

Knowledge Management Consultant, International Policy Centre For Inclusive Growth (IPC-IG)

Location:	Brasilia, BRAZIL
Application Deadline:	15 June 2014
Type of Contract:	Individual Contract (IC)
Languages Required:	English and Portuguese
Starting Date:	Immediately
Expected Duration:	06 months

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a partnership between the United Nations Development Programme (UNDP) and the Government of Brazil. Located in Brasilia, IPC-IG facilitates South-South learning with the aim of expanding developing countries' knowledge and capacities to design, implement and evaluate effective policies towards the attainment of high inclusive growth.

Evaluation in development plays a central role in UNDP's approach to provide objective evidence on the impact of policy measures to achieve the eradication of poverty and a reduction of inequalities and exclusion. After the Third National Evaluation Capacities (NEC) Conference (São Paulo, 2013) IPC-IG assumed the role of facilitator of knowledge exchange among the countries and partners interested in promoting National Evaluation Capacities towards the 2015 International Year of Evaluation. In this sense IPC-IG has created and manages a NEC community online platform for discussion and knowledge exchange. Furthermore, IPC-IG will present the results of these discussions at international conferences and via regular publications.

The Centre is currently recruiting a Knowledge Management Consultant to manage the content, in the networking space and social medias; to support the moderation of associated discussions and desktop publishing produced by the project. The job provides an exciting opportunity for a person with excellent communication and strategic management skills, to improve experience in south-south and triangular development cooperation and interact with colleagues in an international institutional environment.

Expected Outputs

Under the substantive guidance by the NEC Project Responsible and following UNDP Brazil Country Office's policies and guidelines, the Knowledge Management Consultant is expected to ensure timely and high quality delivery of the following:

Knowledge management and communications support to the NEC project:

- Support and moderate online forums aimed at generating greater user engagement;
- Support the production of content and updating of the NEC community website and related social media, including public outreach materials such as periodical newsletters;

- Elaborate weekly clippings containing the main news and experiences related to NEC community interests and publish it on the NEC website and social medias;
- Collaborate with IPC-IG IT Team and web teams in managing NEC community website;
- Assist the IPC-IG Team in mapping evaluation policies and experiences in countries from the South;
- Contribute to the development and maintenance of participants' and partners' database;
- Liaising with website designers, developers and domain hosts regarding ongoing development and any website-related issues;
- Support in tracking the websites' effectiveness based on a range of measures including website server statistics and user feedback.

Support IPC-IG's work in communications and outreach:

- Assist the IPC-IG Team in facilitating and improving communication within the institution;
- Provide substantive and logistical support to the organization of events related to NEC project;
- Provide inputs to IPC-IG's key policy messages, reports, newsletters, and institutional use of social media platforms;
- Provide support to desktop publishing produced by the project;
- Provide English editing and proofreading support when necessary.

Competencies

Corporate

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Demonstrates discretion and reliability in handling confidential matters;
- Promotes the vision, mission and strategic goals of IPC-IG;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Functional

- Good level of technical report writing skills;
- Multi-tasking and motivated by results;
- Good interpersonal skills and ability to establish and maintain effective partnerships.

Knowledge Management and Leadership

- Responds positively to feedback;
- Ability to strongly support and build knowledge products;
- Demonstrates strong oral and written communications skills;
- Seeks and applies knowledge, information and best practices from within and outside of IPC-IG.

Judgment/Decision-Making

- Mature judgment and initiative;
- Client-oriented perspective focused on impact and results;

Required Skills and Experience

Essential

- University Degree in International Relations, Political Science, Development Studies, Communications, Public Management or related fields;
- Progressively responsible experience with International Relations, Political Science, Development Studies, Communications, Public Management, IT or related fields;
- Familiarity with social media and online forums;
- Fluency in English and in Portuguese;
- Excellent writing skills.

Desirable

- Master's Degree in Development Studies, Political Sciences, Communications, IT or related area;
- Experience with website content management;
- Experience with South-South Cooperation or International Cooperation for Development initiatives;
- Knowledge of other UN language is considered an asset;
- Proficiency certificate in English;
- UN/UNDP experience is an advantage.

Payments

Payments shall be processed upon the approval of invoices prepared by the consultant describing the activities developed in accordance with expected outputs.

Products	Deadline	Payment (%)
Preparation and presentation of a monthly Report on the Activities developed with the team.	26 July 2014	15%
Preparation and presentation of a monthly Report on the Activities developed with the team.	26 August 2014	15%
Preparation and presentation of a monthly Report on the Activities developed with the team.	26 September 2014	15%
Preparation and presentation of a monthly Report on the Activities developed with the team.	26 October 2014	15%
Preparation and presentation of a monthly Report on the Activities developed with the team.	26 November 2014	15%
Preparation and presentation of a Final Report and deliverables	26 December 2014	25%

Selection Process Procedures

Only submissions with all the documents listed under section APPLICATIONS PROCEDURES will be considered.

Evaluation will be carried on based on:

- Curriculum Vitae (CV), Cover Letter and P11 Form to assess the technical capacity.
- Financial Proposal. The financial part of the tenders will be opened only for submissions with score 70 or higher in the technical capacity.

a. Scoring the Technical Capacity

The technical capacity scoring of the candidate will be divided into three different phases:

- 1st Phase: Eliminary Assessment of CVs and P11. Candidate who does not meet with the required skills and level of education will not be considered.
- 2nd Phase: Classificatory Assessment of CVs and P11 for scoring technical capacity evaluation.
- 3rd Phase: Classificatory Interview with the short listed candidates for scoring technical capacity evaluation

The scoring criteria are described in the table below

Items	Maximum Score
Master degree	10
Years of working experience with International Relations, Political Science, Development Studies, Communications or related fields	25
Years of working experience with social media and online forums	20
Experience with website contend management	10
Experience with South-South Cooperation or International Cooperation for Development initiatives	25
Proficiency Certificate in English	10
Total	100

b. Scoring the Financial Proposal

The financial proposal will be scored as percent distance to the lowest bid
 Financial Score = $100 * [(Lb) / (Bp)]$

Where:

(Lb) is the lowest financial proposal bid and

(Bp) is the amount of financial proposal of the bidder

c. The final score

The final score will be a weighted average of the technical capacity score, with weight of 0.80 and the financial score, with weight 0.20.

Application Procedures

Applicants must send a detailed CV, P11 form*, a cover letter, recommendation letter and a financial proposal to **ipc-procurement@ipc-undp.org** no later than 15 June 2014 quoting in the subject **"IC - Knowledge Management Consultant"**. All documents must be submitted in English.

*Personal History Form (P11) is available for download at:

<http://www.pnud.org.br/arquivos/P11.doc>

Incomplete applications or applications received after the closing date (15 June 2014) will not be given consideration. Please note that only applicants who are short-listed will be contacted.

This selection process will be conducted by IPC-IG, according the applied rules and regulations (simplified selection and recruitment under –Individual Contractors).

Best evaluated tender: The best evaluated tender that will be recommended for the award of the contract will be the one found to have the highest ranked bid with combined technical and financial score.

Confidentiality: Information relating to evaluation of proposals and recommendations concerning awards, shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Corruption and conflict of interest: Any bidder who makes a deliberate attempt to influence the tendering process and award of tender will be automatically disqualified.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.