



TERMS OF REFERENCE **FOR INDIVIDUAL CONTRACT**

POSITION TITLE:	Research Consultant – Analysis of Social Innovation Platforms (SIP)
AGENCY / PROJECT NAME:	Social Innovation Platforms (SIP), Governance Team, UNDP Bangkok Regional Hub
COUNTRY OF ASSIGNMENT:	Home-based with no travel required
DURATION:	1 September - 30 November 2022 Max 50 working days

1) GENERAL BACKGROUND

UNDP is the knowledge frontier organization for sustainable development in the UN Development System and serves as the integrator for collective action to realize the Sustainable Development Goals (SDGs) and implementation of the Leave No One Behind principle.

Despite the fact that the Agenda 2030 highlights the interconnectivity of development challenges and the importance of a systemic approach to deliver the Sustainable Development Goals, most of the development interventions are mainly designed, managed and evaluated as linear projects rather than considered as interconnected elements of any long-term socio-economic transformation strategy.

The **‘Social Innovation Platforms’ (SIP)** is an initiative that support UNDP to experiment new approaches to address local development in an integrated manner, using for instance a portfolio approach that is developed based on rapid ethnographic and digital listening tools, system thinking and co-creation methodologies. The ambition of SIP is to strengthen local governance, enhance socio-economic development at the subnational level and thus accelerate SDG localization.

The work on SIP started in 2020 under a regional initiative led by the UNDP Regional Hub for Asia-Pacific (BRH) with ALC, a social innovation lab based in Bilbao, Spain. SIP is now implemented in 6 countries in Asia as well as in Europe, Central America and soon in Africa.

2) SCOPE OF WORK

Against this backdrop, the UNDP Bangkok Regional Hub (BRH), supporting 32 UNDP Country Offices in the Asia-Pacific region, intends to procure the service of an individual consultant to conduct an **analysis and produce a research paper** of the relevance of Social Innovation Platforms to:

1. Address inter-connected local development challenges and complexities
2. Foster inclusive and effective participation (incl. through 'deep-listening') of local communities and most vulnerable groups in decision making
3. Encourage new spaces and forms of collaboration between local communities, governments and the private sector (multi-stakeholder platforms) to co-create, operationalize and finance portfolios of integrated local development solutions (incl. scaling and institutionalizing by local governments).

Throughout the analysis, the researcher will need to apply a solid **'governance lens'** and an **'innovation mind set'** to assess:

4. The relevance of SIP to enhance (at the sub-national level) inclusive participation, trust in public institutions, social cohesion and participation of public and private actors in local development, and
5. The relevance of the SIP approach considering UNDP's Strategic Plan (2022-2025) and the ambition to transition from projects to portfolios; the new 'Governance Global Programme for People and Planet' and the organization's Digital Strategy.

The research will need to **address the 5 topics mentioned above and will mainly focus on the SIP work conducted in Thailand, Pakistan, Indonesia and shall also be informed by similar initiatives** conducted in the Maldives, Lao PDR, Bangladesh, European cities and Uruguay. The paper should be developed and articulated around at least 3 country case-studies. The research will be informed by literature review, semi-structured interviews, focus group discussions and quantitative data. When required, primary data will be collected and analyzed to complement existing data sources and narratives.

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

In accordance with the requirements above, the consultant is expected to commit to a maximum of **50 working days** from **1 September to 30 November 2022**.

The consultancy will be managed by the UNDP Bangkok Regional Hub and will be home-based with no travel required for the full duration of the contract.

4) EXPECTED DELIVERABLES

Scope:

The final product (ie: the 'publication' or 'paper') will consist of an elaborated analysis of the SIP relevance (against the 5 topics mentioned above) and highlight the SIP added value (and concerns) compared to traditional 'project interventions'. The paper will include an analytical section including 3 case studies, data points, brief human stories, a few infographics and relevant annexes. The paper should be approximately 20-

30 pages long including an executive summary, a set of recommendations and 2 draft blogs for UNDP to publish. As per UNDP rules copy rights will remain with UNDP.

Outputs:

1. Final publication (approx. 20-30 pages including an executive summary but excluding annexes) on the relevance of SIP against the topics mentioned above. The publication should be properly designed, layout with graphs and pictures and ‘ready to publish’ (Word doc and pdf versions).
2. Two (2) draft blogs highlighting key findings and lessons from the research paper.
3. Two (2) webinars (co-organized with BRH) to present the paper and discuss the findings.

