Technical Research Advisor Social Protection, International Policy Centre For Inclusive Growth (IPC-IG)

<table>
<thead>
<tr>
<th>Location:</th>
<th>Brasilia, BRAZIL</th>
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<tbody>
<tr>
<td>Application Deadline:</td>
<td>27 July 2014</td>
</tr>
<tr>
<td>Type of Contract:</td>
<td>IC (Individual Contract)</td>
</tr>
<tr>
<td>Languages Required:</td>
<td>English and Portuguese</td>
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<tr>
<td>Starting Date:</td>
<td>1st of September 2014</td>
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<tr>
<td>Expected Duration</td>
<td>6 months</td>
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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 Brasília, 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.

Social Protection is considered by IPC-IG and UNDP as a key area. Within a broad partnership framework on knowledge sharing on social protection originated by the G20 Development Working Group, IPC-IG contributes to a multi-dimensional policy agenda, building on its renowned global outreach and advocacy portfolio. One of IPC-IG’s key offerings is dissemination and support to knowledge-sharing on the current practice as well as forward-looking policy innovations taking place in the field of social protection in low and middle income countries through policy dialogue and support to comparative research. Therefore, IPC-IG is currently developing an open exchange and knowledge sharing platform on Social Protection.

The Centre is currently recruiting a Technical Research Advisor Social Protection to support the strategy for South-South Learning and Knowledge Sharing of the IPC-IG. The job provides an exciting opportunity for a person with excellent technical know-how of Social Protection policies, programmes and actual discussions, as well as experience in south-south and triangular cooperation to grow and interact with colleagues in an international environment committed to inclusive growth.

Expected Outputs

Under the substantive guidance of the Project Manager of the Social Protection Gateway, the day-to-day oversight by the Research Coordinator as well as the responsible for the IPC collaboration to the World Without Poverty (WWP) Initiative and following UNDP Brazil Country Office’s policies and guidelines, the Technical Research Advisor is expected to ensure timely and high quality delivery of the following activities:

**Support of the Social Protection Gateway:**
- Provide input of specialist(s) into planning and strategic processes of the Gateway;
• Guide the process of identifying and defining main social protection topics and cross-cutting areas for further online discussions;
• Monitor & evaluate the online discussions in terms of relevant outcomes and lessons learned for the broader SP community;
• Liaise with research centers & attract experts towards the Social Protection Gateway and its online discussions;
• Support the working and discussions groups in facilitating and realizing dynamic sampling in its analysis process;
• Develop diagnostic assessment for reflecting a country’s reality;
• Support the organization of South - South study visits and share diagnostics of exchange.

Support of the World Without Poverty – initiative:
• Investigate on defined topics related to the priorities identified by consultation among Brazilian policy makers;
• Mapping of existing experiences in social protection for translation to targeted dissemination;
• Review and analyze social protection programs implemented in Africa inspired by Brazilian experiences.

Support as Research Associate for the IPC-IG:
• Undertake literature surveys, and carry out research, and quantitative and qualitative analysis of selected country programmes and policies;
• Contribute to IPC publication series, particularly one-pagers and discussion papers;
• Identify and liaise with key research and policy related partners and institutions;
• Assist in organizing study tours, workshops and seminars in cooperation with partner institutions;
• Update staff on current research developments and major conferences and meetings in the field;
• Assume duties as needed in support of IPC-IG’s work i.e. attend meetings, receive and brief officials and visitors to the Centre.

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, age sensitivity and adaptability.
**Functional**

- Multi-tasking and motivated by results;
- Demonstrates strong oral and written communications skills;
- Good interpersonal skills and ability to establish and maintain effective partnerships;
- Knowledge of and experience in dealing diverse stakeholders.

**Research Capacities and Leadership**

- Pro-active and innovation oriented research capacity;
- Ability to write concise summaries and deliver effective oral presentations of results of research;
- Seeks and applies knowledge, information and best practices from within and outside of IPC-IG;
- Responds positively to feedback.

**Judgment/Decision-Making**

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

**Required Skills and Experience**

**Essential**

- MA/MSc degree in the field of Economics, Demography, Statistics, Development Studies, International Relations, Social Sciences or a related discipline;
- Experience in development policy research and work experience with an academic, government, research institution or international organization;
- Knowledge of social protection policies and programmes in developing countries;
- Excellent word-processing and spreadsheet skills;
- Experience of proof-reading/editing policy or academic documents;
- Good command of English and Portuguese.

**Desirable**

- Familiarity with South-South Leaning and Knowledge Sharing initiatives;
- Research work on one or more issues related to the area of social protection policies;
• Experience in social protection policy or programmes evaluation;
• Excellent networking and advocacy skills with stakeholders in the area of Social Protection;
• A good understanding of research design and methods; knowledge of data analysis and STATA statistical will be a plus;
• Knowledge of other UN languages.

**Payments**

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

<table>
<thead>
<tr>
<th>Products</th>
<th>Deadline</th>
<th>Payment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product 1: Report containing the revised Database Classification on Social Protection and User’s Guide.</td>
<td>13/10/2014</td>
<td>25%</td>
</tr>
<tr>
<td>Product 2: Report containing the planning of discussion groups on main topics and cross-cutting areas including recommendations for expert participation.</td>
<td>10/11/2014</td>
<td>15%</td>
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<tr>
<td>Product 3: Report containing model for the diagnostic of social protection programs to be provided in the Social Protection Gateway for information leverage from its members.</td>
<td>22/12/2014</td>
<td>20%</td>
</tr>
<tr>
<td>Product 4: Report containing mapping and analysis of social protection programs implemented in Africa inspired by Brazilian experiences</td>
<td>23/01/2015</td>
<td>15%</td>
</tr>
<tr>
<td>Product 5: Final report consolidating all realized activities and results in the different working areas including suggestions for future activities.</td>
<td>28/02/2015</td>
<td>25%</td>
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**Selection Process Procedures**

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

Evaluation will be carried out based on:
Technical Capacity: Curriculum Vitae (CV), Cover Letter, P11 Form, and recommendation letter.

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:

i. 1st Phase: Eliminatory Assessment of CVs and P11. Candidate who does not meet with the required skills and level of education will not be considered.

ii. 2nd Phase: Classificatory Assessment of CVs and P11 for scoring technical capacity evaluation.

The applied scoring criteria are described in the following table:

<table>
<thead>
<tr>
<th>Items</th>
<th>Maximum Score</th>
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<tr>
<td>Relevant experience in analysis of social protection programs in developing countries</td>
<td>35</td>
</tr>
<tr>
<td>Relevant experience with definition and classification of social protection policies / programmes.</td>
<td>25</td>
</tr>
<tr>
<td>Familiarity with South – South Cooperation</td>
<td>15</td>
</tr>
<tr>
<td>Networking and advocacy capability with Social Protection Stakeholders</td>
<td>15</td>
</tr>
<tr>
<td>Relevant work experience in Brazil and / or African countries.</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
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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 0.70 and the financial score, with weight 0.30.

Application and Selection Process

Applicants must send a detailed CV, P11 form*, a cover letter, a recommendation letter and a financial proposal in English to ipc-procurement@ipc-undp.org no later than 27th of July 2014 quoting in the subject “IC - Technical Research Advisor Social Protection”. 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 (27th of July 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 Contract).

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.