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TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

Post Title:	Knowledge Management and Documentation Consultant
Position type:	International Consultant
Agency:	Governance and Peacebuilding, UNDP Bangkok Regional Hub
Country of Assignment:	Home-based without travels
Contract Duration:	15 th July – 31 st October 2022 (maximum of 60 working days)
Project title:	Anticipatory, Agile and Adaptive Governance

A. Background to the assignment

Covid-19 has laid bare structural weaknesses in governance and foundations under the recent progress in combating poverty, ensuring equal access to critical services and employment opportunities, among others. But the pandemic shock has also led to unprecedented levels of experimentation when it comes to breaking down traditional barriers to collaboration across different levels of government. From [Pakistan](#) and [Canada](#) to [Bangladesh](#), [Vietnam](#) and New Zealand, successful social welfare responses and public service delivery systems have been largely based on ability to bring together and work across government departments, coordinate across different levels of government (national, subnational, local), leverage digital capability and infrastructure, and nurture trust and engagement of the citizens. This session will reflect on these experiences and whether governments will be able to carry over this “collaboration premium” generated by the crisis into the future of governance. In this complex and uncertain new world, nations will need to develop a set of capabilities that place a premium on ***Anticipating change, Adapting to the ‘new normal’ and responding with Agility using fast-tracked experimentation***, engaging with citizens, businesses and others to co-create and apply innovative solutions, or what we call ‘Triple AAA Governance’ (AAAG), in order to address the intersecting challenges of a planetary crisis and inequality, strengthen social contracts and build forward the world we want in 2030. Hence, the Governance Unit in BRH, in consultation with RIC and other units within BRH as well as COs is proposing to co-design an ‘Integrated Service Offer’ for embedding inclusive and participatory AAAG approaches to support COs as well as their respective government partners in building new (data/ innovation/ anticipatory) capabilities within governments as well as introduce new value additions with respect to the existing programmes/ policies.

The Governance Unit at UNDP’s Bangkok Regional Hub (BRH) plans to co-design AAA Governance Service Offer as a collaborative/ participatory intervention, in coordination with The Regional Innovation Centre, Accelerator Labs in the region, multiple units within Country Offices (COs) and multiple units within BRH. To begin the scoping phase of this service offer, the Governance Unit intends to hire services of an Individual Consultant (IC) to support the initial phase of documentation and knowledge management on AAA Governance within COs and multiple units with BRH.

B. Scope of Work

The scope of work for the IC to document and compile case studies from different COs and multiple units

within BRH towards integrated AAAG portfolio led by Governance and RIC, in coordination with multiple units. The IC shall undertake the following activities

- (1) Interviews:** The IC shall interview Accelerator Lab colleagues and other CO colleagues across the region about their understanding of AAA Governance and their existing work touching upon/ intersecting AAA Governance related themes/ portfolio. The IC shall also interview all teams within BRH (RIC (Data-for-Policy Platform + Digital portfolio), SPP (Foresight Offer), Social Innovation Platform (SIP), SDG Integration, NCE, Human Mobility, Disaster Risk Resilience, Inclusive Growth to surface learnings and commonalities across experiences to contribute to the service offer.
- (2) Horizon Scanning:** With support from Accelerator Lab colleagues and SPP colleagues, the IC support in facilitating and documenting/ compiling horizon scanning on trending themes of AAA Governance portfolio across the region. The consultant will do a desk review of other AAAG initiatives and actors in the Asia and the Pacific (AP) region, enabling to understand on the level of awareness on AAAG and if any important areas of work which is underway or ongoing in the AP countries that are contributing to AAAG.
- (3) Documentation:** Based on the learnings from the above interviews, the IC shall produce a consolidated intelligence report summarizing the existing work of COs and multiple units of BRH on AAA Governance, articulating the core elements of inclusive and participatory AAA Governance which emerges from this body of work, identifying gaps and challenges as well as best practices and providing recommendations for development of inclusive and participatory AAA Governance as a flagship service line for UNDP in Asia and the Pacific .

