



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 9 August, 2017

Country: Jordan

Description of the assignment:

Under the Supervision of the Policy & Crisis Coordination Specialist (PCCS), and the Regional Lead Expert, the Country Expert will be responsible for leading on the first phase of a project at the country-level supporting the development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis, focusing specifically on country-specific mapping and analysis of data and managing country-level consultation process.

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| Post Title: | Country Expert (International) |
| Starting Date: | 20 August 2017 |
| Location: | Based in Amman, Jordan |
| Duration | 100 working days |
| Project: | Development of evidence-based policy options and frameworks for the accommodation of refugees 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 the economic and social systems and related institutions in neighbouring countries. The absence of a prospect for positive solution to the Syrian crisis and the significant influx of refugees brought substantial stress to the hosting societies and communities.

The multifaceted nature of the conflict has challenged standard conflict resolution mechanisms as well as traditional responses to protracted crisis. How the countries in the region cope with the lengthening 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 refugees' 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 in the development of evidence-based policy options and frameworks to address the refugee impact on their fiscal space, social fabric and economies. Based on lessons from similar displacement crisis, refugees can greatly contribute to economic growth and development if required resources, policy instruments and necessary economic conditions are created.

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 & Coordination Specialist (PCS) and the Regional Lead Expert, situated in-country, the Country Expert's main responsibility will be to lead on the first phase of the project, focusing specifically on country-specific mapping and analysis of data and managing the country-level consultation process.

Deliverables and results:

Phase I:

- Conduct and lead on country-specific analysis of policies, legal frameworks, and practices related to the Syria crisis in co-ordination and consultation with the Lead Regional Expert and the Thematic Experts for Financial Analysis, and Economic Opportunities Analysis; and comparison analysis among the countries how these policies reflect in addressing resilience building and sustainable development. This process includes the following activities:
 - Contribute to evidence collection, mapping, and analysis related to the Syria crisis for the inception report. Consolidate findings and produce recommendations to inform national consultations;
 - Identify and consult relevant country-level think-tanks, academia, and other experts to engage in first phase of project;
 - Collect information about good policy practices for building resilience to protracted refugee crises and conduct an impact analysis on resilience building in programming in the context of the 3RP (in the case of Jordan- JRP);
 - Conduct trend analysis based on the collected data and research (which includes the implementation of the Jordan Compact and international funding from EU and the WB). Where possible, correlation and causation analysis should be conducted between the Jordan Compact and any other key policy changes of the Government of Jordan.
 - Assist in the organisation of consultations with international and country experts on legal frameworks;

Phase II:

- In coordination with the UNDP Country Team, organise and facilitate national policy dialogues; identify and invite participants and guest speakers.
- Lead consultation process with national governments concerning policy dialogues whilst providing infrastructure necessary to ensure participation and investment in coordination with UNDP Country Teams;
- Support and develop further stakeholder engagement for final Policy Dialogues.
- Provide necessary inputs for finalization of Policy Options

| Deliverables/ Outputs | Target Due Dates | Review and Approvals Required |
|---|-------------------|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Conduct and lead on country-specific analysis of policies, legal frameworks, and practices in co-ordination and consultation with the Lead Regional Expert and the Thematic Experts for Financial Analysis, and Economic Opportunities Analysis; <input type="checkbox"/> Assist in the organisation of consultations with international and country experts on legal frameworks; <input type="checkbox"/> Identify and consult relevant country-level think-tanks, academia, and other experts to engage in first phase of project; <input type="checkbox"/> Assist in the organisation of consultations with international and country experts on legal frameworks; | 15 September 2017 | Michael Moroz, Policy & Crisis Coordination Specialist |
| <ul style="list-style-type: none"> <input type="checkbox"/> Contribute to draft analysis of mapping and building of evidence phase and review phase with inception report including consolidation of findings, and recommendations to inform the second phase, the country consultation phase of the project; | 30 September 2017 | Michael Moroz, Policy & Crisis Coordination Specialist |
| <ul style="list-style-type: none"> <input type="checkbox"/> In coordination with the UNDP CT's, support the organisation and facilitation of national policy dialogues (second phase of project) including identifying stakeholders, and inviting participants and guest speakers. <input type="checkbox"/> Lead consultation process with national governments concerning policy dialogues whilst providing infrastructure necessary to ensure participation and investment in coordination with UNDP CT's. | 31 October 2017 | Michael Moroz, Policy & Crisis Coordination Specialist |

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| <input type="checkbox"/> Review and prepare content for platform based on in-country consultation. If required, revise the scenarios. | 30 November 2017 | Michael Moroz, Policy & Crisis Coordination Specialist |
| <input type="checkbox"/> Support and develop further stakeholder engagement for final Policy Dialogues. <input type="checkbox"/> Provide necessary inputs for finalization of Policy Options | 31 December 2017 | Michael Moroz, Policy & Crisis Coordination Specialist |

TRAVEL PLAN

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 - Home | 100 days | 1 | 100 days in Amman excluding the travel days | 1 round-trip ticket from Home to Amman |

All envisaged travel costs must be included in the financial proposal. This includes all travel to join the duty station/repatriation travel. 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 re-sources.

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.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

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

Professional Experience:

- ☐ At least 3 years of relevant work experience in International Development and/or humanitarian response;
- ☐ At least 3 years experience in leading and coordinating researches on country is a must;
- ☐ 2 years experience conducting regional comparative country analysis of legal frameworks, conflict analysis, and financial analysis;
- ☐ Highly familiar with the Humanitarian and Development nexus and interventions, work experience with UN is strong advantage;

- ☐ 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, 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 favouritism

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.
- ☐ Ability to lead formulation, implementation, monitoring and evaluation of joint development programmes and projects, mobilise resources.

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
- ☐ 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 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 to website: Proc.contract.rscjo@undp.org : not later than 16th August, 2017 at 11:00 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 ticket from home-base to Amman, living allowances for the first month only, etc.)

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 or equivalent in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field (as per mentioned above) Mandatory submission of CV or UNDP Personal History form (P11);
- ☐ At least 3 years of relevant work experience in International Development and/or humanitarian response;
- ☐ At least 3 years' experience in leading and coordinating researches on country level.

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

Evaluation of Candidates (max 100 points):

- ☐ At least 3 years of relevant work experience in International Development and/or humanitarian response; 20%

- ☐ Highly familiar with the UN Humanitarian and Development nexus and interventions, work experience with UN is strong advantage; 15%
- ☐ At least 3 years experience in leading and coordinating researches on country; 15%
- ☐ 2 years' experience conducting regional comparative country analysis of legal frameworks, conflict analysis, and financial analysis; 15%
- ☐ 2 years' experience in supporting Development/Resilience programming in emergency situations is an advantage; 15%
- ☐ 2 years' experience in the Middle-East is a strong advantage; 10%
- ☐ Fluency in English, Arabic language skills are 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%