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Resilient nations.

ETHIOPIA

## TERMS OF REFERENCE (TOR)

### GENERAL INFORMATION

**Services/Work Description:** Recruitment of Consultant for the Development of an Insight Report on Governance in the era of Technological Acceleration

**Project Title:** Africa Leading the 4IR

**Duty Station:** Home-based No travel expected

**Type of the Contract:** International Consultant (IC)

**Duration:** 20 working days distributed over 2 months

**Expected Start Date:** Immediately after the contract is signed

### I. BACKGROUND

The UNDP Resilience Hub recognizes that we are living in an era of unprecedented technological revolution. The 4th Industrial Revolution (4IR) driven, by a range of powerful technologies, offers unique opportunities as well as significant risks to global, regional and national socio-economic development. Advancements in artificial intelligence (AI), robotics, the Internet of Things (IoT), 3D printing, genetic engineering, quantum computing, and other technologies, are rapidly transforming how we live, communicate, learn and work.

While these technologies are enabling rapid societal transformation, they are also amplifying already existing divide, creating new threats to the very fabric of democracy and sustainable development. 4IR is straining political, economic and social systems around the world, accentuating already existing inequalities (digital and real-world), as their benefits and opportunities flow disproportionately to early adopters. Such disparities, whether between the Global North and Africa, The Global East and Africa and between global technology companies and Africa, will impact the **future of power**, including economic development, peace, security and stability.

Despite this potentially ominous future for Africa, 4IR can be wielded responsibly to address the “wicked problems” of poverty, climate change and even age-old challenges related to governance such as transparency and accountability in public service delivery.

The current governance dispensation however lacks the necessary imagination to bring this positive vision of responsible adoption and use of technology for development into reality. The existing Global, Regional and National multilateral mechanisms for setting norms – responsible for principles, decision-making processes and standard setting and create incentives for behaviors at a transnational level and sustaining development, peace and security are insufficient, ill-equipped, siloed and too slow to manage as a public good, the rapid growth of technology.

Therefore, re-imagining governance of technologies themselves and governing with technologies creates an opportunity for a strategic REFRESH. While we may be in early days of 4IR, Africa stands at a critical juncture in leading the world by putting in place an agile policy and governance architecture that ensures emerging technologies are harnessed responsibly for the continents Transformation and Growth.

## II. Scope of the Work

In an effort to provide leadership in this area of technological acceleration, UNDP as a leading agency is commissioning an insight report to lay the foundation for a better understanding of the trends, challenges, threats and prospects that technology poses on governance. The insight report is intended to build a critical foundation for policy makers, development practitioners, private sector and civil society to better understand this new terrain, begin to familiarize themselves with new and emerging language that can facilitate co-creation and collaboration for a potentially new governance architecture.

UNDP recognizes that at this early stage of the Fourth Industrial Revolution, there is no recognized central point of reference for technology governance, and relatively few “leading practices”. There is also a significant gap in terms of global governance – namely, rules, policies and practices that enable benefits and risks to be managed across sovereign borders.

## III. Expected Output and Deliverables

The consultant will articulate the following deliverables:

- Conceptualize and define the two axis: governing of technology and governing with technologies through use-cases.
- Review existing literature, (especially the UN Secretary General’s Roadmap for Digital Cooperation), World Economic Forum Knowledge network, media sources, blogs etc on instances and incidences on governing with technology and governing of technologies, situating them, where feasible in African country contexts.
- Identify and consult key constituencies within the governance ecosystem (policy makers, practitioners etc), private sector: academia and innovators on their insights in this area.
- Produce a short, well researched and designed insight report in consultation with the Africa Leading the 4th Industrial Revolution team at UNDP and the Open Government Partnership (OGP) Support Unit.

No	Functions/Process	Deliverables	Estimated Duration to Complete/Timelines	Review and Approvals Required
1	Conceptualize and define the two axis: governing of technology and governing with technologies through use-cases.		5 Nov 21	Hub Manager
2	Review existing literature, (especially the UN Secretary General’s Roadmap for Digital Cooperation), World Economic Forum Knowledge network, media sources, blogs etc on instances and incidences on governing with technology and governing of technologies, situating them, where feasible in African country contexts.	1st Draft/annotated outline of the Insight Report	5 Nov 21	Hub Manager
3	Identify and consult key constituencies within the governance ecosystem (policy makers, practitioners etc), private sector: academia and innovators on their insights in this area.	2nd Draft of the Insight Report	19 Nov 21	Hub Manager
4	Produce a short, well researched and designed insight report in consultation with the Africa Leading the 4th Industrial Revolution team at UNDP and the Open Government Partnership (OGP) Support Unit.	3rd and Final Draft of the Insight Report	30 Nov 21	Hub Manager

#### IV. Institutional Arrangement /Reporting Relationships

The Consultant will be based in the UNDP Resilience Hub in Nairobi, Kenya but working remotely depending on the evolution of the COVID-19 situation. S/he will report to the Manager of the Nairobi Resilience Hub in Nairobi. Her/his work will be conducted in collaboration with and integrated into the different thematic teams within the Resilience Hub.

