

## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	National Consultant for the youth social innovation challenge on air pollution in Chiangrai province (Thai national only)
<b>AGENCY/PROJECT NAME:</b>	UNDP / Accelerator Lab Thailand
<b>COUNTRY OF ASSIGNMENT:</b>	Chiangrai, Thailand
<b>DURATION:</b>	7 months (with maximum 30 working days)
<b>EXPECTED START DATE:</b>	15 October 2021

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

The 2030 Agenda and the Sustainable Development Goals (SDGs) articulate the United Nations' universal call to action to end poverty, protect the planet and ensure that all people enjoy peace and prosperity. Important development trends like climate change, unsustainable production and consumption, and rising inequalities pose significant challenges on our path to achieve the SDGs. The United Nations Development Program (UNDP) embraces the complexity of development and commits the organization to helping countries find faster, more durable solutions to achieve the 2030 Agenda. As part of this commitment, the UNDP Accelerator Labs Network is established to build the fastest and largest learning network to accelerate learning on sustainable development. Together with our multisectoral partners, the Labs strive to unleash the power of local innovations and collective intelligence to address today's complex development challenges.

While the COVID-19 pandemic is undoubtedly posing significant challenges in the most immediate sense, issues such as air pollution remain critical and entails multifaceted implications- from health to climate change, and economic development. Even before the COVID-19 pandemic, air pollution was threatening the human health and well-being as no one is unaffected by dirty air. In many countries, particularly in Southeast Asia, air pollution (outdoor and indoor) is the greatest cause of noncommunicable diseases (NCDs), responsible for more than 2 million premature deaths (UNEP, 2019). Both outdoor air pollution and low physical activity-lifestyle are important environmental risk factors of the NCDs including cardiovascular disease, chronic respiratory disease, and diabetes. In the Asia Pacific Region, NCDs are now the most significant cause of death and disease and as a result impose substantial social burden and economic costs (Low et al, 2015).

The Government of Thailand determined key contributors to poor air quality to include agricultural burning and forest fires in rural areas, vehicular emissions and constructions in the cities, and industrial discharges in concentrated industrial zones (Pollution Control Department, 2019). However, air pollution is not only a national issue but a transboundary one which must be addressed by regional cooperation. Provinces in the northern Thailand have suffered from pollutants caused by local contributors as well as transboundary flow of haze from Lao PDR and Myanmar.

To tackle this issue, the UNDP Accelerator Lab Thailand is applying ethnographic research, sensemaking, and systems thinking approaches to develop a ‘System Map’ of key dynamics of the air pollution problem as well as an integrated simulation tool that can be used to guide policy analysis to address air pollution challenges. In addition, the Lab realizes the crucial role of local innovations and youth engagement in developing new generation of solutions. A youth social innovation challenge in Chiang Rai province will be launched to create engagement of local youth along with multisectoral stakeholders to identify local innovations and empower youth to develop and test their solutions. The youth social innovation challenge will utilize a wide range of innovative methodologies from UNDP Accelerator Lab and Youth Co:Lab such as sensemaking, grassroots innovations mapping, system thinking, co-creation, experimentation, among others to gain insights on air pollution issue and potential solutions. The Challenge will consist of training workshops for local youth, mentorship, a local pitching, experimentation period, sharing forum, and a final presentation session. Stakeholders including local government authorities, private sector, academia and experts, as well as local communities will be involved to foster a sense of ownership and localization process. The results and lessons from the Challenge will be a steppingstone for UNDP Accelerator Lab Thailand in advancing innovative approach to air pollution issue at the national level.

**UNDP is seeking for a consultant to support the organization of the youth social innovation challenge to tackle air pollution issue in Chiang Rai province.**

## 2) SCOPE OF WORK

Overall responsibilities:

- Develop a detailed work plan for the completion of the work along the lines of the UNDP Accelerator Lab methodology such as sensemaking, grassroots innovations mapping, system thinking, co-creation, experimentation, among others;
- Identify and coordinate with local partners, including local government authorities, educational institutions, private sector, academia and experts, and local communities to invite their engagement throughout the whole process;
- Promote and manage the application process of the youth social innovation challenge;
- Organize and facilitate 5-day training workshops for the 10 selected youth teams (maximum 40 people), and provide mentorship throughout the solution development and experimentation process;
- Organize a local pitching for youth teams to present their solution ideas;
- Provide allowance for 3 selected youth teams to test their ideas;
- Organize a sharing forum for the 3 youth teams (maximum 12 people) to exchange their experience and lessons learnt during the testing period;
- Organize a final presentation session for the 3 youth teams;
- Provide allowance for 1 selected youth teams to carry out their solution;
- Coordinate with local stakeholders (maximum 5 people) to join both the pitching and the final presentation as judging committee;
- Document and produce report on the process as well as compile original presentation materials from all youth teams for UNDP’s collection; and
- Report to UNDP Accelerator Lab as needed.

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

Duration of Assignment: 15 October 2021 – 14 May 2022, duration for 7 months with maximum 30 working days.

