



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 August, 2017

**Country: Jordan**

### Description of the assignment:

Under the overall guidance of the Regional Electoral Policy Specialist, the research coordinator will support the Regional Electoral Support Project in the organization and implementation of the ACE Electoral Knowledge Network's project activities, as well as in contributing to other activities of the Regional Electoral Support Project, as need may arise.

<b>Post Title:</b>	<b>RESEARCH COORDINATOR</b>
<b>Starting Date:</b>	10 September 2017
<b>Location:</b>	Homebased with possibility of travel
<b>Duration</b>	150 working days over a period of 12 months
<b>Project:</b>	Regional Electoral Support Project for Middle East and North Africa

### CONTEXT/BACKGROUND

#### Background

The Regional Electoral Support Project for Middle East and North Africa (MENA) is part of the Global Project for Electoral Cycle Support (GPECS), which is UNDP main instrument for contributing to the formulation and implementation of electoral policy. The GPECS consists of country, regional, global and gender components that sustainably support policy development, knowledge management and programme support and that use a process-driven approach rather than an event-driven one. In particular, the GPECS adopts an electoral cycle approach –as opposed to election day- looking at the electoral process over time, while seeking also to integrate electoral assistance into a wider framework of democratic governance and

peacebuilding, as well as to engage with different actors throughout the cycle. The overall goal to which GPECS contributes is towards deepening democracy and accelerating human development.

The regional component of the GPECS is carried out with the support of the Swedish International Development Agency (SIDA). Its overall aim is to improve accountability, participation and representation in the electoral and political processes in the Arab States by raising awareness and enhancing knowledge and capacity on elections and broader democratic governance topics throughout the region, as well as supporting civic engagement. The project provides expanded technical assistance to institutions, electoral stakeholders, and civil society on electoral issues. Some of the partners the project engages with include the newly established Arab Electoral Management Bodies (ArabEMBs) and the Electoral Affairs Department of the League of Arab States.

The ACE Electoral Knowledge Network ([www.aceproject.org](http://www.aceproject.org)) is the main portal to the world of elections. The ACE network promotes credible, and transparent electoral processes with emphasis on sustainability, professionalism and trust in the electoral process. ACE offers a wide range of services related to electoral knowledge, assistance and capacity development. The ACE website is an online knowledge repository that provides comprehensive information and customized advice on electoral processes. The website contains in-depth articles, global statistics and data, an Encyclopedia of Elections, information on electoral assistance, observation and professional development, region- and country-specific resources, daily electoral news, an election calendar, quizzes, expert networks, and many other features.

Against this background, the project is seeking a Research coordinator to support the implementation of the ACE project activities for the Arab World, and to support, on a needs basis, the planning and implementation of other regional initiatives of the Regional Electoral Support Project.

### **Scope of work and deliverables:**

The research coordinator will support the Regional Electoral Support Project in the organization and implementation of the ACE Electoral Knowledge Network's project activities, as well as in contributing to other activities of the Regional Electoral Support Project, as need may arise, assignments to include among others:

### **Deliverables and results:**

Depending on the competencies and interests of the consultant, assignments to include among others:

1. Under the overall supervision of the ACE Coordinator, the consultant will support UNDP's contribution to the ACE Project. The consultant will be predominantly working with the ACE Coordinator who is responsible for the daily update and development of the ACE Project, on the following tasks:

- a) Implement the development plan of updating of the ACE English site, and duplicate in Arabic site;
- b) Support the development of new features for the ACE website;
- c) Support the preparations and implementation of activities for the ACE 20<sup>th</sup> Anniversary in 2018;
- d) Conduct research for updating Comparative Data and uploading electoral materials on the ACE website;
- e) Develop bi-annual ACE Newsletters in Arabic;
- f) Assist the ACE Coordination Unit in answering questions from ACE users and consolidating

- replies from the ACE Practitioners' Network;
- g) Facilitate in the Arabization of the ACE Project; including providing guidance and support to and assisting in providing oversight of the ACE and BRIDGE Arabic Facilitator;
- h) Implement ACE collaboration plan with Arab regional organizations such as the Organization of ArabEMBs and the League of Arab States;
- i) Assist the ACE Coordination Unit in the research/development/translation of election related polls, quizzes, news, social media outreach etc.;
- j) Give presentations of progress of the ACE and BRIDGE Arabization at various global conferences and workshops;
- k) Participate in monthly Coordination Unit Meetings and Working Groups as needed.

