



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 11.01.2022

Location: Home-based

Description of the assignment: Entrepreneurial Skills Master Trainer (Portuguese and English-speaking)

Project/Office: UNDP Istanbul International Center for Private Sector in Development

Period of services (if applicable): 01 February 2022– 30 January 2024 (maximum 20 working days within the period of 2 years)

Any request for clarification must be sent by standard electronic communication to the e-mail: gokce.kaya@undp.org. The response will be provided by standard electronic mail.

1. Background

Entrepreneurship can play a critical role in addressing development challenges and accelerating growth. The United Nations Agenda 2030 emphasizes the importance of entrepreneurship for achieving inclusive and sustainable development.

UNDP and HP Foundation established a partnership to implement joint activities on entrepreneurial and 21st Century skills development. The partners leverage the HP Foundation's HP LIFE Program as a flexible learning platform offering versatility and rich content for entrepreneurial skills development initiatives. HP LIFE is the HP Foundation's free IT and business skills-training program. It is accessible online, offline, and in person offering more than 30 courses in eight languages for entrepreneurs, business owners, and lifelong learners all over the world. It is also an adaptable educational resource used on the ground by trainers, educators, and mentors to enrich curricula, support business creation, and improve employability skills.

To localize this opportunity, UNDP and HP Foundation are initiating a global training of trainers program. The initiative will contribute to capacity-building for entrepreneurship primarily in Africa and MENA region. The Master Trainer will plan, prepare, and implement the HP LIFE training of trainers to maximize the utilization and benefits of HP LIFE Program in face to face or blended training programs.

This position is home-based. The Consultant will report to the IICPSD Technical Specialist based in Istanbul. The activities will be carried out in collaboration with IICPSD Digital Transformation and Skills team.

2. Description of responsibilities

Under overall supervision of the Technical Specialist, consultant is expected to:

- Adopt and utilize the exiting training of trainers and orientation training program and curriculum on the use of online HP LIFE Program learning platform to support knowledge transfer for capacity building on entrepreneurial, business and IT skills;
 - Conduct needs assessments prior to the training and prepare a training program that matches the needs of the participants;
 - Select the appropriate domain experts to provide the specialized courses during the trainings;
 - Manage the overall coordination of the courses between the host entity and UNDP and facilitate the training sessions;
 - Deliver the training methodology for the domain experts;
 - Create and deliver the relevant courses and presentations during the trainings;
 - Support the creation and maintenance of the communication network that will established with the trainees by assisting the identification of the communication platform that will be used, establishing a network format that will allow the trainees from different sessions to engage with each other and stay in contact, and actively engaging in the network to support the continuous learning of the trainees after the trainings are completed;
- Conduct the monitoring and evaluation process (including post-monitoring tests) and deliver an assessment report upon the completion of each training for internal quality assurance of the training program.

Scope of Price Proposal and the Schedule of Payments

- The consultant must send an all-inclusive financial proposal.
- The consultant must include in the computation of the contract price all fees, inclusive of professional fees; coordination and communication costs; taxes; etc.
- 100% Payment will be made based on submission of below deliverables and upon completion of each training.

| Activity | Financial Offer |
|-------------------------------------------------------------------------------------|-----------------|
| Orientation Training /Half-day ToT (4-hour preparation, 4-hour delivery, reporting) | |
| One-day ToT (4-hour preparation, 8-hour delivery, reporting) | |
| Two-day ToT (4-hour preparation, 16-hour delivery, reporting) | |
| Three-day ToT (8-hour preparation, 24-hour delivery, reporting) | |
| Four-day ToT (8-hour preparation, 32-hour delivery, reporting) | |

Deliverables:

Following the tasks outlined above, the consultant is expected to:

- Submit UNDP a terms of reference prior to each training, which includes learning outcomes and strategies, etc.
- Prepare training materials
- Deliver agreed trainings on agreed time frame
- Submit training a training report, time-sheet and the Certification of Payment.
- Apply pre and post tests and submit results and analysis
- Work closely with the partner institutions during preparation, delivery and reporting period