#	Deliverables	Tentative timelines
1	Inception report including research methodology, preliminary list of questions and stakeholders; detailed outline of the publication and time frame.	By 30 Sep 2022
2	Draft publication, covering all requirements mentioned in this TOR (incl. 2 draft blogs)	By 15 Oct 2022
3	Revised and final Publication and blogs (2)	By 30 Oct 2022
4	Webinars (2) to present the publication and discuss the findings.	By 20 Nov 2022

5) INSTITUTIONAL ARRANGEMENT

The consultant will report to the ‘Regional Advisor on Governance’ at UNDP Bangkok Regional Hub and work in close collaboration with UNDP Country Offices, BRH Regional teams and other relevant teams. The success of the project depends on the timely delivery of each component. The contractor should ensure timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

UNDP will have the following responsibilities: (i) Provide relevant documents; (ii) Discuss and agree on the methodologies of the assignment; and (iii) Monitor and evaluate the progress of the assignment. The contract and payments will be performance-based and regularly assessed by the UNDP Bangkok Regional Hub.

The present Terms of Reference may be subject to modification, without changing the overall objectives and the scope of work, based on mutual consultations. UNDP will hold the copyright of the assignment deliverables.

6) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- Minimum of Master’s degree in development studies, social sciences, innovation or any other related fields;

Experience and skills:

- A minimum of 7 years work experience in development, social innovation, digital transformation is required;
- At least 3 years of proven expertise conducting research (using quantitative and qualitative tools), developing case studies, drafting human stories, curating portfolios of integrated local development solutions, producing high quality reports and analysis related to development and/or innovation;
- Experience in working for UNDP and other international development organizations is an asset;
- Relevant experience of working on innovation at the local/city level in Asia and the Pacific region is an asset.

Language Requirement:

- Excellent command of both written and oral English

Competencies

- Demonstrates commitment to UN's mission, vision and values;
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;
- Demonstrated ability to meet deadlines and work under pressure;
- Innovative forward-thinking, good coordination, organizational skills, and teamwork.

7) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Candidates must send a Financial Proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, living allowance and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be a 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 the below percentages:

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 contractor will be entirely responsible to hire, pay and manage any other local consultants s/he requires to deliver this assignment. UNDP will have no responsibility or obligations vis-à-vis these persons.

Payments will be done based on completion of each deliverable, upon verification of completion of deliverables and approval by the supervisor.

Outputs	Percentage	Tentative due dates	Condition for Payment Release
Inception report including research methodology, preliminary list of questions and stakeholders; detailed	30%	By 30 Sep 2022	Within thirty (30) days from the date of the meeting the following conditions:

outline of the publication and time frame.			a) UNDP’s written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider
- Draft publication, covering all requirements mentioned in this TOR (incl. 2 draft blogs) - Revised Publication ‘ready to be published’ and blogs (2)	50%	By 30 Oct 2022	
Webinars (2) to present the publication and discuss the findings.	20%	By 20 Nov 2022	

8) RECOMMENDED PRESENTATION OF OFFER

Interested individuals must submit the following documents /information to demonstrate their qualification, experience and suitability to undertake the assignment. **All supporting documents (a-c) must be part of the detailed CV and uploaded as one document.**

- a) **Duly accomplished Letter of Confirmation of Interest and Availability with Financial Proposal** (in USD) using the template provided by UNDP 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.

- b) **Personal CV or P11**, 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 of works/previous publications** related to development and/or innovation or other related fields (at least 2 samples).

*****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.***

9) CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the **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 a set of weighted technical criteria (70%) and financial criteria (30%). The 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 – 70% (100 points)

Criteria	Criteria Description	Score (points)
Technical Criteria		
1	Minimum of Master’s degree in development studies, social sciences, innovation or any other related fields.	20
2	A minimum of 7 years work experience in development, social innovation, digital transformation is required.	30
3	At least 3 years of proven expertise conducting research (using quantitative and qualitative tools), drafting human stories, curating portfolios of integrated local development solutions, producing high quality reports and analysis related to development and/or innovation.	20
4	Experience in working for UNDP and other international development organizations is an asset	10
5	Relevant experience of working on innovation at local/city level in Asia and the Pacific region is an asset	10
6	At least 2 Sample of works/previous publications related to development and/or innovation or other related fields	10
	TOTAL	100

Candidates obtaining a **minimum of 70% (70 points)** of the maximum obtainable points for the criteria (100 points) shall be considered for the financial evaluation.

Financial evaluation - Total 30%

The following formula will be used to evaluate financial proposal:

- $p = y (\mu/z)$, 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.