

NETWORK OF ASSOCIATE EXPERTS
TERMS OF REFERENCE
Ref. 2010-072-REA

PRACTICE AREA: Virtual School for Latin America and the Caribbean

I. CONSULTANCY INFORMATION

Professional profile: Professor

Sub-areas of consultancy:

1. **Human Development:** Public Policy on a Human Development perspective, Poverty and inequality, Gender, Millennium Development Goals, Anti-corruption, Human Development at the local level, Measuring Human Development, Media;
2. **Democratic Governance:** Democracy, Indigenous People, Human Rights, Gender, Anti-corruption Media;
3. **Crisis Prevention and Recovery:** Conflict Prevention, Citizen Security, Disaster Risk Management, Gender;
4. **ICT for development:** ICT public policies, ICT and education, e-learning, communication for development, e-governance, and ICT cooperation networks for development.

Duration of assignment: One year, on specific periods subject to UNDP Regional Centre for Latin America and the Caribbean's and the Virtual School requirements and needs for consultancy

Type of contract: Long-Term Agreement.

Deadline for application: 23 July 2010, 23:59 (PTY Time Zone)

Duty station(s): Latin America and the Caribbean. Under this type of contract, the expert can work from his place of residence, keeping permanent communication with the Virtual School team. Specific events may require the expert travel to some countries in Latin America and the Caribbean and/or New York.

II. BACKGROUND

Within the framework of UNDP paradigms, the main goal of the Virtual School (VS) is to provide tools for action and enhance the capacity of strategic actors, in order to strengthen democratic governance (DG) and contribute to Human Development in Latin America and the Caribbean. Therefore, the purpose of the VS is to foster people's development, strengthening their capacity by using Information Technology and Communication (ICT) to promote the generation of networking and community building in the region.

The VS has a wide range of courses that can be adapted to the different contexts of Latin American and Caribbean countries, and delivered either 100% virtual or under blended methodology.

In response to the growing request of training services, the VS' tentative schedule for 2010 includes 35 courses that meet that the teaching models defined so far, in a joint effort with Country Offices and

Regional Projects. The Caribbean countries are one of our priorities this year. For that purpose the VS has been working on the design of a specialized training offer in English.

The VS is updating and strengthening its network of teachers and authors to address the demand of courses and training services by offices in Latin America and the Caribbean. The consolidation of its Network of Associate Experts will allow the VS to have a more efficient response.

III. PURPOSE

The primary purpose of the assignment is to provide support to course orientation and learning assistance in the areas and sub areas specified in section I and the activities detailed in Section IV of these Terms of Reference.

IV. SCOPE OF WORK

Under the supervision and orientation of the Research, Education and Management Areas of the Virtual School, the associate expert will provide on-demand consultancy services related to the following activities:

1. Virtual spaces and classroom arrangement.
2. Participation in programming / training teleconferences with the technical team of the VS.
3. Review of tutorials and study routemaps.
4. Substantive and methodological guiding during the process.
5. Participation in and preparation of classroom sessions.
6. Forum moderation.
7. Task assessment.
8. Monitoring and addressing students concerns.
9. Reporting.
10. Filling out surveys and assessment tools on the process.
11. Service evaluation and feedback.

Every product and background compilation elaborated by the expert is of UNDP's ownership. The partial or total use of these documents for another consultancy must be previously approved in writing by UNDP Regional Centre for Latin America and the Caribbean.

V. MONITORING AND APPROVAL OF PRODUCTS AND PAYMENTS

A supervisor assigned by the Virtual School will monitor every intermediate and final products delivered by the expert. S/he will inform the expert of any remarks on the product, within five (5) working days after the product has been delivered. The amends or changes will be submitted within the deadline established by the Practice of the UNDP Regional Centre and agreed in writing with the expert.

The associated expert will submit a final report on every work and product agreed in electronic format, or hard copy format if electronic format is not available, within a maximum of ten working days after the last day of each consultancy.

Partial and final payments are subject to supervisor's written approval and acceptance of the products and final report using the Certification for Payment Form submitted by the expert.

VI. METHOD OF PAYMENT

The Virtual School for Latin America and the Caribbean will pay the expert the amount agreed in the contract. When travel is required, DSA (Daily Subsistence Allowances), tickets and terminal expenses will also be established in the contract.

Fee payments are subject to supervisor's written approval and acceptance of the products and of the Certification of Payment Form submitted by the expert.

