or is it time to start to consider how these needs and shifts are impacting future generations and future issues of equity, justice, and wellbeing? If traditional notions of development are focused on 'quality of life', what are the emerging indicators of future elements of this that need nuancing? How do we understand these emerging indicators and take that into account in policy and programming ideation?

The UNDP RBAP Reimagining Development Initiative seeks to better understand and unpack what these nudges are pointing to in terms of an emerging development landscape in Asia Pacific. The nudges noted below are not a finite list, but rather building on the signals we are sensing in the world and aiming to pull out *the unfamiliar uncertainties* within these.

This initiative seeks to position foresight as a global public good, a collective process of action, and reimagination to evolve the pathways and adaptive capacity to bring forward the futures we want to see in our region.

This initiative will run for 12 months from January to December 2021 and will both have a broad global focus and then a narrowed lens to the Asia Pacific region.

The design superstructure consists of three pillars. Individually each pillar fulfils a specific objective but weaved together, aims to provide a substantive holistic narrative of what emerging development paradigms can be:

- Written foresight briefs (5000-7000 words) by leading thought leaders, academics or practitioners. The foresight briefs are exploratory in nature, to grapple with the potential policy or programming implications of the topic.
- Deep in-country strategic futures practicum to understand the long-term trajectories of specific countries and their development landscape (to be trialled in 2-3 countries). The deep country futures work aims to test futures facing ideas and embed foresight practice in strategic and policy direction.

- Inclusive imaginaries to cultivate culturally driven, locally contextualised imaginations of the futures of Asia and the Pacific, to amplify ways in which more equitable, intersectional future imaginations might shape the way we live now and into the future.

Inclusive Imaginaries

How might we unleash social imagination to think about the kind of ancestors we might want to be? And what are the beliefs, preferences, values, processes, systems, structures that can help bring that to bear?

Duties and Responsibilities:

The consultant is to produce the following brief, as outlined below within the required timeframe:

To design an inclusive imaginaries framework, tools and curated event approach that is **culturally contextualised, intersectional and equitable** to embolden imagination of constituents to articulate future social values, institutions, laws, governance, ecological, technological and economic models for future generations.

The inclusive imaginaries framework and tools ought to be firmly embedded within culturally appropriate ways of imagining – that aren't just science fiction alone. It should draw on history, on community ways of being and tradition, and on **feminist, indigenous, decolonial and equity-based design** principles. It should incorporate anthropological and ethnographic approaches.

The inclusive imaginaries project will be implemented by selected UNDP Accelerator Labs and Youth Co-Labs in the Asia Pacific region, and the framework and tools must be co-designed and tested with these constituents.

The Inclusive Imaginaries framework and tools will aim to:

- Create links between the role of imagination (as designed by the constituents most impacted by development trajectories) and policy design
- Guide Country Offices in designing more equitable participatory approaches for research and policy design

The framework and tools will be used in the following way:

- To be used as a training tool for facilitators
- By UNDP Accelerator Labs and Youth Co-Labs in the region to implement with their constituents to gather a wide array of narratives on locally designed ideas of their futures

Deliverables:

1. Create and deliver The **Inclusive Imaginaries framework and tools** ought to be designed in a way that is easily accessible, fun, able to be translated and further contextualised if needed.

The framework must include measurement and learning to ensure that outcomes of each 'imagination event' is able to be captured and synthesised so as to feed into the broader Reimagining Development Initiative.

2. Curate, design and train "Imagination facilitators:
using the framework and tools, as well as design the implementation approach and event.

The training and events will be conducted virtually – and thus the design of the entire approach and tools will need to take this into consideration.

The framework and associated tools ought to be delivered to RBAP in an appropriate format/platform. The final version of the framework may be published on the RBAP website and/or form part of a Reimagining Development Futures Dossier.

Institutional arrangements:

The author will report to Strategy Development Advisor of the RBAP SPP team. The author will be asked to consult remotely with RBAP SPP via Zoom or phone to discuss the work. The author will submit a draft of the paper that is of high quality both in content

and written English. The final version of the brief may be published on the RBAP website and/or form part of a printed edited volume.

This contract covers the potential participation of the author(s) of this brief in consultation(s) during the research process of the Reimagining Development Initiative 2021. Any expenses related to travel and accommodation will be the responsibility of RBAP following UNDP rules, but no additional fees will be paid. In consultation—and collaboration—with the author(s), RBAP may also develop strategies and communication products to effectively disseminate the findings of the brief.

