



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POST TITLE:	National Consultant – Virtual Platform for Policy Innovation Conceptualization and Design
AGENCY/PROJECT NAME:	UNDP Thailand / Thailand Policy Lab
COUNTRY OF ASSIGNMENT:	Home-based

1) PROJECT DESCRIPTION

The UNDP Strategic Plan 2018-2021 embraces the complexity of development and commits the organization to help countries to find faster, more durable solutions to achieve Agenda 2030. Important development trends like urbanization, climate change, and rising inequalities pose significant challenges to achieve the 2030 agenda and the Sustainable Development Goals (SDGs).

UNDP has begun incubating several strategic initiatives aimed at ensuring UNDP is ‘fit for purpose’ to deliver a new generation of solutions in line with the challenges the world faces. One such key strategic initiative is the Country Accelerator Lab Network. The initiative is a recognition that increasingly interrelated development challenges require going beyond “business as usual” and single point, linear and silver bullet responses in development. Instead, they call for interdisciplinary approaches and non-linear solutions that crowd in the collective efforts of a variety of partners and tap into local insights and the knowledge of people closest to the problem and the solutions.

The initiative is also a recognition and investment in the emerging momentum among a growing number of UNDP Country Offices to adopt disruptive, cutting edge methodologies with contextual, country-based insights and expertise to accelerate impact and progress toward the Sustainable Development Goals.

As an upper-middle-income country, Thailand has advanced far beyond having many of the more basic development challenges affecting other nations. However, several challenges remain. Even in areas where Thailand has advanced and even become a model for other countries, improvements are possible. Those challenges are no longer best solved by conventional approaches and innovation is better suited.

Furthermore, the COVID-19 pandemic and its socio-economic consequences highlight the irrelevance of traditional ways of formulating public policies and delivering public services that are not sufficiently agile, efficient and effective to achieve the Sustainable Development Goals

In Thailand, for many years UNDP has been investing in exploring innovation by providing seed-funding to initiatives with the belief that innovation happens through practical explorations of new ways to address old development problems.

To accelerate innovation in public policy and services, UNDP and the Royal Thai Government through the Office of National Economic and Social Development Council see an opportunity to accelerate innovation for policies and public services in Thailand and have entered in an agreement to establish a policy innovation platform “Thailand Policy Lab” or “TPLab” to connect and build capacities of various stakeholders in Thailand including government; academic; private sector; and citizen, to accelerate the impact of innovation in public policy and services in Thailand, and exchange knowledge and experience with other countries in the Asia Pacific region and beyond.

The Thailand Policy Lab (TPLab) aims to achieve 5 following objectives:

1. To foster inclusive and citizen-driven policymaking at national and sub-national levels.
2. To innovate policymaking processes for tackling contemporary challenges.
3. To enhance capacities of the public and private sectors at national and subnational levels to design and implement innovative policies.
4. To build a multi-level sustainable network of policy innovators.
5. To promote Thailand as the leading regional hub for policy innovation.

To achieve this objective, TPLab sets out the scope and process for innovating policy innovation in Thailand as below.

Insert the TP Lab cornerstone graphic here.

TPLab aims to develop a virtual policy innovation platform, which will foster a community of policy innovation in Thailand and position Thailand at the forefront of policy innovation in the region. To develop the virtual policy innovation platform, TPLab is seeking a consultant to assist in conceptualizing the virtual policy innovation platform and exploring potential models for the platform.

2) SCOPE OF WORK

The objective of this assignment is to conceptualize and propose potential design models for the virtual platform for policy innovation, which will be further developed to serve as a key virtual platform for the TPLab and innovation ecosystem in peer-to-peer learning, knowledge management, surfacing insights and data analysis. The virtual platform should feature various components to achieve the objectives of the Lab and support the working process of the Lab.