C. Expected Outputs and Deliverables

The expected outputs and deliverables will be agreed between the contractor and Team Leader- Governance and Peacebuilding, Bangkok Regional Hub. They will be reviewed and approved upon the delivered quality. The contractor is expected to deliver:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates
Deliverable 1: All relevant COs and BRH Units interviewed.	20 days	By 15 August 2022
Deliverable 2: Horizon Scan Report	20 days	By 15 September 2022
Deliverable 3: Final report with recommendations submitted for approval.	20 days	By 15 October 2022

D. Duration of Assignment, Duty Station, Expected Places of Travel, and Institutional Arrangement

- **Duration of Assignment :** 15th July – 31th October 2022, with maximum 60 working days.
- **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 Governance and RIC team and under the direct supervision of the Head of Governance and Regional Innovation Centre, UNDP Bangkok Regional Hub.
- The Head of the Governance Team or the alternate as assigned will review and approve the Contractor’s outputs and deliverables.
- The Consultant will be given access to relevant information necessary for the 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

E. Expected Deliverables, Scope of Price Proposal and Schedule of Payments

Consultant must submit a **financial proposal based on Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components (professional fees, communications, consumables, medical insurances etc.) required by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or living allowance (if any work is to be done outside the IC’s duty station) should be identified separately. 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:

Deliverables #	Delivery schedule	Payment Terms
Deliverable 1: All relevant COs and BRH Units interviewed.	By 15 August 2022	20% upon delivery
Deliverable 2: Horizon Scan Report	By 15 September 2022	40% upon delivery
Deliverable 3: Provide recommendations based on analysis on the compilation of the interventions plus success cases & challenges on AAAG works at BRH and CO for future programming, and outline a skeleton for AAAG portfolio development.	By 15 October 2022	40% upon delivery

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC 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.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP

F. DEGREE OF EXPERTISE AND QUALIFICATIONS

Education: Bachelor’s degree or above in Political Science, Public Administration, Journalism or any social sciences field.

Experience:

- Substantive knowledge and at least 5 years of working experience in the field of Governance, Policy Innovation, social innovation and/or other relevant areas.
- Practical experience in consultative research and horizon scanning (or similar exercises like sensemaking, design thinking/ systems thinking workshops (with a proof of 3 relevant research / documentation assignments that were completed in the last 5 years).
- Experience of working with multiple countries and compiling strategic reports based on interviews/focused group discussions is desirable (with a proof of 3 relevant research / documentation works that were completed in the last 5 years).
- Effective communication and documentation skills.
- Experience with UN agencies or international NGOs is an added value.

Language: Excellent written English required.

G. Criteria for Selection of Individual Consultant for Award of Contract

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method—where the qualifications and experienced will be weighted a maximum of 70 points and combined with the price offer which will be weighted a max of 30 points out of 100 points.

Method: Cumulative analysis method will be used to evaluate proposals. When using this 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation

Technical Criteria for Evaluation (Maximum 70 points)

#	Criteria	Max. Score
A	Education: Bachelor’s degree or above in Political Science, Public Administration, Journalism or any social sciences field.	10
B	Substantive knowledge and at least 5 years of working experience in the field of Governance, Policy Innovation, social innovation and/or other relevant areas.	20
C	Practical experience in consultative research and horizon scanning (or similar exercises like sensemaking, design thinking/ systems thinking workshops (with a proof of <u>3</u> relevant research / documentation works that were completed in the last 5 years).	15
D	Experience of working with multiple countries and compiling strategic reports based on interviews/focused group discussions is desirable (with a proof of <u>3</u> relevant research /	15

	documentation works that were completed in the last 5 years).	
E	Effective communication (written English) and documentation skills (evaluated from submission of relevant work examples in the last 5 years).	10
Total		70

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

Financial Criteria for Evaluation (Maximum 30 points)

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. 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.

Contract award: Candidate obtaining the highest combined scores in the combined score of Technical and Financial evaluation will be considered technically qualified and will be offered to enter into contract with UNDP.

Required documents

Candidates wishing to be considered for this assignment are required to submit the following documents:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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.
- c) **Sample Work:** Samples of **3 reports** reflecting consultative research/ horizon scanning or similar assignments/ experience of working with multiple countries and compiling strategic reports/ undertaken by the candidate in the past 5 years.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a **breakdown of costs**, as per template provided.

****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.