2. As needed, and under the overall supervision of the Regional Electoral Policy Specialist, assist in developing and implementing regional electoral activities of UNDP Regional Hub Amman, such as:

- l) Assist in the implementation of project activities related to enhancing regional electoral capacity and knowledge, output 1 of the regional project;
- m) Support the UNDP Elections team regarding policy and programming support;
- n) Produce research documentation in both English and Arabic;
- o) Prepare tables, graphs, fact sheets, and written analytical reports summarizing research results;
- p) Contribute to the drafting and support in undertaking relevant research and analysis on electoral issues (including data gathering, review of comparative reports, knowledge sharing, best practices);
- q) editing, reviewing, drafting texts, data content, communication material, publications, press releases, reports, and/or other project related documents.

	<b>Deliverables</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>	<b>Payment Terms</b>
	Project Phase I Final Report	30 Sept 2017	Najia Hashemee	10%
	Annual ACE Progress Report	31 Oct 2017	Sara Staino	10%
	Completion of the new look and features of the ACE website in Arabic and English	31 Dec 2017	Sara Staino	10%
	Develop ACE Bi-Annual Newsletter	31 Feb 2018	Sara Staino	10%
	Develop regional electoral education concept note	31 April 2018	Najia Hashemee	10%
	Mid-year ACE Progress Report	31 May 2018	Sara Staino	10%
	Completion of ACE 20 <sup>th</sup> Anniversary preparations	31 June 2018	Sara Staino	10%
	Develop ACE Bi-Annual Newsletter	31 July 2018	Sara Staino	10%
	Support in developing 2017 annual project report	09 Sep 2018	Najia Hashemee	20%

## **TIMEFRAME FOR DEPLOYMENT**

The consultant is expected to start 10 September 2017 for 150 working days spread over a period of 12 months. All work will be home-base. 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 upon UNDP IC rules and regulations

## **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Education:**

Bachelor degree in International Relations, Political Science, or a relevant field of study.

### **Professional Experience:**

- A minimum of two (2) years of functionally-related relevant professional experience.
- Highly familiar with the UN Humanitarian and Development nexus and interventions, work experience with UN
- Experience in working and living in a multicultural environment and/or in developing countries.
- Some exposure to the field of elections and political governance would be an asset.
- Knowledge and experience of the Arab region will be an asset.

### **Language Skills:**

Fluency in English and Arabic, both written and spoken. Knowledge of French as asset.

## **COMPETENCIES**

### **Corporate competencies**

- Good analytical, writing and editing skills
- Displays cultural, gender, religion, race and age sensitivity;
- Strong organizational and reporting skills;
- Results oriented, strong team player with outstanding interpersonal and coordination skills;
- Ability to work independently;
- Ability to work under pressure and meet deadlines with a positive attitude;
- Time management and work prioritization skills;
- Understanding of UNDP procedures, rules and regulations are an asset;

### **Functional Competencies**

- Professionalism:

Knowledge and understanding of local development, standards and practice, with particular emphasis on local elections and public engagement; knowledge of the work of the United Nation related to local development and decentralization.

- **Planning and Organizing:**

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.

- **Communication:**

Excellent drafting ability and communication skills, both oral and written; ability to defend and explain difficult issues with respect to key decisions and positions to staff, senior officials and members of intergovernmental bodies; Speaks and writes clearly and effectively; demonstrates openness in sharing information and keeping people informed.

- **Client Orientation:**

Considers all those to whom services are provided to be 'clients' and seeks to see things from clients' point of view; monitors ongoing developments inside and outside the clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

## **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](mailto:Proc.contract.rscjo@undp.org) : not later than 03September, 2017 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:

- A university degree in International Relations, Political Science, or a relevant field of study or related field (as per mentioned above) Mandatory submission of CV or UNDP Personal History form (P11);
- At least 2 years of relevant work experience of functionally-related relevant professional experience.

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

**Evaluation of Candidates** (max 100 points):

- A minimum of two (2) years of functionally-related relevant professional experience. 20%
- Highly familiar with the UN Humanitarian and Development nexus and interventions, work experience with UN ; 25%
- Experience in working and living in a multicultural environment and/or in developing countries. 25%
- Some exposure to the field of elections and political governance would be an asset. 15%
- Knowledge and experience of the Arab region will be an asset. 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%