To achieve the objectives of the TPLab and the objectives of this assignment, the scope of work are:

- Study the objectives of the TPLab and its functions as well as expectations from key stakeholders.
- Review existing virtual platforms for policy innovation, including but not limited to web-based virtual platform and mobile application at the national and global levels with identification of comparative strengths and weaknesses.
- Conceptualize the scope, functions, format/layout of the virtual innovation platform, including via consultative process with key stakeholders, and propose design models for the platform and present this to the key stakeholders for their approval.
- Develop a TOR for engaging vendors to develop the virtual platform, ready for solicitation.

3) EXPECTED OUTPUTS AND DELIVERABLES

Deliverables for the assignment are:

1. Report and presentation on existing virtual platforms on policy innovation, innovation for public services.
2. Report and presentation on the proposed concept for the virtual innovation platform and proposed design models for the platform, including key features and content structure, technical architecture, hosting requirements and estimated cost.
3. A TOR for developing the virtual policy innovation platform ready for solicitation.

4) INSTITUTIONAL ARRANGEMENTS

The consultant will work under supervision of the Team Leader, TPLab and work closely with the TPLab team, UNDP and NESDC staff.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: 18 July – 31 July 2021

Required working days: total 10 working days

Duty Station and expected places of travel: Home-based. No travel is required.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Consultant should have the following qualifications:

I. Academic Qualifications:

- Bachelor's Degree in Engineering, computer applications, Innovation, Public Administration, or any other ICT related field.

II. Years of experience:

- A minimum 4 years of experience in conceptualization and design of virtual platform / ICT system or related issues.
- At least 3 years of experience relating with policy making process in Thailand
- Completed at least 2 projects/designs relating to conceptualizing and designing a virtual platform / ICT system.

III. Language:

- Excellent command of Thai and English, both spoken and written
- Strong skills in written communication in English, particularly in preparing issue-based papers, reports and presentation

IV. Competencies:

Functional Competencies:

- Strong facilitation skill among various stakeholders
- Excellent communication and analytical skills
- Knowledge in the area of graphic design, digital platform, or related fields
- Ability to work under pressure and against tight deadlines

8) CRITERIA FOR SELECTION OF THE BEST OFFER

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	Weight	Max. Point
Technical	70%	70
- Education	15%	15
- Number of years in conceptualization and design of virtual platform/ ICT system or related issues.	20%	20
- At least 3 years of experience relating with policy making process in Thailand	10%	10
- Completed at least 2 projects/designs relating to conceptualizing and designing a virtual platform / ICT system	15%	15
- Assessment of approach/methodology to assignment	10%	10
Financial	30%	30
Total	100%	100

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.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL TIME

IF FULL TIME – PLEASE ADD BELOW FOR JUSTIFICATION

N/A

10) REVIEW TIME REQUIRED

One working week after submission of deliverables for review/approval of deliverables to authorizing payments.

11) PAYMENT TERMS

Consultant shall quote an **all-inclusive total lump sum fee** for the entire assignment. 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 proposed fee submitted in the proposal

The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:

The payment shall be released upon submission of the deliverables:

Deliverables No.	Description	Payment	Expected period for delivery
1. Report and presentation on existing virtual platforms on policy innovation, innovation for public services. 2. Report and presentation on the proposed concept for the virtual innovation platform and proposed design models for the platform, including key features, technical architecture, hosting requirements and estimated cost. 3. A TOR for developing the virtual policy innovation platform ready for solicitation.	Upon submission of satisfactory deliverables	100%	31 July 2021

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. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

RECOMMENDED PRESENTATION OF OFFER

Interested candidates must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document:

1. **Letter of Confirmation of Interest and Availability with Financial Proposal** (in THB) using the template provided as **Annex III**

[Financial proposal: Consultant shall quote an all-inclusive total lump sum fee for the entire assignment. 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 proposed fee submitted in the proposal]

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. **P11 / Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
3. **Supportive documents namely:**
 - **Prove of work** on conceptualizing and designing virtual platforms;
 - **A brief workplan** describing key action steps, methodology timeline and data sources for conducting activities related to the Project;

****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.