



Terms of Reference

For individual contract

Position title:	International Consultant - Resource Mobilization Specialist for the Regional Innovation Centre (Asia-Pacific)
Agency	UNDP Bangkok Regional Hub
Duty Station	Home-Based (No Travel Required)
Duration	24 September 2021 – 31 January 2022 (maximum 35 working days)
Project title:	Regional Innovation Centre Resource Mobilization Strategy and Concept Note Development

1) PROJECT DESCRIPTION AND BACKGROUND

UNDP Asia-Pacific has leveraged innovation to generate new development responses and robust development solutions, and unlock partnerships with governments, the private sector, academia, and innovation networks. It established the Regional Innovation Centre (RIC) in Thailand in 2018 to spearhead institutionalization of the new way of solving development issues, provide a safe space to test development solutions through portfolios of policy experiments, and innovative culture that would help UNDP, governments and other partners be on the front foot of spotting, understanding, and integrating new development approaches into their work. The Centre aims to provide a new momentum to its innovation efforts and include them in system transformation approaches.

RIC has developed various products and services which we are currently working on making clear and turning into clear product and service offerings. These include work on circular economy, youth and cities as part of a systems change approach. We have developed some cutting products and services around Data, Digital Transformation and Policy Experimentation and we are ambitious to develop new products and services that support more innovative and digital ways of achieving the Sustainable Development Goals.

To ensure that our products and services can land with Country Offices and Governments, we need to ensure that we have a well-developed resource mobilization strategy support, both in terms of gathering donor intelligence and documenting the key service offering for effective fundraising. To this end, UNDP BRH Regional Innovation Centre is seeking to bring on a Resource Mobilization Consultant to work with RIC team to develop a strategy that not only compliments our existing portfolio of work but opens up new opportunities for us to develop new products and services and to develop a series of concept notes or pitches to help us articulate to donors and funders what the opportunities are.

2) SCOPE OF WORK

As part of the next stage of growth of the Regional Innovation Centre the centre needs a resource mobilization strategy to help build the funding for the centre and to build the funding for innovation and digital at UNDP country office level. The strategy needs to be able to compliment and promote the Regional Innovation Centres current offering but also stretch the Centre and articulate new areas the Centre could develop new innovative and digital approaches for. The strategy will help the Centre to identify which Country Offices to target with which products based on donor approaches, it will help us understand what teams across UNDP are best to work with on new and innovative approaches and will help us to develop our own new streams of funding to support the development and sustainability of the team.

The consultant will build on the work that has already been underway within the Centre and bring a much needed outside perspective to what is “sellable” what is “next practice” for donors.



The Regional Innovation Centre does not do traditional development programming, we are responsible for introducing and integrating new and innovative, and digital approaches. This means that the scope doesn't cover traditional resource mobilization for programming with donors.

The scope of work includes:

Development of a resource mobilization strategy

Development of five concept notes/pitches that align with the strategy and are focused on high potential targets

Facilitate introductions and meetings with at least three high potential donors based on the strategy and concepts.

3) EXPECTED OUTPUTS AND DELIVERABLES

The expected outputs and deliverables will be agreed between the contractor and the Head of Regional Innovation Centre, UNDP Bangkok Regional Hub, while working with the team members responsible for the resource mobilization strategy and the country concept notes. The deliverables will be reviewed and approved upon the delivered quality by the Head of Regional Innovation Centre, UNDP BRH. The contractor is expected to deliver:

OUTPUTS/DELIVERABLES	ESTIMATED DURATION TO COMPLETE	TARGET DUE DATES
Deliverable 1: Comprehensive resource mobilization strategy for the RIC developed, including a list of high potential target donors. These donors will be multilaterals, bilaterals, foundations, philanthropies or the private sector. The strategy will include the RIC products, what potential products the RIC could develop, target figures and ambitious but achievable timeframes.	10 days	15 October 2021
Deliverable 2: Five project concept notes developed with RIC and other UNDP BRH teams that can be shared with donors and align with known high potential target donor needs. Concept notes will be easy to read and in plain English "pitch deck" style concept notes, not long and hard to understand traditional approaches. The concept notes will be used to facilitate discussion, drive codesign opportunities etc.	15 days	15 November 2021
Deliverable 3: Facilitating initial dialogues with at least three high potential donors to support the resource mobilization strategy developed in deliverable 1.	10 days	15 December 2021

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

Duration: 24 September 2021 – 31 January 2022 (maximum of 35 workdays)

Duty station: The contractor will be home-based. No travel is required for this assignment.

Expected places of travel: not required.

