



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 July 2017

Description of the assignment:

The consultant will define and assess the success of 3RP partners in implementing the World Humanitarian Summit's Grand Bargain commitments to localization. The results expected include applying the localization agenda to the sub-regional context, identifying the operational bottlenecks in programming localization and making recommendations to support implementation of the Grand Bargain commitments.

Post Title:	Research Consultant: Localization (International consultant)
Starting Date:	30 July 2017
Duration:	30 working days (until 30 September 2017)
Location:	Home-based, with one travel in the region (Jordan).
Project:	UNDP Sub-Regional Response Facility analysis of the application of the Grand Bargain commitments to localization.

CONTEXT/BACKGROUND

Background

The conflict in Syria has caused the largest displacement of people in recent times, and has severely strained economic and social systems and related institutions in neighboring countries. The absence of any prospect for a positive solution to the Syrian crisis, combined with an unprecedented influx of refugees, has brought with it substantial burdens for host communities.

The multi-faceted nature of the conflict has challenged standard conflict resolution mechanisms as well as traditional responses to protracted crises. How countries in the region can cope with the ongoing conflict in Syria and the unprecedented demographic shock and what can be done to improve international burden sharing are therefore questions of regional and international concern.

At the same time, calls for a 'localized' humanitarian and resilience-based response to crises have been raised across the international humanitarian and development communities (see the World Humanitarian Summit (WHS) outcome document 'The Grand Bargain' and the High-Level Panel on Humanitarian Financing Report to the Secretary General, and the Near Network's commitments to the WHS¹). "Localization" has perhaps been best articulated in the 'Charter 4 Change' endorsed by a number of national and international NGOs², which has called for reforms to make humanitarian action more locally-led. International actors have a documented tendency to overlook and bypass local actors and responders, thus reducing the relevance, cost-effectiveness, and sustainability of programming. In this charter, INGO signatories commit to advancing 'localization' efforts through direct funding, partnerships, transparency, recruitment, advocacy, support, promotion and equality in decision making and contracting of national and local actors.

The protracted nature of the Syria crisis as outlined above calls for a more strategic and intensive use of local systems in order to ensure immediate impact, cost-effectiveness, and long-term sustainability in the international response. Localization of the Syria crisis response should therefore be an international priority, and the regional response provides a crucial platform for the further development of the newly emerging localization agenda.

The UNHCR-UNDP Joint Secretariat, articulated in the UNHCR/UNDP Regional MoU, has a clear and focused mandate on knowledge-collection, gap analysis, and country support, and has the capacity to scale up in order to meet challenges in implementation of the response to the Syria crisis. It is therefore uniquely positioned to explore the role of localization in the Syria crisis response and to raise questions around possible next steps around localizing the current refugee and resilience Syria response

Project Description

Against this background, the UNDP Sub-Regional Response Facility (SRF) will assess the application of the World Humanitarian Summit Grand Bargain commitments to localization. This will be assessed in the framework of the 3RP 2017-2018, which included localization targets in the planning guidance. The consultant will develop a methodology which will include an analysis of the following questions around localization, in an effort to strengthen the resilience response to the protracted crisis.

- ☐ What is localization? What is the current state of literature around localization? How can we capture its many dimensions and definitions to understand what a *fully localized response* consists of? How does localization fit into existing international humanitarian and development architecture?
- ☐ What is the role of local and national actors in international crisis responses? What are the benefits and obstacles of funding them? What are some of the lessons learned?
- ☐ How does the localization agenda fit into the region, and the Syria response in particular? Provide recommendations towards further localizing the response to the Syria crisis ?
- ☐ What type of localization activities are programmed and implemented in the 3RP framework?
- ☐ How can we measure and track localization efforts and evaluate its effectiveness in localization practice in the region?
- ☐ How do we apply localization practically in a country response context, including by piloting new initiatives.

¹ <http://near.ngo/home/detailview?id=18>

² Chart 4 Change website <https://charter4change.org/#post-592>

The final analysis will include a literature review of existing work around localization, based on a combination of desk review, consultations with local and national partners in the region (NGOs, governments, civil society groups, etc.) The focus of the analysis is the universe of Regional Refugee and Resilience Plan (3RP) partners, consistent with the localization guidance that informed the development of the 3RP 2017-2018. The final product will include a review best-practices for implementing localization in the region as well as identify bottlenecks to further expand localization programming, and recommendations to implement the Grand Bargain commitments.

Scope of work and deliverables:

Under the Supervision of the Policy and Crisis-Coordination Specialist, this consultant role will be responsible for researching and developing a product for the UNDP Sub-Regional Response Facility which will focus on localization in the Syria crisis response and to raise questions around possible next steps.

