

## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	<b>International Consultant - Research and knowledge management</b>
<b>AGENCY/PROJECT NAME:</b>	UNDP BRH
<b>COUNTRY OF ASSIGNMENT:</b>	Home based with Telecommunications
<b>Duration:</b>	From 20 September 2021-30 June 2022 (69 working days Maximum)

#### **1) GENERAL BACKGROUND**

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in about 170 countries and territories, working with national counterparts on solutions to global and national sustainable development challenges.

In programme countries, UNDP supports stabilization, state-building, governance and development priorities in partnership with the host governments, the United Nations system, the development partners and other partners to help the country achieve sustainable development by eradicating poverty in all its forms and dimensions, accelerating structural transformations for sustainable development and building resilience to crises and shocks.

UNDP also has the mandate to support SDG integration to bolster progress on sustainable development. It offers support in four areas: (1) integrated policy and programming solutions, (2) SDG metrics, data and analysis using state-of-the-art modelling and forecasting tools, (3) knowledge and innovation and (4) SDG financing options to help countries identify innovative ways to expand public and private contributions to realize the 2030 agenda. The COVID-19 pandemic has highlighted an urgent need to adopt a systems approach that is oriented towards building resilience to future shocks through continuously reviewed scenario analyses.

#### **2) OBJECTIVES OF THE ASSIGNMENT**

The research and knowledge management consultant will focus on facilitating the smooth functioning of the Asia Pacific Economists' Network. S/he will work closely with the Regional Economists, Country Office-based economists, and staff in the Bangkok Regional hub, Regional Bureau of Asia and the Pacific.

#### **3) SCOPE OF WORK**

##### **Scope of work and description of responsibilities**

The research and knowledge management consultant will perform the following functions and responsibilities:

##### **1. Research**

- Contribute to research on regional issues of high priority, in support of the Economist Network;
- Collect data and information as needed, including from primary sources and from the Economist Network, working in close collaboration with the Statistics Advisor;
- Prepare syntheses and summaries of Network meetings, CO papers and other material related to the functioning of the Economist Network, as needed;
- Contribute to cross-fertilization of economic knowledge by supporting cross-thematic flows of ideas and research from governance, innovation, gender and environment;
- Identify new and traditional sources of data, cutting-edge research maintained in databases;
- Work with BRH colleagues, prepare regular news updates/bulletins with basic graphic design.

##### **2. Knowledge management**

- Organize the annual meeting of the economists, webinars and other thematic events, including onboarding and orientation;
- Regularly communicate with the economists to identify needs and updates, and contribute to mapping their

expertise;

- Keep track of economists' projects updates, knowledge products proactively;
- Manage the documents on platforms and shared drives;
- Identify opportunities among the economists for useful avenues of cooperation, joint production of research, policy briefs, other documents and resources;
- Follow economists' requests, and refer to relevant focal points;
- Support cross-fertilization and exchange of knowledge among the economists;
- Support quality assurance processes of regional and multi-country publications.

#### 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

##### Duration

From 20 September 2021-30 June 2022, with maximum 69 working days.

##### Duty Station

Home-Based with telecommunication engagement with country office and relevant counterparts in Asia and Pacific, no travel required.

Expected places of travel: None

#### 5) Expected Deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Tentative Due Dates**	Review and Approvals Required
5 briefs on background research (topics relevant to the Economist network's ongoing work)	5 briefs * 3 days= 15 days	Est. end of each month – September 2021 to January 2022	RBAP Senior Economist advisor and Inclusive Growth and Prosperity Team leader.
Draft 6 Monthly Newsletters	6 products *1 days = 6 days	Est. 5 <sup>th</sup> of each month September 2021 to February 2022	
Documents, references and links in the MS Team maintained and organized	2 times *2 days =4 days	30 Oct 2021 and 31 Dec 2021	
4 regional webinars supported	4 webinars * 2 days= 8 days	Until June 2022	
1 record of economists' progress and knowledge products	6 days	by 31 Dec 2021	
1 Quality assurance of knowledge products	3 days	by 31 Dec 2021	
Matrix mapping and update of CO-led good and emerging practices on key priorities of the Economist Network / IG portfolio	15 days	by 31 Dec 2021	
Onboarding / briefing package for new Economists developed	10 days	by 30 September 2021	
Brochure of renewed IG team (with links to SPP and Chief Economist based in China) compiled (upon onboarding of incoming programme specialists) and for dissemination to COs.	2 days	by 30 October 2021	
<b>TOTAL</b>	<b>69 Working days</b>		

\*\* Target Due Dates subject to be changed upon discussion with the team.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the RBAP Senior Economist advisor and team leader of Inclusive Growth and Prosperity Team at UNDP Bangkok Regional Hub, in all aspects of the activities that s/he will be involved in. The consultant will also work closely with Economist from AP Economist Network members and the member of the Inclusive Growth and Prosperity Team.

