

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
Resilient nations.

Date: May 30, 2017

Reference: ETH/IC/2017/005

Country: Ethiopia

Description of the assignment: International Consultant for AUC_UNV Joint Initiative for Youth Volunteer Programme

Project/Program Title: AUC_UNV Joint Initiative for Youth Volunteer Programme

Post Title: International Consultant

Consultancy Level: Level B - Specialist

Duty Station: Addis Ababa

Expected Places of Travel: N/A

Period of assignment/services: 6 months (approximately 126 days)

Expected start date: Immediate after concluding contract agreement

Proposal should be submitted by our secured e-mail: procurement.et@undp.org before Tuesday 13th June 2017 11:59 PM Addis Ababa Local Time.

OR

Contact Person : MY – Procurement Unit
info.procurementet@undp.org

Name of Office: United Nations Development Programme (UNDP)
ECA Compound Old Bld. 6th floor, North Wing
Addis Ababa, Ethiopia

P.O. Box: 5580

Fax +251 11 5514599 / +251 11 5515147

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND/PROJECT DESCRIPTION

The African Union Commission (AUC) and United Nations Volunteers (UNV) have signed a project document to work together towards the strengthening of the African Union Youth Volunteer Corps (AUYVC), as well as the mechanism to engage and support Regional Economic Communities (RECs) and Member States in implementing national and regional volunteer initiatives for promoting volunteering for youth empowerment and youth participation as a catalyst for advancing pan Africanism and socio-economic development in Africa.

The African Union Commission is the Secretariat of the African Union, a 55 Member State regional organization. Its vision is "An integrated, prosperous and peaceful Africa, driven by its own citizens and representing a dynamic force in the global arena". The African Union Youth Volunteer Corps aims to empower young Africans to achieve the goals of the African Union "Agenda 2063" which is a framework vision that articulates collective African aspirations for inclusive prosperity, integration, community participation, good governance and peace among many other ideals.

UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN Volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

The AUC is seeking to review and strengthen the African Union Youth Volunteer Corps and develop a continental mechanism to promote youth Volunteerism in RECs and Member States.

For detailed information, please refer to the TOR in Annex 1

2. SCOPE OF THE WORK

In 2015 a consultancy was undertaken to conduct an assessment of the Africa Union Commission Youth Volunteer Corps leading to recommendations for capacity strengthening of the programme, and developing a mechanism for partnering with volunteer schemes in Member States and Regional Economic Communities (RECs). The assignment included:

1. Assessment of the African Union Commission Youth Volunteer Corps covering the period since its launch in 2010, reviewing processes and process manuals, supportive systems, training and deployment mechanisms, and management procedures in line with programme objectives such as:
 - Youth Leadership and Empowerment;
 - Enhancing Employability skills;
 - Mainstreaming of Youth in development
2. Assessment of RECs volunteer schemes and possible linkages between the national, regional and continental levels;
3. Review of emerging trends in volunteering as viable strategies for youth development and contribution on the African Continent in the context of the African Youth Charter and decisions adopted by Member States on youth development and engagement.
4. Exploration of an enhanced scope of engagement for the AUYVC

The purpose of this consultancy is to review and finalise the draft documents and develop a 5-year strategy for the AU-YVC programme and a continental mechanism to promote volunteerism in RECs and Member States. This will require consultation with RECs and Member States, AUC departments, youth volunteers and various stake holders.

For detailed information, please refer to the TOR in Annex 1

3. EXPECTED OUTPUTS AND DELIVERABLES

1. An inception report demonstrating understanding of the assignment and describing the methodology and process of work
2. A reviewed report on the implementation of the AU-YVC 2010-16;
3. Recommendations for RECs volunteer schemes and possible linkages with Member States and AUC programmes, as well as other relevant Partner and global schemes;
4. Finalized 5 Years AU-YVC Project Document encapsulating mechanisms to ensure professionalism, accountability and efficiency in the management of the AUYVC Programme;
5. Stakeholders consultation and validation workshops