Deliverables and results:

- ☐ Map and review existing literature around localization and integrate this literature review into the product;
- ☐ Provide an inception report on methodology and literature, and draft outline for the product;
- ☐ Conduct research and consult with national and local actors in the region around the role of localization in the Syria crisis response based on the on-going response, and integrate results of these findings and discussions into paper;
- ☐ Review of the resilience marker and the localization tracker as found in the guidance note of the 3RP. Analyze existing data from the planning process to establish a baseline;
- ☐ Provide recommendations on tracking and measuring of localization through the 3RP and review best-practices for localization for a proposed pilot in a crisis response country

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>	Payment schedule
<u>Deliverable 1:</u> <input type="checkbox"/> Map and review existing literature around localization and integrate this literature review into the product	5 working days	6 August 2017	Michael Moroz, Policy & Crisis Coordination Specialist	50% - 30August 2017 (submission of draft 1)

<u>Deliverable 2:</u> <input type="checkbox"/> Provide an inception report on methodology and literature, and draft outline for the product	5 working days	13 August 2017	Michael Moroz, Policy & Crisis Coordination Specialist	
<u>Deliverable 3:</u> <input type="checkbox"/> Analyze existing data from the planning process to establish a baseline for the research. <input type="checkbox"/> Conduct research and consult with national and local actors in the region around the role of localization in the Syria crisis response, and integrate results of these findings <input type="checkbox"/> Identify best practices and bottlenecks for programming localization <input type="checkbox"/> Review of the resilience lens and the localization tracker as found in the guidance note 2 of the 3RP and revise the guidance note accordingly. <input type="checkbox"/> Draft 1 of product available 30 August	13 working days	29 August 2017 (research and consultation) 7 September 2017 (revise guidance note 2)	Michael Moroz, Policy & Crisis Coordination Specialist	
<u>Deliverable 4:</u> <input type="checkbox"/> Provide recommendations on tracking and measuring of localization through the 3RP <input type="checkbox"/> Draft 2 of the analysis produced by 15 September. <input type="checkbox"/> Recommendations for piloting process of localization in country context based programming <input type="checkbox"/> Final Product produced by 30 September	7 working days	30 September 2017	Michael Moroz, Policy & Crisis Coordination Specialist	50% 30 September 2017 (submission of final product)

TRAVEL PLAN

Part of this assignment may require the expert to Jordan for 5 days. with the preliminary travel plan/schedule hereunder.

Any change to the preliminary travel plan/schedule hereunder, in such cases, UNDP will cover travel costs in accordance with corporate regulations and rules

Country	Duration	Number of missions	Number of days at each destination	No. of round economy tickets
Home based- Amman and back	5 days	1	5 days in Amman excluding the travel days	1 round-trip ticket from home base to Amman

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Education:

- ☐ Master's Degree required in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field.

Professional Experience:

- ☐ At least combined 5 years of relevant work experience in International Development and humanitarian response;
- ☐ At least 3 years' experience working with I/NGO and/or UN in humanitarian and/or development interventions;
- ☐ Highly familiar with the UN Humanitarian and Development nexus and interventions
- ☐ At least 3 years' experience in research and writing reports and policy papers;
- ☐ 2 years experience in supporting Development/Resilience programming in emergency situation is an advantage;
- ☐ 2 years experience in the Middle-East is a strong advantage.

Language Skills:

- ☐ Fluency in English, and Arabic language is an advantage

COMPETENCIES

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
- ☐ Treats all people fairly without favoritism

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 organizational skills;
- ☐ Ability to lead strategic planning, results-based management and reporting.

- Ability to lead formulation, implementation, monitoring and evaluation of joint development programs and projects, mobilize resources.

Management and Leadership

- Focuses on impact and result for the client
- Interacts effectively with all levels of the organization
- 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 humored even under pressure and tight deadlines
- Demonstrates openness to change
- Responds positively to critical feedback and differing points of view

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) **Sample piece of work** that demonstrates ability to conduct and draft research focusing on policy options, and quality of work;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in the template provided.

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

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to email: Proc.contract.rscjo@undp.org : not later than Tuesday 18 July at 11:00 AM (Amman Time +3GMT) the following documents:

- **CV/P11**
- **Confirm availability and financial proposal**
- **Sample piece of work**
- **Brief description of why you consider yourself as the most suitable for the assignment**

FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed breakdown (consultancy fees, round travel tickets, travel cost, living allowances during the

missions., etc.) as per travel plan above

Travel;

All envisaged travel costs must be included in the financial proposal.

In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish 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.

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:

- ☐ Master's Degree required, in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field (as per mentioned above);
- ☐ At least combined 5 years of relevant work experience in International Development and humanitarian response.

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

Evaluation of Candidates (max 100 points):

- ☐ At least 3 years' experience working on localization projects and/or with I/NGOs or UN; 25%
- ☐ At least 3 years' experience in research and writing reports and policy papers; 20%
- ☐ Highly familiar with the UN Humanitarian and Development nexus and interventions, work experience with UN is strong advantage; 25%
- ☐ 2 years' experience in supporting Development/Resilience programming in emergency situation is an advantage; 20%
- ☐ Experience in the Middle-East is a strong advantage. 10%

Step II: 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%