



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 8 August 2017

Description of the assignment:

The consultant will provide technical oversight and quality assurance for UNDP Sub-Regional Response Facility's upcoming research study on "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis."

Post Title:	Consultant: Technical Advisor: Evidence Based Policy Options in Response to Protracted Crisis (International consultant)
Starting Date:	20 August 2017
Duration:	45 working days (until 31 December 2017)
Location:	Home-based, with visits in the region (Jordan, Lebanon, and Iraq).
Project:	Development of evidence-based policy options and frameworks for the accommodation of refugees and other measures in response to protracted crisis in countries affected by the Syria crisis

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.

Host communities and host countries are faced with many challenges and questions about how best to cope with the situations they face. Whether living in formal or informal shelters and housing, or hosted by the community, many refugees are suffering from loss of income, loss of productive means and disrupted livelihoods. Host communities and other affected communities may be facing pressure on services, the local economy and rule of law. Given the signs that refugee populations are unlikely to be able to return safely to their homes or new settlement areas in Syria in the near future, national and international partners have started exploring alternative scenarios to effectively address the long-term impact of the unprecedented demographic shock.

There is a general recognition that prevailing policies on refugee's status in host communities were developed under the assumption of an early solution to the conflict in Syria, which implied a rapid voluntary repatriation to their home country. The reality has shown the opposite. One area where improvements are possible is in regulatory frameworks and practices regarding residency, access to employment and services, and access to national and local social safety-nets. The legal status of refugees, local regulations and other formal and informal practices can all act as bottlenecks to refugees' access to assistance, especially those residing in host-communities (which is the large majority). More importantly, some approaches and practice can limit the opportunities of refugees to access livelihood opportunities and to benefit from basic public services. In general, addressing such bottlenecks can reduce the longer-term financial costs and burdens of crisis response. However, circumstances vary from country to country and what would produce the best improvements in one location may be quite different from another

Project Description

The main outcome of the project is to contribute to an effective response for the unprecedented demographic shock generated by the Syria crisis on neighbouring countries through the development of evidence-based policy options and frameworks to address the refugee impact on their fiscal space, social fabric and economies.

Policy options and frameworks will be developed through a comprehensive and inclusive process for examining different approaches used in the region to cope with the impact of refugees, and the issues of resilience and longer-term development. The project will include analysis of: regulatory frameworks and existing and/or planned, formal and informal practices regarding the accommodation of refugees; economic impact assessments and reported spending on responses; impacts in local and regional economies; and consequences for social cohesion, peace and stability.

Scope of work and deliverables:

Under the Supervision of the Policy and Crisis-Coordination Specialist, the consultant will be responsible for providing technical oversight and quality assurance for UNDP SRF's research study on "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis".

Deliverables and results:

- Provide technical advice and guidance to the consultant team and country experts in the design, organization and implementation of agreed activities;
- Assist the Policy & Coordination Specialist (PCS) in ensuring the technical soundness of project activities;
- Stimulate strategic thinking in the development of scenarios and policy options;
- Any other substantive advisory inputs, as requested by UNDP SRF in relation to project objectives.
- Contribute to the production of reports and publications, and serve as peer reviewer.

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> <ul style="list-style-type: none"> • Review bidding packages • Review inception report and participate in inception report workshop. 	12 working days	15 September 2017	Michael Moroz, Policy & Crisis Coordination Specialist	50%
<u>Deliverable 2:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Review and provide technical comments on thematic and scenario analysis 	10 working days	15 October 2017	Michael Moroz, Policy & Crisis Coordination Specialist	
<u>Deliverable 3:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct quality assurance activities during country consultations 	12 days	29 October 2017	Michael Moroz, Policy & Crisis Coordination Specialist	
<u>Deliverable 4:</u> <ul style="list-style-type: none"> <input type="checkbox"/> Provide technical advice to inform cross-regional consultations and policy options <input type="checkbox"/> Conduct review of consultant team's final report 	11 days	26 November 2017	Michael Moroz, Policy & Crisis Coordination Specialist	50%

TRAVEL PLAN

Part of this assignment will require the expert to travel to Jordan, Lebanon and Iraq, 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 - Amman return	4 days for each mission	3	4 days in Amman excluding the travel days x3	3 round-trip tickets from home to Amman
Amman - Beirut return	3 days	1	3 days in Beirut excluding travel days	1 round-trip ticket from Amman to Beirut
Amman - Erbil return	3 days	1	3 days in Erbil excluding travel days	1 round-trip ticket from Amman to Erbil

EXPERIENCE AND QUALIFICATIONS REQUIREMENTS

Education:

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

Professional Experience:

- ☐ At least combined 7 years of relevant work experience, with at least 3 years' experience leading and coordinating research;
- ☐ Previous experience in producing or facilitating development policy-related knowledge products;
- ☐ 2 years' experience in supporting Development/Resilience programming in emergency situations 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

- ☐ Specialist knowledge of development issues and particularly development cooperation, public finance, global frameworks for financing development, economics, humanitarian aid and appeals;
- ☐ Highly familiar with the UN Humanitarian and Development nexus and interventions
- ☐ 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.

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) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in 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 to email: Proc.contract.rscjo@undp.org : not later than Wednesday 16 August at 16:00 AM (Amman Time +3GMT) the following documents:

- **CV/P11**
- **Confirm availability and financial proposal**
- **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, PhD preferred, in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field;
- ☐ At least combined 7 years of relevant work experience in International Development and humanitarian response, with at least 3 years' experience leading and coordinating research, and drafting policy options.

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

Evaluation of Candidates (max 100 points):

- ☐ At least combined 7 years of relevant work experience in International Development and humanitarian response, with at least 3 years' experience leading and coordinating research: 25%
- ☐ Previous experience producing or facilitating development policy-related knowledge products: 25%
- ☐ 2 years' experience in supporting Development/Resilience programming in emergency situations is an advantage: 20%
- ☐ 2 years' experience in the Middle-East is a strong advantage: 20%
- ☐ Fluency in English, and Arabic language is an 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%