## 7) DEGREE OF EXPERTISE AND MINIMUM REQUIRED QUALIFICATIONS

### Education:

- At least Master's degree in economics, statistics, Management or related fields;

### Work experience:

- A minimum of 5 years of experience in research and knowledge management in socio-economic fields;
- Knowledge of the SDGs and economic concepts;
- Ability in organizing the online events with proficiency in using remote conferencing tools;
- Ability in managing databases and platforms;
- Ability in Drafting and basic graphic design for knowledge products;
- Knowledge of the Asia-Pacific region is desired.

### Competencies

- Ability to effectively plan, organize and report on work;
- Proactiveness;
- Patience and detail orientation;
- Openness to change and ability to integrate feedback;
- Knowledge and understanding of data applications and underlying operating systems;
- Cultural and gender sensitivity; ability to work with people from different backgrounds;
- Ability to work independently and in a team; and to deliver high-quality work on time;
- Ability to network and leverage collaboration from stakeholders and partners.
- Excellent inter-personal skills

### Required Language

- Proficient in English is required.

## 8) REVIEW TIME REQUIRED

The review and approval of payments will be made by the assigned supervisor(s) within 7 days.

## 9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

## 10) PAYMENT TERMS

### X Lumpsum

Payments shall be done on a lumpsum basis, upon verification of satisfactory delivery and of completion of deliverables and approval by the supervisor.

Deliverables/ Outputs		Payment Term	Tentative Payment Due date
1	Upon submission of following products: <ul style="list-style-type: none"> <li>• Onboarding / briefing package for new Economists developed.</li> <li>• 2 Brief on background research;</li> <li>• 2 drafts of Monthly Newsletters;</li> <li>• 1 st Maintenance and organize the Documents, references and links in the MS Team</li> <li>• Produce 1 Brochure of renewed IG team (with links to SPP and Chief Economist based in China) compiled (upon onboarding of incoming programme specialists) and for dissemination to COs.</li> </ul>	32%	31 Oct-21
2	Upon submission of following products: <ul style="list-style-type: none"> <li>• 2 Brief on background research;</li> <li>• 2 drafts of 2 Monthly Newsletters;</li> <li>• 2nd Maintenance and organize the Documents, references and links in the MS Team ;</li> <li>• Economists' progress and knowledge products;</li> <li>• Quality assurance of knowledge products;</li> <li>• Matrix mapping and update of CO-led good and emerging practices on key priorities of the Economist Network / IG portfolio.</li> </ul>	49%	31 Jan-22
3	Upon submission of following products: <ul style="list-style-type: none"> <li>• 1 Brief on background research;</li> <li>• 2 drafts of 2 Monthly Newsletters;</li> <li>• Completion of supporting the 4 regional webinars .</li> </ul>	19%	30 May-22
TOTAL		100%	

## 12) CRITERIA FOR SELECTION OF THE BEST OFFER

### Evaluation Method and Criteria

**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 Criteria for Evaluation (Maximum 100 points)

Evaluation criteria		Max points
Criteria 1	At least Master's degree in economics, statistics, Management or related fields;	10
Criteria 2	A minimum of 5 years of experience in research and knowledge management in socio-economic fields	20
Criteria 3	Knowledge of the SDGs and economic concepts	20
Criteria 4	Ability in organizing the online events with proficiency in using remote conferencing tools;	10
Criteria 5	Ability in managing databases and platforms;	10
Criteria 6	Ability in drafting and basic graphic design for knowledge products	10

Criteria 7	Language Skills (proficient in English)	10
Criteria 8	Knowledge of Asia -Pacific region	10
<b>Total points:</b>		<b>100</b>

**\*\*Only candidates obtaining a minimum of 70% or above in the Technical evaluation would be considered for the Financial Evaluation.**

**Personal interview may be required.**

#### **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;
- $\mu$  = price of the lowest priced proposal;
- z = price of the proposal being evaluated.

#### **Application Procedure / Recommended presentation of offer**

**Instructions to Applicants:** Click on the "**Apply now**" button. Input your information in the appropriate Sections: personal information, language proficiency, education, resume and motivation. Upon completion of the first page, please hit "submit application" tab at the end of the page then the uploading option for the required document will be available.

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

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 USD) using the template provided as **Annex III**

**[Financial proposal:** Consultant shall quote an all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided 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. **Portfolio or sample of work** (softcopy or accessible link to sample of work is acceptable) to demonstrate the knowledge of SDGs and economic concepts and basic graphic design.

4. Brief methodology or proposal **clearly demonstrates** the **methodology** and what **tools** to approach and complete (1) knowledge management and managing databases and platforms, (2) organizing the webinars/online trainings with proficiency using remote conferencing tools, and/ or (3) graphic design for knowledge products (in case the portfolio of graphic design is not available)

**\*\*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.