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1	An inception report demonstrating understanding of the assignment and describing the methodology and process of work	10 Working days (includes days for review & feedback)	AUC Youth Division , Department of Human Resources, Science and Technology/ UNV EA portfolio & Regional Manager for Africa
2	Reviewed report on the implementation of the AU-YVC 2010-16	10 Working days (includes 5 days for review & feedback)	AUC Youth Division , Department of Human Resources, Science and Technology/ UNV EA portfolio & Regional Manager for Africa
3	Recommendations for RECs volunteer schemes and possible linkages with Member States and AUC programmes, as well as other relevant Partner and global schemes	20 Working days (includes 5 days for review & feedback)	AUC Youth Division , Department of Human Resources, Science and Technology/ UNV EA portfolio & Regional Manager for Africa
4	Finalized 5 Years AU-YVC Project Document	30 Working days (includes 5 days for review, validation workshop & feedback)	AUC Youth Division , Department of Human Resources, Science and Technology// UNV EA portfolio & Regional Manager for Africa

For detailed information, please refer to TOR in Annex 1

4. INSTITUTIONAL ARRANGEMENT/REPORTING RELTIONSIPS

- a. The Contractor will be supervised by and directly be responsible/report to a designated Project Manager from the AUC Youth Division, Department of Human Resources, Science and Technology. S/he will seek approval/acceptance of output from the above Project Manager in consultation with UNV.
- b. The frequency of progress reporting: reporting will be output based, as per the table above. The Project Document must be presented to AUC and UNV, at AUC Headquarters in Addis Ababa, Ethiopia.
- c. The Contractor is expected to liaise/interact/collaborate/meet with the African Union Commission (Human Resources, Science and Technology Department, which is responsible for the AUC-YVC), consult with Regional Economic Communities (RECs), consult with United Nations Volunteers (UNVs) and selected member states within the course of performing this work.
- d. The AUC will have the responsibility for the management and implementation of the contract which will entail among others reviewing progress reports, approving payments according to the agreed deliverables, overall performance evaluation of the contract;

For detailed information, please refer to TOR in Annex 1

5. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

Detail list of all inputs and services which will be provided to the prospect IC including but not limited to Office Space; secretarial services; arrangement of workshop(s)/meetings to present the Project

Document.

- a. The AUC will provide office space, logistical support and related facilities for the duration of the consultancy;
- b. The project will facilitate travel and meeting (RECs and Member States)
- c. AUC will support the consultant with arrangements for the validation workshop
- d. No secretarial services will be provide to the consultant.

For detailed information, please refer to TOR in Annex 1

6. DURATION OF THE WORK

- a. The assignment is expected to not more than 6 months. The expected date of full completion is 31 October 2017.
- b. The target date for the start of this assignment is on or before 01 April 2017, immediately after concluding Contract Agreement, see details in table III above.
- c. The estimated Lead Time (LT) for AUC and UNDP review outputs, give comments, certify approval/acceptance of outputs, etc., see table III above, column 3, Estimated Duration to Complete.

For detailed information, please refer to TOR in Annex 1

7. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

- Master's degree in social sciences, development studies, programme/project management or related field
- A Bachelor's Degree with a relevant a relevant combination of professional and academic qualifications will be considered.

b. Years of experience:

The assignment requires the profile of demonstrated expertise and experience in national and regional youth development strategies such as volunteer schemes and youth organisational capacity assessment, including the following:

- **At least eight years of professional work in the area of youth development, volunteer programme development and management, youth policy development and analysis;**
- Define number of years of experience; whether it is an international, regional or local consultancy; and areas.

c. Competencies:

- **Strong analytical capacity and experience in programme evaluation and needs assessment;**
- **Experience of carrying out social-economic research;**
- International experience and field experience in the youth sector would be a distinct advantage;
- Knowledge and experience of volunteerism with it diverse manifestations;
- **Experience of working with a range of organizations including civil society and governmental organizations;**
- Ability to plan own work, report on work progress and deliver outputs punctually;
- Excellent communication and interpersonal skills;
- Excellent report writing skills;
- Highly motivated self-starter who takes direction well, but also works independently;

d. Language and other skills:

Fluency in written and spoken English is a requirement. Fluency in another AU official language is an asset. (AU Languages: English, French, Arabic, Portuguese)

- Proficient computer skills and use of relevant software

e. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

For detailed information, please refer to TOR in Annex 1

8. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50
▪ Criteria b. Experience carrying out social economic research and organizational capacity assessment		20
▪ Criteria c. Knowledge and experience of volunteerism with its diverse manifestations		20
▪ Criteria d. experience working on similar consultancy projects		10
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

For detailed information, please refer to TOR in Annex 1

9. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive¹ lump sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

The key outputs or milestone activities for which payments will be made and the corresponding percentage of the contract price that will be paid per milestone/output, including all the conditions/documentations required prior to the release of any tranches of payment are listed in the table below.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Analytical report on the implementation of the AU-YCV 2010-2015		20%
2 nd Installment	Recommendations for RECs volunteer schemes and possible linkages with Member States and AUC programmes, as well as other relevant partner global schemes	"	20%
3 rd Installment	Recommendations for mechanisms to ensure professionalism, accountability and efficiency in all key processes of recruitment, deployment and capacity building	"	20%
4 th Installment	Project Document		40%

For detailed information, please refer to TOR in Annex 1

10. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, the consultant will be provided with a template of the Table of Content. Accordingly the Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD).

