

TERMS OF REFERENCE

Long Term Agreement

1. Assignment Information

Assignment Title:	National and International Specialists on Governance and Innovation Specialist (Open for National and International Consultants)
Cluster/Project:	Programme and Result Unit
Post Level:	Specialist
Contract Type:	Long Term Agreement (LTA) - up to four LTAs
Duty Station:	Home-based
Expected Place of Travel:	N/A
Contract Duration:	Initial contract is from 10 October 2022 to 09 October 2023 (up to 120 days per year for each LTA), possibility of extension for one and half year more.

2. Project Description

UNDP Cambodia Country Office works in partnership with the Royal Government of Cambodia (RGC), civil society organizations, multilateral aid agencies, bilateral donors and private sector to support the progress towards the Cambodia Sustainable Development Goals (C-SDGs).

In this context, UNDP Cambodia implements two projects promoting accountability and participation in line with a UNDP Country Programme outcome.

(i) The Building Capacities for Civic Engagement, Peacebuilding and Inclusive Dialogue: Towards Inclusive and Participatory Governance (Civic Engagement project)

The civic engagement project is organised around three pillars 1) Capacity development of CSOs and government institutions 2) Improving quality in engagement modalities 3) increase exposure and opportunities in which citizens, CSOs and government institutions work together. The target provinces of the Civic Engagement project are Kampong Cham, Kampot, Ratanakiri and Siem Reap. The overall objective of the Civic Engagement project is to promote democratic governance initiatives and a peaceful, inclusive, and equitable society through expanding opportunities for inclusive civic engagement using dialogue in Cambodia. Through partnerships with national and sub-national government and civil society organisations, the project promotes the cultivation of more collaborative mindsets and partnerships between civil society and civil servants.

(ii) Project for Strengthening Transparency and Accountability in Local Governance through Civic Engagement (STA project).

The STA project is organised around two pillars 1) Improved people's access to info and analytical and critical thinking 2) Sub-National Administrations accountability to people is strengthened. Target provinces include Kampong Cham (Kampong Cham), Ratanakiri (Banlung) and Siem Reap (Siem Reap). The STA project aims to contribute to the National Programme on Sub-National Democratic Development Phase 2. Through civil society, municipal and national government partners, the STA project, intends to make local governance information such as public services, local plans, budget allocations and sub-national administration performance more accessible to people along with supporting people's monitoring capacities of sub-national administrations performance.

In order to provide support and ensure effective policy and quality technical services, UNDP Cambodia is seeking applicants who have corresponding qualifications for one or more profiles listed below.

- Local governance
- Civic Engagement
- Human rights-based approach
- Innovation (e.g. foresight, social innovation challenge, design thinking, collective intelligence, ethnographic research)
- Programme/ Project development in above areas

Successful applicants will be joining UNDP Cambodia roster of experts and engaged based on the arising needs of UNDP Cambodia governance and innovation portfolio including, research, project design, implementation of policies and programmes, capacity development, reporting and communications.

This solicitation is for Long-Term Agreements (LTA) for initial one year and renewable up to two and half years linked to satisfactory performance of the individual consultants. LTA refers to a mutual arrangement whereby the Consultant (s) will provide services as required, over a specific period of time. It specifies the unit price (daily rate), allowing for a framework agreement to be used when the Consultant's services are needed for output-based deliverable. The Consultant will be contracted under separate ToRs that will be developed for the specific services needed within the scope of the LTA.

3. Scope of Work

The main role of the Specialist(s) will be responsible for providing technical assistance for priority initiatives in the field of governance and innovation through the following set of activities.

- (a) Research and project designs
- (b) Technical advisory and capacity development
- (c) Implementation of policies and programmes with innovation approaches
- (d) Communications and reporting

Key work areas will include:

(a) Research and project designs

- Analyse context and development challenges related to the governance areas (e.g. local governance, civil society ecosystem, capacity development, civic engagement) using innovative approaches and frameworks of conflict and development analysis or political economy analysis.
- Identify specific barriers and proposed solutions for programmatic interventions through innovation approaches (e.g. ethnographic research, positive deviance, collective intelligence, prototyping and experimentation).
- Prepare conceptual frameworks/concept notes for governance projects based on developmental challenges and driven by innovative approaches.
- Provide technical support to develop project documents (including work plans, budgets, results and resources framework and monitoring and evaluation plan) following UNDP rules and procedures.
- Apply design thinking in project formulation (horizon scanning, testing assumption, building project prototypes, experiments)
- Facilitate consultation with various stakeholders and engage them in designing projects.

(b) Technical advisory and capacity development

- Provide technical inputs and support to trainings conducted with National School of Local Administration

(NASLA) and Cooperation Committee for Cambodia (CCC) on innovation curriculum.

- Provide technical inputs to capacity development of UNDP Country Office staff on technical issues such as human rights-based approach, design thinking, Cambodian legal frameworks depending on the needs.

