

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



**DATE: 19 September 2021**

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Country: Cairo, Egypt

Description of Assignment: National Consultant  
**Solutions Portfolio Coordinator**

Project name: UNDP Egypt Accelerator Lab

Period of assignment/services (if applicable): 60 days

Proposal should be submitted at the following email address to [procurementnotice.egypt@undp.org](mailto:procurementnotice.egypt@undp.org) no later than **October 3<sup>rd</sup>, 2021, 16:00 Cairo local time.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The procurement unit* 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.

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### 1. BACKGROUND

UNDP Egypt Accelerator Lab is part of a global learning network asking three big questions: how do we better tackle complex and fast-moving challenges? how do we find the most relevant solutions that work locally? how do we learn more quickly about what works and what doesn't? A network of 91 Accelerator Labs serving 114 countries that work together with global and national partners and local innovators to develop new approaches to address the complexity of current development challenges and be the fastest learning on sustainable development challenges.

The lab offers a new set of capabilities for national partners and decisionmakers to explore, experiment, and grow portfolios of mutually reinforcing solutions to tackle the 21<sup>st</sup> century challenges. As part of our offering, we apply experimentation closely with government partners to grow this as a mode of operating to reduce costs of large-scale public sector reforms. Experimentation helps us learn whether particular assumptions are accurate before deploying solutions at scale, especially in the rapidly evolving contexts that often dominate development progress.

At the Egypt Accelerator Lab, we are experimenting with a portfolio of potential solutions to some of the most pressing challenges to our local context. This portfolio requires constant zooming in and zooming out to be able to present a diverse yet a coherent offer. It also requires

documentation and communication of learning towards effective knowledge sharing and collective action.

The purpose of this assignment is to hire the services of a local consultant, to support in the coordination of the existing portfolio of experiments, probe their KPIs, and document learning. She/He will also be contributing to the design of new two solutions additions including research, construction, and outreach.

## 2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED FIELDWORK

The consultant will be based in Egypt and will be working with the head of Experimentation at UNDP Egypt Accelerator Lab.

The consultant will assist in the implementation of communications, coordination, design, and outreach activities broadly under two areas of work.

**1. Content creation and storytelling:** The consultant will assist in creating content on experiments' portfolio to promote knowledge sharing, engagement, and potential collaborations.

Expected outputs:

- At least 5 short knowledge products, between blogs, research report, pitch deck, and/or others.
- Complement knowledge products with needed visuals (design support might be available)
- Lead the data collection needed for the knowledge product, under the guidance of the head of experimentation.

**2. Solutions design and testing:** The consultant will support the head of experimentation in constructing/iterating solutions design as part of the current portfolio, and support in coordination of testing phase.

Expected outputs:

- Identify and develop innovative opportunities for two new solutions hypotheses relevant to the existing portfolio needs. This includes research, co-creation sessions, and documentation.
- Identify and engage the right stakeholders from local communities, private sector, government, etc, needed to test and validate solution.
- Contribute in iterating the design of existing solutions based on emerged needs.
- Design measurement metrics for experiments analysis and reporting.
- Coordinate implementation activities where needed

### DELIVERABLES AND PAYMENT SCHEDULE

The contract is for 60 working days. Fees will be disbursed according to the following payment schedule:

Detail	Date	Payment method
<b>Output 1:</b> Communication products and design iterations for the existing solutions	30 days	50%

<b>Output 2:</b> Communication products and design iterations for the new potential solutions	30 days	50%	
<b>Total</b>		<b>100%</b>	

### 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Experience:

- A minimum of 5 years of work experience related to program design, coordination, communication, or relevant areas.
- Proven communication, facilitation and advocacy skills, and ability to work in an environment requiring liaison and collaboration with multiple actors including government representatives, donors, and other stakeholders.
- Experience in writing and storytelling; blogs, short reports, presentation, etc.
- Familiar with design thinking or other innovation management approaches.

#### Competencies:

#### Job Knowledge & Skills:

- Curious thinker, talented do-er, and digitally savvy.
- Resourceful, with Entrepreneurial mindset.
- Excellent creative writing skills, and creative approach to communications.
- Ability to conceptualize and develop ideas.
- Strong organizational skills and ability to handle effectively multiple tasks without compromising quality.
- Dynamic self-starter; highly motivated, comfortable in taking initiative and able to work with minimum supervision.
- Good knowledge of and strong interest in climate change, governance and social issues is a plus.

### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

#### 1. Technical Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work

#### 2. Financial proposal

#### 3. Personal CV including experience in similar projects and at least 2 references

### 5. FINANCIAL PROPOSAL

Payments will be made by the United Nations Development Programme (UNDP) certifying compliance with contractual obligations, in accordance with the established payment schedule.

The consultant shall submit the products in accordance with the payment schedule in this document. These products will serve as instruments for the analysis and approval of the work entrusted.

## 6. EVALUATION

### Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	<b>70</b>	
Adequacy of competencies for assignment	40	
Relevant experience	30	
<u>Financial</u>	<b>30</b>	