For detailed information, please refer to TOR in Annex 1

11. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

For detailed information, please refer to TOR in Annex 1

12. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

For detailed information, please refer to TOR in Annex 1

Note: Submission of Technical and Financial proposal is mandatory. Failing to submit one of the proposals will be automatically disqualified.

Submission Through our secured email

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposals through our secured email: procurement.et@undp.org
- Your proposals shall be sent in a **separate email** as Technical and Financial proposals under subject line:
 1. For Technical: Technical Proposal – **ETH-IC-2017-005 –International Consultant for AUC_UNV Joint Initiative for Youth Volunteer Programme** - [\[insert your name\]](#)
 2. For Financial: Financial Proposal – **ETH-IC-2017-005 – International Consultant for AUC_UNV Joint Initiative for Youth Volunteer Programme** - [\[insert your name\]](#)
- All prices/rates quoted must be in **USD and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

ANNEX

ANNEX 1: TERMS OF REFERENCES (TOR)

ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUMISSION FORM

ANNEX 3: FINANCIAL PROPOSAL COVER PAGE AND SUMISSION FORM

ANNEX 4: GENERAL CONDITIONS OF CONTRACT FOR IC

Annex 1

TERMS OF REFERENCES (TOR)

Attached as a supporting document in this procurement notice under:

Annex 1-ToR for International Consultant for AUC UNV Joint Initiative for Youth Volunteer Programme

Annex 2

TECHNICAL PROPOSAL

Cover Page

**IC Reference: ETH-IC-2017-005 – International Consultant for
AUC_UNV Joint Initiative for Youth Volunteer
Programme**

Prepared by: _____

Date: _____

TECHNICAL PROPOSAL SUBMISSION FORM

Proposed by: [\[insert your name\]](#)

Directions:

- a. Briefly explain why you are the most suitable for the consultancy service you applied for. It should not be more than four hundred fifty words.
- b. Provide a detailed approach and/or methodology you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
- c. Include your proposed work plan which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
- d. Past experience in similar projects and/or consultancy services and their respective contract person name and address.
- e. List of three personal referees in terms of their title (position), where they work, email, and telephone address
- f. It must be prepared in English.

Annex 3

FINANCIAL PROPOSAL

Cover Page

IC Reference: ETH-IC-2017-005 – International Consultant for
**AUC_UNV Joint Initiative for Youth Volunteer
Programme**

Prepared by: _____

Date: _____

FINANCIAL PROPOSAL SUBMISSION FORM

Proposed by: [\[insert your name\]](#)

Directions:

- a. The financial proposal shall specify a **total lump sum amount** (including travel, per diems, and number of anticipated working days)
- b. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- c. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- d. You must send this proposal separately through **our secured email** procurement.et@undp.org in a **PDF FORMAT**

I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration in USD
Personnel Costs			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
Duty Travel			
Round Trip Airfares [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
AGGREGATE AMOUNT in USD			

Amount in Words: [Insert the total amount in words]

II. BREAKDOWN OF COST BY DELIVERABLES*

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Amount (in USD)
1	Analytical report on the implementation of the AU-YCV 2010-2015	20 %	
2	Recommendations for RECs volunteer schemes and possible linkages with Member States and AUC programmes, as well as other relevant partner global schemes	20%	
3	Recommendations for mechanisms to ensure professionalism, accountability and efficiency in all key processes of recruitment, deployment and capacity building	20%	
4	Project Document	40%	
Total Amount in USD		100%	

*Basis for payment tranches

Full Name: _____

Signature: _____

Date Signed: _____

Annex 4

GENERAL CONDITIONS OF CONTRACT For the Services of Individual Contractors (IC)

Attached as a supporting document in this procurement notice.

Annex 4-General Conditions of Contract-Individual Contractors(IC)