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

Location: Brasilia, BRAZIL

Application Deadline: 21 August 2014

Type of Contract: IC (Individual Consultant)

Languages Required: French, Portuguese

Starting Date: 1st of September 2014

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.

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.

The Centre is currently recruiting a Knowledge Management Consultant to support the management of the content and the associated discussion and networking space to be hosted within the Social Protection Gateway. The job provides an exciting opportunity for a person with excellent communication and knowledge management skills, experience in south-south and triangular cooperation to grow and interact with colleagues in an international environment committed to inclusive growth.

Duties and Responsibilities

Under the substantive guidance of the Project Manager of the Gateway, the day-to-day oversight by the Communications Officer and in accordance with 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 support to the Social Protection Gateway:

- Support and moderate online forums aimed at generating greater user engagement;
- Assist the IPC-IG Team in mapping social protection policies and experiences in countries from the South;
• Facilitate South-South learning on social protection topics by fostering active and informed networks to share experiences, particularly, across middle and low income countries;
• Contribute to the development and maintenance of experts’, members’ and stakeholders’ database;
• Collaborate with IPC-IG IT Team and web teams in managing the online communities;
• Liaising with website designers, developers and domain hosts regarding ongoing development and any website-related issues;
• Collaborate with Management and IT team in developing strategies to identify and meet users’ information and training demands;
• Support in tracking the websites’ effectiveness based on a range of measures including website server statistics and user feedback.
• Design, plan and execute knowledge exchange activities to deliver key outputs concerning the Gateway’s capacity development component.

Communications support to the Social Protection Gateway:
• Assist in design and implementation of the communication strategy aiming at partnership building and user engagement;
• Elaborate weekly clippings containing the main news and experiences related to the members’ interests and publish it on the website, within the communities and social medias;
• Support the production of content and updating of the Social Protection Gateway and related pages, including public outreach materials such as periodical newsletters and reader’s digest;
• Identify opportunities and challenges for strategic partnerships through consultations during the pilot phase;
• Contribute to advocacy towards policy makers, practitioners, experts and other users of the Gateway regarding content and possible collaboration.

Support IPC-IG’s work in communications and outreach:
• Provide substantive and logistical support to the organization of policy events, study tours and seminars related to IPC-IG’s work on Social Protection (might include travel activities to partner countries);
• Support to the consolidation of IPC-IG’s networks of experts and relevant institutions;
• Provide inputs to IPC-IG’s key policy messages; reports, newsletters, and institutional use of social media platforms;
• Provide translation and interpretation support;
• Provide editing and proofreading support.
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 Management 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

• University Degree in Communications & Journalism, Social Sciences, Development Studies or related fields;
• Experience with progressively responsible tasks in knowledge exchange initiatives, south-south cooperation, or development related projects;
• Capability of networking and advocacy with diverse stakeholder groups in national and international environments;
• Advanced computer skills (word processing, database management, web browsing and searching);
• Fluency in French; working knowledge in Portuguese.

Desirable

• Master’s Degree in Social Sciences, Humanities, Communications, Development Studies, Information & Knowledge Management, Technology and Innovation Management or related area;
• Understanding of database and content management systems;
• Professional involvement with social media and online forums;
• Experience in translation services and proofreading;
• Fluency in English and/or Spanish;
• UN/UNDP experience.

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>
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<tbody>
<tr>
<td>Product 1: Installation of experts’, members’ and stakeholders’ database</td>
<td>13/10/2014</td>
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<tr>
<td>maintenance strategy for experts’, members’ and stakeholders’ database</td>
<td></td>
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<tr>
<td>Product 2: User engagement strategy for the francophone community of</td>
<td>24/11/2014</td>
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<tr>
<td>social protection practitioners considering news, events, online forums,</td>
<td></td>
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<tr>
<td>webinars.</td>
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<tr>
<td>Product 3: Integration of francophone documents on social protection in</td>
<td>05/01/2015</td>
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<tr>
<td>the database of the gateway (including translation of database</td>
<td></td>
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<tr>
<td>classification, identification of French publishers, networking etc.)</td>
<td></td>
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<tr>
<td>Product 4: Report on organization, installation and evaluation of realized</td>
<td>28/02/2015</td>
</tr>
<tr>
<td>online forums within the social protection gateway.</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 and P11 Form.
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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<tbody>
<tr>
<td>Master degree</td>
<td>25</td>
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<tr>
<td>Relevant working know-how with social media and online forums</td>
<td>20</td>
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<tr>
<td>Understanding of database and content management systems</td>
<td>15</td>
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<tr>
<td>Experience in translation services and proofreading</td>
<td>20</td>
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<tr>
<td>Fluency in Spanish evidenced by previous working experience or proficiency test</td>
<td>10</td>
</tr>
<tr>
<td>Fluency in English evidenced by previous working experience or proficiency test</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
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</table>

iii. 3rd Phase: Classificatory Interview with the short listed candidates for scoring technical capacity evaluation.

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 the financial proposal to **ipc-procurement@ipc-undp.org** no later than 21st of August 2014 quoting in the subject “IC - Knowledge Management Consultant (French)”. All documents must be submitted in English. The classificatory interview is foreseen for the 25th or 26th of August 2014.

*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 (21st of August 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.**