

TERMS OF REFERENCE

Special Service Agreement

**Knowledge, Innovation, Capacity Group
Bureau for Development Policy,
United Nations Development Program (UNDP)**

Country:	UNDP New York, BDP, KICG
Description of the assignment:	Consultant: Online Engagement Consultant
Duty Station:	Home-based
Project name:	Global Partnership for Effective Development Co-operation
Period of assignment/services:	as soon as possible (12 days)

1. Background

The Global Partnership for Effective Development Co-operation helps nations, business and organizations work better together to end poverty. It brings governments, private companies, civil society and others together to ensure funding, time and knowledge produce maximum impact for development.

The Global Partnership is led by three high profile co-chairs, and provides a space for political dialogue around the implementation of commitments on effective development cooperation and deepening broader engagement of wider development cooperation actors in their efforts in maximizing the impact of their cooperation for development.

A joint UNDP / OECD team provides support to Global Partnership. Within the joint-team, UNDP has overall responsibility for supporting communications for the Global Partnership; partner country consultations and engagement; and supporting sharing of knowledge, best practices, and country evidence in effective development cooperation.

Ministers, leaders from civil society, business, private foundations and others involved in development co-operation will meet for the first Global Partnership ministerial-level meeting in early 2014. The co-chairs and the Steering Committee with support of the Joint UNDP/OECD Team intensify the preparatory work in the lead up to the first ministerial level meeting, and launch a series of e-discussions to seek perspectives and inputs from broader stakeholders across Global Partnership members in shaping the agenda for the first ministerial level meeting. The following seven thematic areas have been identified as issues for the consideration for the ministerial level meeting agenda:

- Implementation of the Busan Commitments
- Domestic resource mobilization
- Knowledge sharing
- Private sector
- Middle income countries
- South-South cooperation and triangular cooperation
- Inclusive development

The outcomes of the e-discussions will feed into the finalization of proposal/concept paper on each thematic area as a possible thematic agenda for the first ministerial level meeting.

2. Assignment

The purpose of this consultancy will be to provide various online engagement activities around these thematic e-discussions which will be run on the Global Partnership for Effective Development Cooperation online community space in order to:

- Ensure the voices of broader stakeholders are presented in shaping up the thematic discussions for the ministerial level meeting; and
- Help build a momentum across Global Partnership members on thematic issues on development cooperation for the ministerial level meeting.

Each thematic e-discussion will be led by substantive moderator identified by Steering Committee members. Under the day-to-day supervision of the UNDP Effective Development Cooperation Programme Analyst, the consultant will undertake the following tasks for each of the thematic e-discussion (3-4 thematic discussions will be assigned to a consultant):

- Support a substantive moderator in setting up e-discussion questions and moderation of the discussions;
- Support regularized online consultations (moderated e-discussions) through daily monitoring of the e-discussion conversation;
- Help identifying and reaching out to potential contributors/networks to the e-discussions and encouraging / securing contributions to the e-discussions;
- Support the maintenance of online spaces for the thematic discussions with content management and editorial support for background materials, announcements and messages;
- In consultation with the substantive moderator of the thematic discussion, organize a webinar discussion during the two week e-discussions.
- Produce short interim synthesis of e-discussion at the end of the first week;
- Produce a synthesis of the e-discussion at the end of the e-discussion.
- Contribute to one page summary/social media inputs for the external audience in working closely with the communication specialist and the Joint UNDP/OECD Support Team.

3. Deliverables / Success Indicators

This consultancy aims to deliver on the following deliverables:

- 25-30 comments generated during the two-week e-discussion for each thematic discussion;
- 1 webinar on relevant issue organized;
- One useful resource for the discussion to be contributed by the consultant each day;
- One synthesis of the e-discussion every week
- Final Synthesis of e-discussions at the end of the 2-week discussion period;
- One page contribution/inputs for social media and external website on key highlights of the e-discussions;

4. Timeframe

The consultant will work under the day to day supervision of the Effective Development Cooperation Policy Analyst. The estimated number of days for this consultancy is 12 days within the period of (timeframe). The e-discussions will be launched at the beginning of September.

5. Qualifications

The consultant is expected to have the following qualifications:

- Master's degree in development studies, political science, international relations or equivalent;
- Comprehensive knowledge of international development cooperation issues, including South-South and triangular development cooperation, effective development cooperation, and policy coherence as well as trends and progress in the quality and impact of aid;
- At least three-five years of experience with knowledge management or communications work in the context of international development cooperation, substantive experience with the successful development and maintenance of communities of practice and online networks, as well as in the development and content management of online spaces for exchange of innovative development solutions.
- Practical experience in managing knowledge sharing and producing knowledge products a plus.
- Familiarity with the work of the United Nations system
- Strong analytical and conceptual skills;
- Excellent drafting and communications abilities
- Impeccable interpersonal and networking skills.
- Experience working in an intercultural team setting.