S/he is responsible for the Development of an Insight Report on Governance in the era of Technological Acceleration.

#### V. Duration of the Work

- a. State expected duration of work / total no. 20 of days over a period of 2 months of the assignment including effective person-days, if applicable.
- b. Emphasize the expected date of full completion, if time is of the essence, indicate the consequences of any delay
- c. Indicate target date for the start of work and expected completion date, including conditions to determining both dates in the table under **Roman No. III above**
- d. Provide the estimated Lead Time (LT) for UNDP or Project Implementing Partners to review outputs, give comments, certify approval/acceptance of outputs, etc.
- e. Explain special reason for urgency, if any, and serious consequence/impact of any form of delay in the completion of the work (e.g., deferment of the succeeding phase to the following year, cancellation of the budget allocation for the project, other potential losses to any party involved, etc.)

#### VI. Qualification of the successful individual consultant (IC)

##### a. Education:

- Advanced University degree (Masters, PhD preferred) in economics, social sciences, statistics, or related disciplines.

##### b. Experience:

- At least 15 years of work experience in the field of international development or academics, with a focus on social, economic, or political aspects of development, or on resilience building, or contribution to the UNDP Human Development Reports (HDRs).
- Have a good grasp of substantive and policy issues related to the study of social and economic development, monitoring and evaluation, resilience building and of the human development and capabilities approach.
- Practical experience in coordinating policy and research studies of a similar nature.
- Strong and proven experience in quantitative data analysis using statistical software (STATA, R or Python).
- Very good writing skills and ability to produce high quality policy papers as well as shorter memos and notes.
- Motivated to contribute significantly to the resilience and human development debate.
- Familiarity with complex adaptive systems theories and systems thinking approach.
- Familiarity with UNDP policies and procedures would be an advantage.

##### c. Language:

- Fluency in English, both written and oral. Working knowledge of another UN language preferably, French, is an asset.

##### d. Functional Competencies:

- Excellent written and oral communications skills
- Creativity and innovation
- Ability to work independently
- Ability to express ideas clearly and concisely in written and oral form
- Familiarity with local and international media trends

##### e. Corporate 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 favoritism.

**Important Note:**

The Consultant is required to have the abovementioned professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

**VI. Criteria for selecting the best offerer**

Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant /acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is 70%
  - b. Financial Criteria weight is 30%

Criteria	Technical Weight	Financial	Max Point
<b>Technical Competence (based on CV, and interview)</b>	70%		100%
<b>Criteria a.</b> Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal	45%		
<b>Criteria b.</b> Relevance of technical experience in relation to the assignment as described in the TOR	10%		
<b>Criteria c.</b> Minimum <u>15</u> years of experience in similar consultancy projects and/or IC contracts	5%		
<b>Criteria d.</b> Practical experience in coordinating policy and research studies of a similar nature;	10%		
<b>Financial (Lower Offer/Offer*100)</b>		30%	
<b>Total Score : Technical Score * 70% + Financial Score * 30%</b>			

**VII. PAYMENT MILESTONES AND AUTHORITY**

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Deliverables	Approval should be obtained from:	Percentage of Payment
	Conceptualize and define the two axis: governing of technology and governing with technologies through use-cases.		Hub Manager	
	Review existing literature, (especially the UN Secretary General's Roadmap for Digital Cooperation), World Economic Forum Knowledge network, media sources, blogs etc on instances and incidences on governing with technology and governing of technologies, situating them, where feasible in African country contexts.	1st Draft/annotated outline of the Insight Report	Hub Manager	
1 <sup>st</sup> Installment	Identify and consult key constituencies within the governance ecosystem (policy makers, practitioners etc), private sector: academia and innovators on their insights in this area.	2nd Draft of the Insight Report	Hub Manager	60%
2nd Installment	Produce a short, well researched and designed insight report in consultation with the Africa Leading the 4th Industrial Revolution team at UNDP and the Open Government Partnership (OGP) Support Unit.	3rd and Final Draft of the Insight Report	Hub Manager	40%

#### VIII. Recommended Presentation of Technical Proposal

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

#### IX. Confidentiality and Proprietary Interests

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.