Institutional Arrangements:

- Maximum working days over the 2-year period would be 20. However, UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
- IC as a Framework Agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with another individuals or entities);
- Due to COVID-19 restrictions, the training will be conducted online and the consultant will work from home. In case travel is necessary, all arrangements will be made in line with UNDP travel and Daily Substance Allowance (DSA) policy;
- The contract would be from January 2022 – December 2023;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person(s) at UNDP would contact, by email, the Consultant informing of specific deliverables and timeline;
- The consultant must advise within 48 hours whether s/he is available to deliver the requested service;
- Thereafter a Purchase Order will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection;
- The consultant will report to the Technical Specialist, based in Istanbul.
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payment amount will be calculated based on the requested training by UNDP and the pre-identified price offer submitted by the consultant.
- Payments will be made upon submission of a detailed time sheet, certification of payment form, and the report templates along with acceptance and confirmation by the Technical Specialist (Supervisor) on days worked and outputs delivered.

Travel:

- Due to COVID-19, the consultant will work from home. In case mission travel is required, it is expected that the total number of missions will not exceed 5 in a calendar year;

- Any necessary mission travel must be approved in advance and in writing by the Supervisor;
- The Advanced and Basic Security in the Field II courses must be successfully completed prior to commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director;
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her own mission travel arrangements in line with UNDP travel policies;
- All related travel expenses will be supported by UNDP funds and will be reimbursed as per UNDP rules and regulations for consultants which states that consultants shall only be paid the most direct and most economical ticket, as will be quoted by the official UN travel agency. Any amount in excess of the said quotation, such as class and airline preference of the consultant, shall be borne by the consultant and the daily living allowance will be paid as per UN Rate. Costs for mission airfares, terminal expenses, insurance, and living allowances should not be included in financial proposal.

3. Competencies

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.

Technical:

- Expert knowledge design and delivery of online and on-site entrepreneurship trainings

Professionalism:

- Focuses on achieving results;
- Sets priorities, produces quality outputs, meets deadlines and manages time efficiently;
- Works toward creative solutions by analyzing problems carefully and logically;
- Has a dynamic, positive and adaptive attitude towards work-related challenges, bringing innovation to them;
- Leads and supports team decisions;
- Facilitates meetings effectively and efficiently;
- Resolves conflicts as they arise;

Communication

- Has excellent public speaking and presentation skills;
- Writes and presents clearly and convincingly;
- Has strong inter-personal and cross-cultural communication skills.

Knowledge Management

- Shares knowledge and is willing to provide support to others who request advice and help.

Client orientation

- Maintains strong relationships with partners and clients.

4. Qualifications

Academic Qualifications/Education:

- Bachelor’s Degree in economics, business administration, finance, information and communication technologies, computer science, entrepreneurship, innovation, communications, marketing, life skills, humanities or equivalent field.
- Holding a Hewlett Packard Enterprise (HPE) Advising Program certification is an asset.
- Holding an HP LIFE Master Trainer certification is an asset.

Experience:

- Minimum of 5 years relevant experience in the management, implementation and delivery of online and on-site entrepreneurship trainings and trainings of trainers is required.
- Experience in the management, implementation, and delivery of entrepreneurial trainings in Africa and MENA region is required.
- Proven experience in the design of online and on-site entrepreneurship trainings and trainings of trainers is required.
- International level-experience on delivery of entrepreneurial trainings is required.

Language skills:

- Excellent Portuguese and English are required. Fluency in Spanish and/or Arabic is an asset.

5. Evaluation of applicants

Individual consultants will be evaluated based on cumulative analysis.

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example

* Technical Criteria weight; [70%], maximum 700 points

* Financial Criteria weight; [30%], maximum 300 points

All the offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for the financial evaluation.