Institutional arrangement:

The contractor will work closely with the RIC team and under the direct supervision of the Head of Regional Innovation Centre, UNDP Bangkok Regional Hub and working closely with the project leads for each project. The Head of Regional Innovation Centre, UNDP Bangkok Regional Hub will review and approve the Contractor's outputs and deliverables.



The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment, and will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) and must have access to a reliable internet connection

5) EXPECTED DELIVERABLES, SCOPE OF PRICE, AND SCHEDULE OF PAYMENTS

The candidates must submit a **financial proposal based on a lump sum amount**. The total amount quoted shall be all-inclusive of all costs components required to perform the work and complete deliverables identified in the Terms of Reference (ToR). This includes professional fee, communications, consumables and any other applicable cost to be incurred by the consultant in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration.

Schedule of Payments:

Payment will be made after satisfactory acceptance and certification of the deliverables and in accordance with UNDP procedures as per below percentages:

OUTPUTS/DELIVERABLES	TARGET DUE DATES	PAYMENT TERMS	REVIEW AND APPROVALS REQUIRED
Deliverable 1: Comprehensive resource mobilization strategy for the RIC developed, including a list of high potential target donors. These donors will be multilaterals, bilaterals, foundations, philanthropies or the private sector. The strategy will include the RIC products, what potential products the RIC could develop, target figures and ambitious but achievable timeframes.	15 October 2021	30%	Head of Regional Innovation Centre, UNDP Bangkok Regional Hub
Deliverable 2: Five project concept notes developed with RIC and other UNDP BRH teams that can be shared with donors and align with known high potential target donor needs. Concept notes will be easy to read and in plain English “pitch deck” style concept notes, not long and hard to understand traditional approaches. The concept notes will be used to facilitate discussion, drive codesign opportunities etc.	15 November 2021	40%	
Deliverable 3: Facilitating initial dialogues with at least three high potential donors to support the resource mobilization strategy developed in deliverable 1.	15 December 2021	30%	

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

- **Education:** Minimum Bachelor’s degree in Digital Transformation, Technology, Finance, Business Administration, Political Science, Social Science, Law, Development studies or other relevant disciplines.
- **Experience:**
 - ✓ Minimum 5 years of experience in developing resource mobilization strategy.
 - ✓ Minimum 5 years of experience in resource mobilization from donors, foundations, and/or philanthropy, focus on Asia-Pacific countries is an advantage.
 - ✓ Minimum 3 years of experience developing concept notes/pitches that are clear and easily understood for both multilaterals, bilaterals, foundations, philanthropies and the private sector.
 - ✓ Work experience in regional programming, focus on Asia-Pacific countries is an asset.
 - ✓ Relationship with donors is desirable, previous employment with donors is desirable.
 - ✓ Experience with UN agencies or international NGOs, or philanthropy organizations is an added value.



- **Language:** High proficiency in English is required.
- **Core competencies:**
 - ✓ Demonstrated integrity by modeling the UN's values and ethical standards
 - ✓ Promotes the vision, mission, and strategic goals of UNDP
 - ✓ Collaborative mindset and professional ethics
 - ✓ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
 - ✓ Excellent understanding of international development issues and knowledge of the UN system
- **Functional competencies:**
 - ✓ Excellent analytical and writing skills demonstrating fluency in English language
 - ✓ Demonstrated ability to write in a clear and concise manner
 - ✓ Demonstrated ability to organise and structure information
 - ✓ Ability to be flexible and respond to changes as part of the review and feedback process
 - ✓ Demonstrated ability to meet deadlines and work under pressure

7) CRITERIA FOR SELECTION OF INDIVIDUAL CONSULTANT FOR AWARD OF CONTRACT

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 evaluation criteria

Criteria	Max. points (Obtainable)
Minimum Bachelor's degree in Digital Transformation, Technology, Finance, Business Administration, Political Science, Social Science, Law, Development studies or other relevant disciplines.	10
Minimum 5 years of experience in developing resource mobilization strategy.	25
Minimum 5 years of experience in resource mobilization from donors, foundations, and/or philanthropy, focus on Asia-Pacific countries is an advantage	25
Minimum 3 years of experience developing concept notes/pitches that are clear and easily understood for both multilaterals, bilaterals, foundations, philanthropies and the private sector.	15
Work experience in regional programming, focus on Asia-Pacific countries is an asset.	5
Experience with UN agencies or international NGOs, or philanthropy organizations is an added value.	5
Assessment of Technical Proposal (methodology, approach and implementation plan)	15
TOTAL	100

****Only candidates obtaining a minimum of 70% or above in the Technical evaluation 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.

8) 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 with contact details.
3. **Brief technical proposal** (methodology, approach, and implementation plan) that meets or exceeds the requirements of the TOR.

****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.