



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
National Consultant – Data Analyst for Inter Agency Common Feedback Project

Date: 21 June 2017

Reference No.: UNDP/PN/24/2017

Country: Nepal

Description of the assignment: Reporting to the CFP Information Management and Communications Officer, support the maintenance of a digital data analysis mechanism for collecting, filtering and aggregating community feedback in which the response leadership and staff can analyze and act upon. The Data Analyst will support the CFP Information Management Officer in managing information flow of the CFP by completing analysis on the Community Perception Survey data, focus group discussion data and feedback aggregated from partner organizations on a month basis. All inputs will be provided to the data analyst.

Project/Agency name: United Nations Resident Coordinator's Office (UNRCO)

Period of assignment/services (if applicable): 12 months from signing the contract

No. of Consultant Required: One

Duty Station: Kathmandu, Nepal with some travel to the field

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/24/2017– Data Analyst for Inter Agency Common Feedback Project)**, UN House, Pulchowk, Lalitpur, Nepal by email to procurement.np@undp.org no later than **5:00PM on 04 July 2017**. Proposals received after the deadline shall not be considered.

Written inquiries must be submitted to the email: query.procurement.np@undp.org mentioning Procurement Notice Ref: UNDP/PN/24/2017 (UG), on or before 12:00 Noon, 27 June 2017. UNDP shall respond to the inquiries through a bulletin posted in UNDP Website: <http://www.np.undp.org/content/nepal/en/home/operations/procurement.html>. Inquiries received after the above date and time shall not be entertained.

Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.

1. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

As per the Procurement Notice, detailed Terms of Reference (Annex I), General Condition of Contract for the services of Individual Contractors (Annex II), P11 Form (Annex III) and Offeror's Letter to UNDP (Annex IV).

Please submit your application at the following email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:

- University degree in archival, information science, information systems, or related field

II. Experience:

- A minimum of two (2) years of progressively responsible experience in data analysis, managing information or IT including support to management of hardware and software platforms, knowledge of Windows-based packages/applications, and database development;
- Demonstrated practical experience/knowledge in data evaluation, analysis and reporting;
- Experience in the design and development of surveys, including user requirements, form design, survey implementation, data entry, data cleaning and analysis an advantage;
- Experience in graphic design, multimedia and products branding an advantage;
- Previous experience working with a UN agency, a media development organization or a humanitarian NGO an asset.

III. Other competencies:

- Ability to provide analysis on complex issues and write/develop reports for leadership staff;
- Excellent reporting skills, both written and oral;
- Fluency in spoken and written English and Nepali

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

To be included as part of the proposal:

- A cover letter explaining your suitability for the work (300 words or under);
- A brief methodology on how you will approach and conduct the work (1000 words or under)

2. Financial proposal:

Financial Proposal indicating a lumpsum fee. Please see section 5. GUIDANCE FOR FINANCIAL PROPOSAL. *(DSA and transport cost will be borne by UNDP for mission in the field, if any).*

3. UN Personnel History (P11) Form (attached as Annex III).

Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy;
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.
- d. This application system allows uploading only one file per application; we therefore, recommend to upload the completed P11 Form. If the applicant wishes to include additional information, they may be attached to the P11 form.

4. GUIDANCE FOR FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wishes to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

** Technical Criteria weight; 70%*

** Financial Criteria weight; 30%*

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
Criterion A: <ul style="list-style-type: none">Experience in data analysis, specifically in perception surveys (30)	30%	30
Criterion B: <ul style="list-style-type: none">Is the conceptual framework adopted appropriate for the task?	10%	10
Criterion C : <ul style="list-style-type: none">Is the scope of task well defined and does it correspond to the TOR?	15%	15
Criterion D: <ul style="list-style-type: none">Work for UNDP/ major multilateral/ or bilateral programmes	5%	5
Criterion E: <ul style="list-style-type: none">Language qualification - ability to analyze data in english and Nepali	10%	10
<u>Financial</u>		
<ul style="list-style-type: none">Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following formula:

$$\frac{\text{Lowest Bid Offered} *}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% in technical evaluation.