Long Term Agreements (LTA) do not entail advance fees payment, neither at the contract start date nor at the beginning of each specific consultancy.

The expert will be paid terminal expenses and an air ticket, for the most direct and economical route, irrespective of the duration of the flight at the beginning of the trip. Travellers are entitled to 80% of travel expenses in advance, at the beginning of each mission, as well as terminal expenses and an air ticket, for the most direct and economical route, irrespective of the duration of the flight. The remaining 20% will be paid by the end of each consultancy after submitting the voucher for reimbursement of expenses (F10 form) and related receipts and ticket stubs.

VII. DOCUMENTS AND REQUIREMENTS FOR SUCCESSFUL CANDIDATES

1. Documents:

- i) Copy of proof of education (PhD, Master's, Bachelor, etc.) and experience requirements.
- ii) Copy of Identification (passport or identity card).
- iii) Copy of valid medical insurance, with international travel and health coverage.
- iv) Certificate of Good Health, stating applicant's fitness for work and travel.
- v) Copy of identification of a beneficiary designed by the expert.
- vi) Signed form to be registered as individual services provider in UNDP system (Vendor).

2. Requirements:

- i) Completing UNDP security courses.
- ii) Obtaining security travel authorization to the countries where the services are required, before travelling.
- iii) Fulfillment of the inoculation requirements for the country/countries of work, before travelling, and submission of copy of the corresponding certificates.

VIII. QUALIFICATIONS

- **Education:**

Category A:

Master degree in political science, social sciences, management and / or public administration, governance, international relations and development cooperation or any other related field. If the candidate has only one degree, the Master may equate to 5 years of professional experience. These five years will be deducted from years of experience requirement for selection purposes. If there are not enough remaining years of experience, he or the candidate is not selected to continue in the selection process in this category. When the candidate has a Ph.D., may be reduced by three years of total years of experience required. Preference is given to candidates

who have training in teaching in virtual environments.

Category B:

Bachelor of political science, social or economic, management and / or public administration, governance, international relations and development cooperation or any other related field. When the candidate has a degree of specialization, may be subtract 1 year of all years of experience required. Preference is given to candidates who have training in areas of teaching and / or virtual learning environments.

- **Experience:**

Category A:

The ideal candidate has a minimum experience of 5 years as an officer / decision maker and / or consultant in the public administration, academic activities, as a researcher or teacher / professor (for both in one or more of the practice areas detailed in Section III). Similarly, the / the candidates should ideally have direct experience in one or more sub-areas of consulting and teaching on issues ideally in virtual environments.

Candidates should ideally have similar experiences working in other agencies of the United Nations. Be valued work experience with UNDP and especially, prior experience with EV.

It shall give special consideration regional experience in Latin America and the Caribbean and elsewhere. Is measured as a thorough knowledge of relevant country context preference from field work.

Those applications that do not meet the years of experience required won't be taken into consideration

Category B:

The ideal candidate has a minimum experience of three years, as an officer / decision maker and / or consultant in the public administration, academic activities, as a researcher or teacher / professor (for both in one or more of the practice areas detailed in Section III). The / the candidates should ideally have direct experience in one or more sub-areas of consulting and teaching on issues ideally in virtual environments.

Candidates should ideally have similar experiences working in other agencies of the United Nations. Be valued work experience with UNDP and especially, prior experience with EV.

It shall give special consideration regional experience in Latin America and the Caribbean and elsewhere. Is measured as a thorough knowledge of relevant country context preference from field work.

Applications that do not meet the years of experience required will not be taken into consideration

Language proficiency:

Fluency in Spanish and/or English, both spoken and written. Knowledge of French or Portuguese is an advantage. The language required for each specific consultancy will be set in the corresponding ToR.

DOCUMENTS TO BE ATTACHED TO THE APPLICATION

Qualified candidates who are interested in becoming part of the Virtual School for the area and sub-area specified in these Terms of Reference must submit to rc.lac.vacancy@undp.org the following documents:

1. Application letter, including area and sub-area of work and daily and monthly expected rates, in US\$. Monthly rate must be lower than the amount of a month's total working days at a daily rate.
2. UNDP Personal History form (P-11)
3. Summary of education and experience requirements form.

NOTE. Please state in the "subject" the Reference number (2010-072-REA) and the sub-area from section I you are applying for (ex. "Human Development")