**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

 Date: 12 May 2022

**Country: Azerbaijan**

**Description of the assignment: Innovation Consultant IC being Framework Agreement**

**Project name: n/a**

**Period of assignment/services:** 01 June 2022 – 01 June 2023

Proposal should be submitted by email to procurement.aze@undp.org no later than **23 May 2022, 18:00, Baku Local Time**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

United Nations Development Program (UNDP) in Azerbaijan became one of the 90 offices across the Globe launching Accelerator Lab to test new ways of working to address social and environmental challenges. Being part of a globally integrated network, each lab can draw inspiration from both local solutions and solutions identified by the global network. Accelerator Lab communicates findings and results effectively and exploring new ways and approaches. Accelerator lab focuses on working with innovators in all areas including creative industries.

With growing volume of initiatives and partners the Lab needs more passionate people involved into the daily work of Lab to increase the effectiveness of the workflow within the Accelerator Lab.

**Objective**

This ToR is designed for the Innovation Consultant to UNDP Accelerator Lab who will support the implementation of the activities, drafting of working documents and consult on the effectiveness of the implemented experiments.

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**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| The Innovation Consultant will be tasked to perform the following duties and responsibilities based on ad-hoc requests and not limited to a particular project.* Assist in project related administrative paper work;
* Contribute to the preparation analytical briefs on political, economic, social, and innovation developments in the country;
* Contribute to the preparation of the Terms of Reference for local and international experts;
* Contribute to the preparation of the project publications and other visual aid materials, training resources, promotional materials;
* Coordinate event organization and other operational processes by duly following up with the stakeholders;
* Perform ad hoc project implementation tasks;
* Participate in the meetings with the programme team, senior management, national partners and international organizations, if and as required; prepare talking points and minutes of the meetings;
* Contribute to knowledge – sharing by acting as a resource person in his/her area(s) of expertise;
* Perform any other consultancy tasks, as may be required.
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**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * Advanced University Degree in any development-related field; (15)
* Minimum 3 years of experience in programme development, implementation, monitoring and reporting; (25)
* At least 3 years of experience with international development institutions; (20)
* Excellent knowledge of UN/UNDP programme and operational policies and procedures; (20)
* Good understanding of the local context and will be an asset;
* Proven analytical skills;
* Strong drafting, presentation and reporting skills; (20)
* Strong computer skills;
* A good working knowledge of English is a requirement.

**Functional Competencies:****Knowledge Management and Learning*** Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example.
* Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills

**Innovation and Marketing New Approaches - Developing new approaches*** Seeks a broad range of perspectives in developing project proposals;
* Identifies new approaches and promotes their use in other situations;
* Creates an environment that fosters innovation and innovative thinking;
* Makes the case for innovative ideas from the team with own supervisor.

**Self-management/Emotional Intelligence*** Stays calm and maintains composure under stress or during a crisis, keeping disruptive emotions under control
* Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs
* Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively
* Is realistic about own limits using support mechanisms as needed and maintaining an appropriate work-life balance
* Senses the emotions of others, understanding their perspective, taking an active interest in their concerns
* Fosters a positive outlook and maintains focus during period of stress and heavy work load, inspiring and guiding others towards goal achievement
* Creates a climate of enthusiasm and flexibility, where people feel encouraged to give their best
* Stands up to group pressure, not giving in out of a desire to please or to avoid confrontation and conflict

**Promoting Organizational Learning and Knowledge Sharing - Developing tools and mechanisms*** Makes the case for innovative ideas documenting successes and building them into the design of new approaches;
* Identifies new approaches and strategies that promote the use of tools and mechanisms

**Job Knowledge/Technical Expertise - In-depth knowledge of the subject-matter*** Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
* Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
* Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
* Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments;
* Have effective interpersonal and negotiations skills and ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex and difficult projects.
* Strong drafting, presentation and reporting skills;
* Excellent written communication skills.

  **Client Orientation - Contributing to positive outcomes for the client*** Anticipates client needs;
* Works towards creating an enabling environment for a smooth relationship between the clients and service provider;
* Demonstrates understanding of client’s perspective.
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**4. Financial proposal**

The unit price for the assignment is a working day. Payment for the service will be made upon submission of a time worksheet. Payment to the individual contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the supervisor.

**5. Deliverables**;

* To be aligned with Accelerator Lab members as per each task with preliminary written request.

The assignment is planned to start in June, 2022 and continue till June, 2023. (no travel is expected but in case of the travel, this will be calculated separately).

**6. Reporting**

The authorization for each respective payment will be made by UNDP Accelerator Lab member after the acceptance of each deliverable by the particular Accelerator Lab member.

The Expert must ensure timely fulfillment of his/her assisting and support actions, thus making timely and sufficient contribution to the timely preparation and submission of the inputs.

**7. Terms of payment**

The unit price for the assignment is a working day. Payment for the service will be made upon submission of a time worksheet. In addition, the Consultant will be entitled to receive DSA and reimbursement of the travel fare and other expenses in line with UN rates and UNDP travel policies.

**8. Evaluation:**

Individual consultants will be evaluated based on the following methodologies:

*Cumulative evaluation that takes into account both financial offer and the technical expertise of the potential candidates. During the evaluation process onlye daily fees proposed will be compared, travel fees won’t be taken into account*.

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being reviewed and compared.  The Price Component will be reviewed only for those individuals whose Technical Component meets the requirements for the assignment.  If the substantive presentation of a technical proposal achieves the minimum of 70 percent, the competitiveness of the offered consultancy expenses will be taken into account and the maximum number of points shall be allotted to the lowest fees proposed that is compared among those invited individuals which obtain the threshold points in the evaluation of the technical proposal.The technical expertise of the potential candidates will be evaluated based on the following scoring:

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Cumulative evaluation that takes into account both financial offer and the technical expertise of the potential candidates

A two-stage procedure will be utilized in evaluating the proposals, with evaluation of the technical component being completed prior to any price component being reviewed and compared.  The Price Component will be reviewed only for those individuals whose Technical Component meets the requirements for the assignment.  The total number of points which individual may obtain for both components is 100.

A total possible value of the technical component is 100 points.

If the substantive presentation of a technical proposal achieves the m1inimum of 49 points, the competitiveness of the offered consultancy expenses will be taken into account in the following manner:

The total amount of points for the fees component is 30. The maximum number of points shall be allotted to the lowest fees proposed that is compared among those invited individuals which obtain the threshold points in the evaluation of the technical proposal. All other proposals shall receive points in inverse proportion to the lowest fees; e.g.;

                [30 Points] x [US$ lowest]/ [US$ other] = points for other proposer’s fees

* Advanced University Degree in any development-related field; (15)
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* At least 3 years of experience with international development institutions; (20)
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* Strong computer skills;
* A good working knowledge of English is a requirement.

The minimum threshold for technical part of the offers is 69 point.

**DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

* Offeror's letter to UNDP conforming interest and availability for the Individual Contractor (IC) Assignment
* CV or duly filled out and signed Personal History Form
* Brief description of Approach to Work
* Financial proposal indicating following:
	+ Daily Consultancy Fee;
	+ Daily subsistence allowance in case travel to regions is required; (UN DSA rate for regions. FYI the DSA rate for regions, April, 2021 is 96 US$)

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3 -OFFEROR’S LETTER TO UNDP -CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

**ANNEX 4 – CV**