*** The method of evaluation is a desk review of P11. Please highlight in the P11 form major report you have prepared.**

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3-P11 Form

ANNEX 4- Confirmation of Interest and Submission of Financial Proposal

Annex I

Terms of Reference – Data Analyst, Inter Agency Common Feedback Project

Location:	Kathmandu with some travel to the field
Type of Contract:	Individual Contract (IC)
Duration of Initial Contract:	12 months from signing contract

Background

The Inter-Agency Common Feedback Project, referred to as the Common Feedback Project (CFP), is an innovative community engagement project, initiated during the response to the Nepal Earthquake 2015¹. The CFP collects and aggregates feedback from earthquake affected communities through a variety of sources, and advocates to have the voice of affected people heard in response decision making. The project's model has since been incorporated into Emergency Response Preparedness planning endorsed by the national government and UN system.

An independent evaluation of the Common Feedback Project, conducted in February 2016 found that the project had been successful in achieving its objectives, and recommended the project be continued throughout the earthquake reconstruction and recovery phase. The findings and recommendations of the evaluation were endorsed by the Project Executive Board. Additional project stakeholders, including I/NGO partners, have expressed their desire for the common service project to continue as well. Donors have come on board to support the continuation of the CFP, and have committed funding for a two-year extension, while requesting the project run for an additional four years, to cover the duration of the reconstruction phase.

The importance of accurate community feedback, and effective outreach to affected communities to close the feedback loop is well recognized by the Humanitarian Country Team (HCT), humanitarian partner's and the government's National Reconstruction Authority (NRA). Engagement with the NRA on fitting the community feedback components into their draft Communications Action Plan is ongoing.

The Common Feedback Project will continue to be hosted in the United Nations Resident Coordinator's Office and provide a comprehensive set of common tools and protocols that are rolled out and contextualized in each of the 14 priority affected districts, with a particular focus in five districts, taking into account the language, gender and diversity of the communities. The common service provides support services to the entire UN Country Team and HCT, including all clusters and organizations, government, development partners, as well as civil society and other actors.

Scope of Work

Reporting to the CFP Information Management and Communications Officer, support the maintenance of a digital data analysis mechanism for collecting, filtering and aggregating community feedback in which the response leadership and staff can analyze and act upon. The Data Analyst will support the CFP Information Management Officer in managing information flow of the CFP by completing analysis on the Community Perception Survey data, focus group discussion data and

¹ The Nepal Earthquake Flash Appeal and Action Plan was developed by humanitarian partners and launched on the 29 April 2015. It had five strategic objectives to meet humanitarian needs. Strategic Objective 5 called for "an inter-agency common service that is established so that affected people have access to information and are able to provide feedback to ensure a more effective humanitarian response."

feedback aggregated from partner organizations on a month basis. All inputs will be provided to the data analyst.

Main duties & responsibilities

Data Analysis

- Accurate analysis of community perception data, both quantitative and qualitative, with appropriate disaggregation at national and district level.
- Develop a database for all relevant data streams.

Data Visualization

- Support strategic and operational decision-making by processing and analyzing data and information and presenting it in the format most useful for analysis.
- Support Information Management and Communications Officer in establishing and maintaining data repository that is visually appealing and accessible to stakeholders.

Data Innovation

- Support the Information Management and Communications Officer in understanding new sources of data and overlaying them with CFP perception data.
- Develop a client oriented approach with all relevant stakeholders to help identify their priority data requirements.

Deliverables

Deliverable	Payment Schedule
August community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%
September community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%
October community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	9%
November community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%
December community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%
January community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	9%
February community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%
March community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%
April community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	9%
May community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%
June community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	8%

July community perception data analyzed with appropriate disaggregation and presented in a comprehensive report, approved by supervisor.	9%
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100%

Experience and Qualifications

Essential

- University degree in archival, information science, information systems, or related field;
- A minimum of two (2) years of progressively responsible experience in data analysis, managing information or IT including support to management of hardware and software platforms, knowledge of Windows-based packages/applications, and database development;
- Demonstrated practical experience/knowledge in data evaluation, analysis and reporting;
- Ability to provide analysis on complex issues and write/develop reports for leadership staff;
- Excellent reporting skills, both written and oral;
- Fluency in spoken and written English and Nepali;
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