(c) Implementation of policies and programmes with innovation approaches

- Provide technical assistance to innovation bootcamp, social innovation challenges, collective intelligence applied in projects.
- Provide technical support by identifying opportunities for scaling up from results of the grants to CSO sustainability.
- Support experimentation of proposals and prototypes during the project implementation.
- Provide technical advice to collect data and conduct surveys required for project implementation.

(d) Communications and reporting

- Prepare reports and power point presentations for stakeholder engagement, development partners based on inputs from project counterparts and wider stakeholders
- Develop communication products (e.g. newsletter, human-centered stories, infographics) by collecting inputs from project counterparts and wider stakeholders

Separate sub-TORs will be developed for specific assignments (within the scope of the overall LTA and the categories above). Specific deliverables of each assignment will be based on an agreed sub-ToR and PO issuance. All property – tangible and intellectual – produced during assignments/ LTA would remain the property of UNDP. The consultant should also ensure confidentiality of all the information received during assignments.

4. Institutional Arrangement

The consultant(s) will be responsible to deliver the expected outputs of the assignment and shall report directly to the concerned focal point as listed in specific separate TOR. The consultant(s) will work in close collaboration with concerned UNDP staff (programme & policy specialists/analysts and advisors) for each specific assignment.

5. Duration of the Work

Person-days for the total assignment is up to 120 days per year for each LTA. The initial assignment is expected from 10 October 2022 to 09 October 2023 (up to 120 days per year), with possibility of extension up to one and half years based on the needs and satisfactory performance of the consultant. The proposed professional fee remains valid for up to two and half years.

6. Duty Station

The duty stations for this assignment is home based. In the case travel need is identified, DSA and all other related actual costs for local travel inside Cambodia will be covered by the project, but this shall be agreed prior to each assignment and before organizing the field missions. The reimbursement of the associated costs will be made through F-10 Form.

Selected individual contractor is expected to undertake the assignment, being based in the country (Cambodia). It is advised to undertake (BSAFE) training. The course accessible is here: <https://training.dss.un.org/course/category/6>.

7. Minimum Qualifications of the individual contractor (Specialist)

Education:	Master's degree (postgraduate), or equivalent, in social science, political science, political studies, public policy, public administration, conflict resolution, or other related fields.
Experience:	<ul style="list-style-type: none">• At least five years of experience in analysis, project design, project/programme management, experimentation of innovation approaches such as design thinking, systems design, horizon scanning, collective intelligence, ethnography, etc.• Very good understanding of the governance situation in Cambodia. Prior working experience in Cambodia is an asset.• Strong experience in collaboration and engagement of diverse stakeholders in particular civil society organizations and governments.• Experience with international organizations such as NGOs, the UN, international financial institution is an asset
Competencies:	<ul style="list-style-type: none">• Ability to plan, organize, prioritize and control resources, procedures and protocols to achieve specific goals.• Ability to research and turn information into useful knowledge, relevant for context, or responsive to a stated need.• Strong analytical skills (e.g. application of conflict and development analysis, political economy analysis).• Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.• Strong writing and presentation skills (demonstrated by at least one written sample: e.g. project proposal).
Language Requirement:	<ul style="list-style-type: none">• Fluency in English both in writing and speaking required.• Understanding Khmer is an advantage.

8. Criteria for Evaluation of Level of Technical Compliance of the individual contractor (Specialist)

Technical Evaluation Criteria	Obtainable Score
Master's degree (postgraduate), or equivalent, in social science, political science, political studies, public policy, public administration, conflict resolution, or other related fields	5
At least 5 years of experience in analysis, project design, project/programme management, experimentation of innovation approaches	30
Very good understanding of the governance situation in Cambodia. Prior working experience in Cambodia is an asset.	20
Strong experience in collaboration and engagement of diverse stakeholders in particular civil society organizations and governments	20
Strong writing and presentation skills (demonstrated by at least one written sample: e.g. project proposal).	25
Total Obtainable Score:	100

9. Payment Milestones

The payment is made based on the actual number of days per each assignment agreed prior to taking place of each assignment. It will be calculated based on the number of actual working days as per assignment (exclude DSA, air-ticket, and other associated costs). The number of days of each assignment is expected to

vary. The payment to be made to the contractor of each assignment will be based on the agreed sub-ToR.

The consultant can begin working only after a purchase order (PO) is issued to him/her each time a service is required and following discussion and agreement between the consultant and the Country Office. The consultant takes his/her own responsibility for performing any service which is out of the scope of this ToR.

Full payment amount is paid within 30 days after satisfactory completion of work and receiving of original Certification for Payment (CoP). Each payment is subject to acceptance of work, receipt of CoP, and performance evaluation duly completed (for last payment) and signed by the head of the respective unit requesting the service. If additional work is needed due to the assignment not meeting the requirements, this will be at no cost to UNDP.

Offerors shall quote one rate of daily professional fee. The rate shall be all inclusive and fixed during the contract period. **Noting that offeror is required to be responsible for his/her own insurance or it can be considered including the cost together with professional fee.**

The consultant will be paid on a lump sum basis as per agreed per assignment/ToR.