Timeframe

Deliverables	Due Date	% of Payment
First draft	16 July 2021	30%
Training of Imagination Facilitators	13 August 2021	20%
Final draft and tools	31 August , 2021	30%
Imagination Events	31 October 2021	20%

Feedback on the deliverables will be provided by RBAP after each submission within 10 days. After receiving such feedback, the consultant is expected to revise the draft.

Publishing policy

The copyright for all research commissioned by UNDP/RBAP will be held by UNDP/RBAP. It reserves the right to publish it online as a framework or learning series in an edited volume. Authorship is inviolable and the identity of author(s) will be fully stated. Therefore, authors are requested to submit the papers in a form they would be satisfied with, substantively and stylistically, for publication. Publication or dissemination elsewhere is not permitted before the framework here commissioned is published by UNDP, or the provider is informed that the framework will not be published by UNDP. After the publication of the framework by UNDP or the written communication to the author that the framework will not be published by UNDP, authors are free to edit, update, expand and publish the framework elsewhere as long as they acknowledge that the original research and writing was commissioned by UNDP/RBAP.

Duty station

The work being contracted under these Terms of Reference is expected to be developed and finalized at the current home-work base of the author(s). Consultant is **not required** to travel.

Duration, Scope of Price, Certifications and Payment Schedules

Duration of the contract will cover the period of 14 June – 31 December 2021, for 50 working days.

PAYMENT TERMS

Payment will follow the manner set out in the Timeframe above, Strategy Development Advisor of SPP Team will accept and certify for the final product.

Required Qualifications and Experience

Education

1. A Minimum undergraduate degree in design, innovation, social science, international relations, international development or related fields.

Experience

2. Demonstrable experience in design or speculative futures, or applied imaginary design, including the design of frameworks and tools, training and the implementation of design events in real-world projects for at least 5 projects or 5 years.

3. Demonstrable experience in designing framework, tools and events in virtual formats and working with geographically diverse teams for at least 4 projects or 4 years.
4. Demonstrable experience utilizing intersectional, culturally appropriate approaches in design is required for a minimum of 1 project.
5. A track record of project management and delivery, including event management.

Language requirement: Fluency in English; knowledge of other UN languages (French, Spanish, Arabic) an asset.

EVALUATION OF CANDIDATES:

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: The candidates will be evaluated through Cumulative Analysis method. When using the weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of set of weighted combine technical evaluation of desk review and interview (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 Evaluation – 70%

- **Criteria A:** (Relevance of Education/ Degree) – A minimum of undergraduate degree in design, innovation, social science, international relations, international development or related fields. **(5 points)**
- **Criteria B:** Demonstrable experience in design or speculative futures, or applied imaginary design, including the design of frameworks and tools, training and the implementation of design events in real-world projects for at least 5 projects or 5 years. **(20 points)**
- **Criteria C:** Demonstrable experience in designing framework, tools and events in virtual formats and working with geographically diverse teams for at least 4 years or 4 projects **(20 points)**
- **Criteria D:** Demonstrable experience utilizing intersectional, culturally appropriate approaches in design is required for minimum of 1 project. **(20 points)**
- **Criteria E:** A track record of project management and delivery, including event management **(5 points)**

Total Points Obtainable in Technical Evaluation: 70 Points

****Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.**

Financial Evaluation (30%)

Financial proposals from all technically qualified candidates will be scored out 30 marks based on the formula provided below. The maximum marks (30) will be assigned to the lowest financial proposal.

All other proposals will receive points according to the following formula:

- $p = y (\mu/z)$.

Where:

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

APPLICATION PROCEDURE:

Interested individual consultant must submit the following documents/ information to demonstrate their qualifications.

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

1. Duly accomplished Letter of Confirmation of Interest and Availability with financial proposal using the template provided by UNDP;
 - a. Consultant shall quote an all-inclusive Lumpsum 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.
 - b. Payments shall be done on **lumpsum basis**, upon verification of completion of deliverables and approval by the IC’s supervisor.
 - c. 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.
2. Curriculum Vitae or P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;
3. samples and examples of portfolio and past experience please provide a list of projects you have designed, led in the past 5 years, including samples of.....

****Failure to submit the above-mentioned documents or Incomplete proposals shall result in disqualification**

****Please group all your document into one (1) single PDF document as the application system only allows to upload maximum one document.**

The short listed candidates may be contacted and the successful candidate will be notified.