

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 5, 2017

Post Title:	Individual Contract (IC) - Facilitate Theory of Change workshop for the formulation of the RBAS Regional Programme 2018-2021
Starting Date:	13 February 2017
Duration:	6 working days
Location:	The consultancy will be home-based, with 2 days travel to Amman to facilitate the workshop
Project:	UNDP-RBAS' Regional Programme

A. Background

The UNDP Regional Programme for Arab States (RBAS) (2014-2017) was endorsed by the UNDP Executive Board during the First Regular Session of the Executive Board at the end of January 2014. RBAS has currently started the formulation process of the next Regional Programme cycle (2018-2021), in line with the development of the new UNDP Strategic Plan and the 2030 Agenda for Sustainable Development.

The Regional Programme Document (RPD 2018-2021) will focus on selected outcome areas based on a process of extensive consultations with regional and national stakeholders, as well as on a review of the available knowledge products and research documents. The content will also be informed by best practices and lessons learned from the current phase.

In order to inform the formulation of the RPD and of the rationale of its proposed interventions, the UNDP RBAS Regional Programme will organize a Theory of Change (ToC) Workshop on 20-21 February 2017, in Amman (Jordan). The workshop will bring together around 25-30 UN staff and external experts to jointly discuss inputs on the ToC that will support the formulation of the RPD 2018-2021. This will mainly encompass discussions on the key development challenges affecting the Arab region, potential UNDP's interventions and related assumptions and risks.

B. Scope of Work and deliverables

The UNDP RBAS Regional Programme is looking for an experienced facilitator that can support the organization and facilitation of the ToC workshop. The consultant will be also requested to prepare a workshop report, in the form of a draft Theory of Change.

The consultant will work with the Regional Programme team to design the workshop agenda and to devise the best methodology, in line with the UNDP guidance on Theory of Change. In particular, the consultant will support the preparations of the workshop through inputs to the concept note, agenda and presentations. During the workshop, the consultant will be requested to facilitate the discussion among participants in plenary and support the facilitation of eventual working group discussions, depending on the methodology.

Finally, the consultant will develop a draft workshop report consisting in a draft Theory of Change for the Regional Programme Document 2018-2021. Once the draft is reviewed by the relevant UNDP colleagues, the consultant will prepare a final draft incorporating the feedback received.

C. Expected Outputs and Deliverables

The duration of this assignment is expected to be 6 working days from contract signature date, to deliver the following deliverables:

Deliverables/ Outputs	Target Due Dates
Deliverable #1: Support the preparation of and facilitate a two-day Theory of Change workshop for the formulation of the Regional Programme Document 2018-2021	The workshop will be held on 20-21 February 2017, in Amman
Deliverable #2: Draft and final workshop report, incorporating comments from the RPD team	By 5 March 2017

D. Institutional Arrangement

- The consultant shall perform tasks under the general guidance of the Regional Programme Coordinator. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The consultant is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders and UN colleagues;
- The consultant is required to maintain close communication with the UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, s/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract; and
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

E. Duration of the Work¹

The duration of this assignment is expected to be 6 working days.

F. Duty Station

¹ The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

The consultancy will be home-based, except for the duration of the workshop for which the consultant will be required to attend and facilitate.

G. Qualifications of the Successful Individual Contractor

Education:

A minimum of a Master's degree or equivalent professional experience in Social or Political Sciences, International Relations, or related field.

Experience:

- At least 10 years of professional experience in development or related field, at the national or international level;
- Hands-on experience in the design and facilitation of multi-stakeholder meetings involving large international organisations (such as UN);
- Good understanding of the United Nations system, and UNDP, its expertise, practices, and procedures. Experience with the UNDP's Theory of Change is a strong asset;

Language:

Excellent writing, editing, and oral communication skills in English.

Competencies:

I. Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of the United Nations;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without favouritism.

II. Functional Competencies

- In-depth knowledge on development and humanitarian issues;
- Ability to advocate and provide policy advice;
- Capable of working in a high pressure work environment with frequent urgent deadlines;
- Ability to multi-task;
- Ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- High level logical and methodical organisational skills;
- Ability to lead strategic planning, results-based management and reporting; and
- Ability to lead formulation, implementation, monitoring and evaluation of joint development programmes and projects, mobilise resources.

III. Management and Leadership

- Focuses on impact and result for the client;
- Interacts effectively with all levels of the organisation;
- Consistently approaches work with energy and a positive, constructive attitude;
- Builds strong relationships with clients and external actors;
- Demonstrates exceptional ability to remain calm, in control and good humoured even under pressure and tight deadlines;
- Demonstrates openness to change; and
- Responds positively to critical feedback and differing points of view.

I. Scope of Price Proposal and Schedule of Payments

A *lump Sum Amount* will be linked to the deliverables. Therefore, the candidate consultant shall provide the following items in the proposal:

- i) Clearly state that the lump sum amount must be “all-inclusive²”;
- ii) Clearly state that the contract price is fixed regardless of changes in the cost components;
- iii) If duty travels are expected, the consultant will be provided with the UN’s Daily Subsistence Allowance (DSA) rates prevailing at the time of sourcing, for the duty station and all other cities indicated in the TOR as part of duty travel destinations. Giving an indication of the cost of living in a duty station/destination, to aid their determination of the appropriate fees and financial proposal amount, but this does not imply that Offerors are entitled to DSA payment³; and
- iv) Include the actual cost of the IC’s travel to arrive at the designated Duty Station.

H. Documents to be included when submitting the proposals

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Technical Proposal (half-page) outlining the proposed methodology and approach; and
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit all above documents to e-mail: proc.contract.rscjo@undp.org not later than February 11th, 2017.

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- A minimum of a Master’s degree or equivalent professional experience in Social or Political Sciences, International Relations, or related field.
- At least 10 years of professional experience in development or related field, at the national or international level;
- Submit all requested documents above.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

Technical evaluation Criteria max 100 points (Weighted 70):

- Master’s degree or equivalent professional experience in Social or Political Sciences, International Relations, or related field. (30%);
- At least 10 years of professional experience in development or related field, at the national or international level (35%);

³ Individuals on IC are not UN staff are therefore not entitled to DSAs. All living allowances required to perform the demands of the TOR must be incorporated in the financial proposal, whether the fees are expressed as daily fees or lump sum amount.

- Hands-on experience in the design and facilitation of multi-stakeholder meetings involving large international organisations (such as UN) and good understanding of the United Nations system, and UNDP, its expertise, practices, and procedures, including experience with the UNDP's Theory of Change (20%); and
- Technical proposal (proposed methodology and approach) - (15%).

Financial Criteria - 30% of total evaluation

For All offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where PI is the lowest financial offer received and Pn is the financial offer being evaluated

Step III: Final evaluation

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- Shortlisting: 70%;
- Financial proposal: 30%

M. Approval

This TOR is approved by : *[indicate name of Approving Manager]*

Signature	_____
Name and Designation	_____
Date of Signing	_____