Duty Station: Chiang Rai, Thailand (no travel is required)

### 4) DELIVERABLES AND FINAL PRODUCTS

Expected Outputs and deliverables Output	Deliverables	Submission Deadline
Output 1	<ul style="list-style-type: none"> <li>- Detailed work plan and timeline</li> <li>- List of stakeholders and institutions to be engaged (types of involvement specified)</li> <li>- List of educational institutions (at least 50) to promote the Challenge</li> <li>- Communication materials</li> <li>- Application template for youth teams</li> <li>- Training workshop plan and materials</li> </ul>	12 November 2021
Output 2	<ul style="list-style-type: none"> <li>- 5-day training workshops for 10 selected youth teams (maximum 40 people)</li> <li>- Mentorship to youth teams throughout the innovation process</li> <li>- A local pitching (maximum 45 people including participating youth and judging committee)</li> <li>- A sharing forum for the 3 youth teams (maximum 12 people) to exchange their experience during the testing period</li> <li>- A final presentation session (maximum 17 people including participating youth and judging committee)</li> <li>- A summary report and a set of original presentations from all the youth team</li> </ul>	14 May 2022

The arrangement and organization of the 5-day training workshops, local pitching, sharing forum, and final presentation session will include the services from the training and event preparation, training and event materials, consultant fee, venue cost, organization costs, allowances for participants, and other related costs.

## 5) INSTITUTIONAL ARRANGEMENTS

The Consultant will be engaged on a short-term basis 30 working days (15 October 2021 – 14 May 2022) under the Individual Contract arrangement. The work will be delivered under the direct supervision of the Head of Solutions Mapping, UNDP Accelerator Lab Thailand.

## 6) EXPERIENCE AND QUALIFICATIONS

### Academic Qualifications:

- Minimum of Master's degree in political sciences, social sciences, international relations, development, economics, or related field

### Years of experience:

- Minimum 3 years of professional experiences in youth development programme, capacity building for youth, and knowledge management
- Proven experiences in designing, organizing, and facilitating capacity building programme for youth or workshops and events for youth
- Minimum 2 years of experience in liaising or working closely with the local government in Chiang Rai and networking with local stakeholders to develop youth-related initiatives
- Strong knowledge on social innovations and bottom-up participatory development approach
- Familiarity with organizing online events with online applications such as Zoom, Microsoft Teams, and Google hangout/Google classroom
- Experiences in organizing competitions or pitching events would be an advantage
- Experiences in working with international organizations, particularly UN agencies, would be an advantage
- Knowledge of issues related to air pollution would be an advantage

### Language:

- Thai and English (technical proficiency)

### Competencies:

#### Core competencies:

- Demonstrates integrity by modelling 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 favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### Functional competencies:

- Expertise in designing, organizing and facilitating workshops for youth capacity building programme
- Excellent communication skills with people of diverse backgrounds
- Strong stakeholder engagement skills, particularly with Thai local government agencies
- Strong local networks: within youth development ecosystem

- Strong knowledge of sustainable development approach, SDGs, social innovations and bottom-up participatory development approach
- Excellent project management, coordination, and organizational skills

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

☒ NONE
 ☐ PARTIAL
 ☐ INTERMITTENT
 ☐ FULL-TIME

## 8) PAYMENT TERMS

Consultant must send a financial proposal on professional fee based on Lump Sum amount. The total amount quoted shall include all costs components to perform the deliverables identified in the TOR, included travel cost. The cost should include professional fee and any other applicable cost to be incurred by the IC in completing the assignment.

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.:

Payment terms:

- **First payment** - 60% of total contract amount upon the completion of the first deliverable
- **Second payment** - 40% of total contract amount upon the completion of the second deliverable

UNDP will not accept travel costs exceeding those of an economy class ticket. Should the Consultant 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.

Both international and domestic travel costs shall be paid at actual but not exceeding the quotation from UNDP approved travel agent.

## 9) CRITERIA FOR SELECTION OF THE BEST OFFER

The Individual Consultant will be evaluated based on the following methodology: **Cumulative analysis**

The award of the contract shall 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

set of weighted technical criteria (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 700 points)

Criteria	Weight	Max. Point
<b>Technical</b>	70%	700
• Minimum of Master's degree in political sciences, social sciences, international relations, development, economics, or related field	5%	50
• Minimum 3 years of professional experiences in youth development programme, capacity building for youth, and knowledge management	20%	200
• Minimum 2 years of experience in liaising or working closely with the local government in Chiang Rai and networking with local stakeholders to develop youth-related initiatives	15%	150
• Proposed methodology and implementation plan	30%	300

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

## 10) DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) and at least three (3) professional references;
- **Letter of Confirmation of Interest and Availability and financial proposal** using the template provided by UNDP. Note: National consultants must quote prices in Thai Baht, inclusive of consultant fee and all costs related to the operation;
- **Proposed methodology and implementation plan**, including training approaches, timeline, event venue, quality assurance measures, and other relevant information.