The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

$P=Y*(L/Z)$, where

P=points for the financial proposal being evaluated;

Y=maximum number of points for the financial proposal;
L= price of the lowest price proposal;
Z=price of the proposal being evaluated.

| <i>Criteria</i> | <i>Weight</i> | <i>Max. Points - 1000</i> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------------------|
| <u>Technical</u> | | |
| • Academic qualifications: | 10% | 100 |
| Bachelor's Degree in economics, business administration, finance, information and communication technologies, computer science, entrepreneurship, innovation, communications, marketing, life skills, humanities or equivalent field | 10% | 100 |
| • Professional experience: | 38% | 380 |
| Minimum of 5 years relevant experience in the management, implementation and delivery of online and on-site entrepreneurship trainings and trainings of trainers | 15% | 150 |
| Experience in the management, implementation, and delivery of entrepreneurial trainings in Africa and MENA region | 7% | 70 |
| Holding a Hewlett Packard Enterprise (HPE) Advising Program certification is an asset | 3% | 30 |
| Holding an HP LIFE Master Trainer certification is an asset | 3% | 30 |
| Proven experience in the design of online and on-site entrepreneurship trainings and trainings of trainers | 5% | 50 |
| International level-experience on delivery of entrepreneurial trainings | 5% | 50 |
| • Competencies | 22% | 220 |
| Communication skills* | 4% | 40** |
| Technical Knowledge (management, implementation and delivery of online and on-site entrepreneurship trainings, brief methodology)* | 5% | 50** |
| Excellent organizational skills and ability to prioritize tasks* | 4% | 40** |
| Excellent knowledge of English and Portuguese* | 5% | 50** |
| Proficiency in Spanish/Arabic is an advantage | 4% | 40 |
| <u>Financial</u> | 30% | 300 |
| <i>Financial Proposal</i> | | 300 |

*Will be evaluated during the interview.

** Applied scoring system:

| Degree of compliance of the candidate with the required competence | Degree of compliance Supporting Evidence Scoring scale (% from maximum available score for the given sub-criteria) | % from maximum available score for the given criteria |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|
| <i>Excellent</i> | <i>Excellent evidence of ability to exceed contract requirements</i> | <i>80-100%</i> |
| <i>Good</i> | <i>Good evidence of ability to exceed contract requirements</i> | <i>60-80%</i> |
| <i>Satisfactory</i> | <i>Satisfactory evidence of ability to support contract requirements</i> | <i>40-60%</i> |
| <i>Poor</i> | <i>Marginally acceptable or weak evidence of ability to comply with contract requirements</i> | <i>10- 40%</i> |
| <i>Very poor</i> | <i>Lack of evidence to demonstrate ability to comply with contract requirements</i> | <i>0-10%</i> |
| <i>No submission</i> | <i>Information has not been submitted or is unacceptable</i> | <i>0%</i> |

6. Application procedures

The application submission is a two-step process. Failing to comply with the submission process may result in disqualifying the applications.

Step 1: Interested candidates must include the following documents when submitting the applications (Please group all your documents into one (1) single PDF attachment as the system only allows upload of one document):

- **Cover letter** explaining why you are the most suitable candidate for the advertised position. Please paste the letter into the "Resume and Motivation" section of the electronic application.
- **Brief methodology** on how you will approach and conduct the work (if applicable).
- **Copies of language certificates**, if available
- **Filled P11** form or CV including past experience in similar projects and contact details of referees
(blank form can be downloaded from http://www.eurasia.undp.org/content/dam/rbec/docs/P11_modified_for_SCs_and_ICs.doc).
- Submission of **Financial Proposal** attached as Annex I
Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

*Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org*

General Terms and conditions as well as other related documents can be found under: <http://on.undp.org/t7fJs>.

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Further information to get a better understanding of the hiring unit and the work can be found from [this link](#).

Annexes:

Annex I – Letter to UNDP Confirming Interest and Availability including Finance Proposal

Annex II – Individual Consultant Contract Form

Annex III – Individual Consultant General Terms and Conditions

Annex IV – Statement of Good Health