



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 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.

Post Title:	Expert (Effective planning for post-conflict reconstruction scenarios)
Starting Date:	25 August 2017
Location:	Home based with one mission to Jordan
Duration	10 working days
Project:	Lessons Learned: Bringing evidence for effective planning on post-conflict reconstruction scenarios

CONTEXT/BACKGROUND

Background

There is a growing recognition from the international community that the reconstruction of Syria will require unprecedented human and financial investments. The level of destruction of war on people, infrastructure, institutions and vital assets will also imply exceptional planning efforts to ensure rapid stabilization and accelerated development. Reconstruction will certainly take place in a changing aid environment, marked by competing humanitarian, development and security priorities, a fluid geopolitical context as well as scarcity of financial resources.

One of the key lessons learned from post-war reconstruction operations is the critical importance of early planning. Success of post-war transitional process greatly depends on the effective capacity to deliver peace dividends from Day 1, which -in turn- also relies on the existence of solid and consistent planning. An unavoidable step in preparing for the Syria recovery will be a clear and common understanding of past failures and successes in postwar reconstruction. Such exercise can bring a critical mass of good practices and lessons and facilitate knowledge sharing amongst a wide range of partners interested to engage in the reconstruction of Syria.

Within this framework, UNDP plans to conduct a participatory post-war lessons learned and good practices exercise in support of the ongoing planning for the reconstruction of Syria, with emphasis on select sections from the recently published Lessons Learned for Post-Agreement Reconstruction of Syria.

Scope of work:

The consultant is expected to work independently and under the overall guidance of the Development Coordinator, UNDP Sub-regional Facility. He/she will develop a methodology framework based on the following:

The scope under this study framework will include:

- a) Analyzing relevant lessons learned and good practices reporting and studies on post-war reconstruction, with emphasis on the return of refugees and internally displaced. The analysis will provide the background to the most effective practices in preparations for post-conflict reconstruction, the implementation of those practices, and the outcomes achieved or under delivered. The sector analysis will also look at cross-cutting factors and influencing environments, examples such as capacity of national and local institutions and processes set up under peace agreements; the strategic and operational management of post-conflict reconstruction; the application of immediate humanitarian intervention, the strategic partnerships created around comparative advantages and mutual goals in reconstruction policy and planning, linkages between DDR and SSR, rule of law and justice applications, voluntary repatriation and resettlement of IDPs, and the flexibility of financing structures for reconstruction.
- b) The scope must focus on practical elements and results of on-going and previous planning to ensure that the analysis is not purely an academic exercise, and to help to define the priorities in planning for reconstruction, particularly if the post-war resources are not abundant for the serious damage and destruction that 6 years of conflict has produced, and where a more cost-effective approach is needed.
- c) Identifying leading experts, practitioners, policy makers and political leaders that were engaged in the strategic planning and implementation of previous post-conflict reconstruction processes; The initiative will imply consultations with representatives from Syria, NGOs, UN agencies, IFIs, donor community, private sector and civil society.

The final report will present a timeline and framework for bringing together these key elements, desk review and lessons learned collection, analysis, consultative interviews, into a comprehensive report that highlights effective and ineffective processes and interventions in comparable environments in

post-conflict reconstruction, summarizing the areas of focus, (institutions, governance, security, etc.) Focus should also bring the consideration of short-term to long-term employment creation, and how to revive rural engagement.

Deliverables and results:

1. The paper should be in the range of 10 to 12 pages, excluding the references/annexes, with a clear outline that brings the rationale, methodology, process and programmatic lessons learned. It will have one iteration of review from the UNDP Sub-Regional Response Facility.
2. The expert will undertake interviews with stakeholders in the sub-region, including facilitation of a half-day meeting of senior managers from Syria and neighboring countries.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<input type="checkbox"/> Prepare Preliminary Outline (Including initial desk review)	3 working days	27 August 2017	Jason Pronyk, Development Coordinator
<input type="checkbox"/> Lead focus group discussion and bilateral interviews with key partners	2 working days	28-29 August 2017	Jason Pronyk, Development Coordinator

<input type="checkbox"/> Draft Report with consultation interview recommendations	2 working days	7 September 2017	Jason Pronyk, Development Coordinator
<input type="checkbox"/> Final report	3 working days	30 September 2017	Jason Pronyk, Development Coordinator

TRAVEL PLAN

Part of this assignment will require the expert to travel to Amman for 2 days. Any change to the preliminary travel plan/schedule here under, 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	2 days	1	2 days in Jordan excluding the travel days	1 round-trip ticket from Home to Jordan

All envisaged travel costs must be included in the financial proposal. This includes all travel to join 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 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.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- ☐ Master's Degree or equivalent in development, social science, political science, economics, international relations or related fields.

Professional Experience:

- ☐ A minimum of 7 years of relevant experience at international level in the development and/or humanitarian field.
- ☐ 5 years of proven experience in leading and coordinating researches and the drafting of knowledge products.
- ☐ Previous experience with the UN system is a strong asset
- ☐ Previous experience in the collection of good practice and lessons learned is preferable
- ☐ Experience in evaluating development and/or humanitarian projects is an advantage.
- ☐ 2 years of experience in supporting development/resilience programming in emergency situations is an advantage.
- ☐ Highly familiar with current trends in innovation (processes, products and services)

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 favouritism

Functional Competencies

- ☐ In-depth knowledge on development and humanitarian issues;
- ☐ Ability to advocate and provide policy advice;
- ☐ Ability to work independently and with limited guidance
- ☐ Capable of working in a high pressure work environment with frequent urgent deadlines;
- ☐ 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) **Cover Letter**: Brief one-page letter explaining why the applicant thinks they are an outstanding candidate for the job;
- d) **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. The term “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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 21st August, 2016 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 requirements 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;

- ☐ A minimum of 5 years of relevant experience at international level in the development and/or humanitarian field;
- ☐ Previous experience with UN systems;

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:
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Technical evaluation Criteria max 100 points (Weighted 70):

- ☐ Master's Degree or equivalent in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field; 10%
- ☐ A minimum of 5 years of relevant experience at international level in the development and/or humanitarian field; 20%
- ☐ 3 years of proven experience in leading and coordinating researches and the drafting of knowledge products; 15%
- ☐ Previous experience with UN systems; 10%
- ☐ 2 years of experience in supporting Development/Resilience programming in emergency situations; 15%
- ☐ Familiarity with current trends in innovation (processes, products and services); 15%
- ☐ 2 years' previous experience in the collection of good practice and lessons learned. 15%

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%
- ☐