Terms of Reference

Duty Station: Cairo, Egypt

Type of contract: Individual Contract / Retain Contract

Title: Expert in Applying Human Centered Design to Field Projects

Languages required: English

Description of the assignment: The consultant will provide an extensive training on the application of Human Centered Design methodology in the design of field projects and will provide follow up guidance and mentorship as needed by UNDP Egypt.

Duration of the assignment: 1 year

Location of the assignment: Home Based with one short mission to Egypt

1. Background:

The Innovation for Development (I4D) Team works in Egypt to provide innovative solutions with the aim of supporting youth and empowering local communities. The programme aims at enabling the creation of new initiatives, the growth of small and medium enterprises (SMEs), fosters entrepreneurship and social innovation, in addition to job creation and employment in Egypt. Other related projects target illiteracy eradication, e-health and socio-economic empowerment of women in rural areas and of people with disabilities. UNDP closely collaborates with various actors ranging from public and private sector, civil society organizations and young entrepreneurs.

In addition to community development work, the I4D team created an innovations lab in 2014 with an objective of mainstreaming innovation into development practice to increase the impact of development solutions. Under the framework of the UNDP Innovations Lab, the I4D team has been utilizing design thinking (which is also referred to as human centered design) and design philosophy to support critical thinking and foster creativity and innovation in the implementation of a number of social innovation camps, hackathons and fabrication workshops; particularly targeting youth, women and
people with disabilities. As a result of the aforementioned activities, implementing design thinking as a way to approach development challenges has proven wildly successful. So far, UNDP Egypt has been promoting and disseminating the design thinking methodology, through its activities (such as social innovation camps), to empower target groups to innovate solutions for their own problems. UNDP Egypt’s I4D Team seeks to expand its knowledge and technical capacities in applying human centered design methodology in the actual design and implementation of its own field projects. Therefore, UNDP’s I4D Team is looking to study, in depth, the various phases of the human centered design process, different tools that could be used within each phase, examples of successful projects, and how to design a successful user-centered project from design to implementation to monitoring and evaluation. This will be done through an advanced human centered design workshop. Additionally, the I4D Team is also looking for an expert to continue providing virtual guidance and mentorship post-workshop.

2. Scope of Work and Tasks:

The consultant will work across four areas:

1. Co-design together (pre-preparation) with the UNDP Innovation Team an advanced workshop on “Applying Human Centered Design to Field Projects” to ensure the workshop agenda and methodology meets the team’s needs (Home Based).
2. Conduct an advanced 3-day workshop on Human Centered Design for 10 to 15 participants, which will include UNDP Egypt’s I4D Team and selected partners.
3. Prepare a comprehensive final report and follow-up plan upon completion of the Workshop (Home Based).
4. Provide monthly online follow-up support for the UNDP I4D team in the design and implementation of a project, if needed. (Home Based)

3. Deliverables:

- Regular preparatory communication with the I4D team for the design of the workshop to take place in Cairo (Month 1).
- Development of training material (Month 1).
- Facilitation of a 3-day workshop on “Applying Human Centered Design to Field Projects” for up to 10 - 15 participants (Month 2).
- Submit a comprehensive final report on the workshop for the I4D team, including findings and
recommendations (Month 2).

- Provide monthly follow up support for the I4D Team in the design and implementation of a project, if needed. (Month 2-12)

4. **Duration of the contract and location:**

The consulting will take place across a minimum period of two months but not more than twelve months, commencing in December 2016. It will include one mission to Cairo.

5. **Competences:**

**Corporate Competencies:**

- Demonstrates commitment to UNDP’s mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Highest standards of integrity, discretion and loyalty.

**Functional Competencies:**

- Shares knowledge and experience;
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills.

**Development and Operational Effectiveness:**

- Ability to perform a variety of standard specialized and non-specialized tasks and work processes that are fully documented, researched, recorded and reported;

**Leadership and Self-Management:**

- Focuses on result for the client;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;
- Demonstrates openness to change;
- Responds positively to feedback and differing points of view.

6. **Skills and experience:**

**Education**

- Minimum Bachelor’s Degree in Art, Social Sciences, Design or a related field. Masters degree in
the latter fields would be an added value.

- Applied Knowledge of Human Centered Design.

**Experience**

- Minimum 5 years of field experience in organizing and facilitating training programs and workshops in the field of social innovation.
- Previous experience in consulting for an International Organization in the field of social innovation.
- Experience in conducting a minimum of three workshops in the field of Human Centered Design for human development purposes.
- Experience in designing at least one successful field project through the application of Human Centered Design.

**Language**

- Fluent in written and spoken English.

**Competencies**

- Demonstrated expertise in the management of development projects.
- Strong communication and organizational skills as well as team work capabilities.
- Familiarity with UNDP’s work and human development challenges.
- Excellent knowledge of social innovation and techniques.
- An ability to complete the task in a timely fashion and team works.

7. **Financial Proposal:**

Interested individuals are requested to submit an itemized price proposal, including daily fees to be charged.

The Price proposal should be fixed and “all-inclusive”. This means that all costs (professional fees, accommodation costs, travel costs and consumables, etc.) that could possibly be incurred by the consultant are factored into the final.

**Currency:** All proposals shall be quoted in USD.

**Schedule of Payment:** Upon the completion of the expected deliverables.
1. Terms of Payment

UNDP shall provide payment for workshop preparation fees, travel expenses and incidental costs. Following the workshop, the Consultant shall submit a certificate of payment on a monthly basis for days worked and agreed by UNDP, up to the maximum specified by this contract and/or its amendments.

9. Submission Date:

Interested individuals are required to submit the following documents:

1. Letter of interest in response to the TOR
2. Proposed approach/methodology to be implemented in response to TOR
3. The financial proposal including the following breakdown:
   - Consultancy fee per day;
   - Travel cost
   - Daily allowance/ per diem.
4. Updated P11 form
5. Work Plan and Timeline.

Proposals may be submitted on or before Monday, December 14, 2015 by 3 pm (Egypt time) via email or fax to the address below:

United Nations Development Programme in Egypt
Email: procurementnotice.egypt@undp.org
Attention: UNDP Innovation for Development Team
Fax No: (+202) 2256 1647

All communications related to this call should be sent to this e-mail address and should clearly indicate the title of this call for applications “Expert in Applying Human Centered Design to Field Projects” in the subject title.

10. Evaluation

The award of the contract will be made to the individual consultant whose offer will be evaluated and determined as:

a) responsive/compliant/acceptable.
b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
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<th>Rating Criteria</th>
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Note: The successful candidate will be informed in writing immediately after the decision of the review panel is made in order to proceed with the assignment.