



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 29 October 2017

Country: Kuwait

Description of the assignment: VETTED ROSTER FOR TECHNICAL EXPERTS ON GOVERNANCE THEMATIC AREA, SUPPORT TO UNDP KUWAIT PROJECTS.

Project name: Multiple Projects

Period of assignment/services: Will vary as per requirement and range from a few days to several months over a calendar year.

Proposal should be submitted online on

<http://unoss1.undp.org/cventry/default.aspx?key=2D44318K58152T0XC1Z7> *no later than 29 November 2017, before mid-night UTC +3 hours.*

Any request for clarification must be by e-mail roster.kw@undp.org. UNDP Kuwait will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

UNDP is the UN's global development network advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP's vision is to support countries in achieving the simultaneous eradication of poverty and significant reduction of inequalities and exclusion. To strengthen inclusive and effective governance, the UNDP Strategic Plan focuses on ensuring participation and voice in pursuit of equitable access to development opportunities, and working with poor and other excluded groups as agents of their own development. The plan includes the following outcomes to achieve effective governance: (i) citizen expectations for voice, development, the rule of law and accountability are met by stronger systems of democratic governance; and (ii) countries have strengthened institutions to progressively deliver universal access to basic services. (iii) Faster progress is achieved in reducing gender inequality and promoting women's empowerment

In order to ensure continued support to our initiatives, UNDP Kuwait invites candidates National and International Consultants to send their applications for inclusion in a Kuwait Nationally Managed Experts Roster. The process of including candidates in the National Roster is described in the later sections of this advertisement.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To be considered for inclusion in the roster, applications would need to have expertise in one or more of the following areas:

1. Core Government Functions
2. Inclusive Political Processes
3. Conflict Prevention and Peacebuilding
4. Rule of Law, Justice, Security and Accountability
5. Economic Governance

For detailed information, please refer to Annex 1- Terms of Reference

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Degree in governance related field including: Law, Economics, Public administration, development studies, Business Administration, Public Policy, Social Science, Political Science, international relations

II. Years of experience:

- **Band 1, Implementation Support:** Master's Degree in relevant field with minimum 3 years of relevant work experience, or Bachelor's Degree in relevant field with minimum 5 years of relevant work experience.
- **Band 2, Specialist Support:** Master's Degree in relevant field with minimum 7 years of relevant work experience, out of which minimum 3 years of experience with international development organizations as a requirement.
- **Band 3, Senior Advisory:** Master's Degree in relevant field with minimum 12 years of relevant work experience, out of which minimum 5 years of experience with international development organizations as a requirement.
- Knowledge and experience in international development, governance, and Governance and Peace Building programming and policy development.
- Knowledge of Governance and Peacebuilding issues.
- Experience in management of post-conflict interventions.
- Knowledge of high-level governance, capacity and public communication support

III. Language Requirements

- Fluency in spoken and written Arabic and English is a must.

IV. Competencies

- Candidates should possess the basic gender competencies including clarity on gender equality concepts, commitment to work in a gender-sensitive manner; they should be able to demonstrate ability to carry out gender analysis within specific development areas through their work experiences
- Good track record in project management.
- Understanding of Government functioning and systems.
- Updated familiarity on various international projects across one or more areas of expertise.
- Working knowledge of objectives-oriented project planning, or results-based management
- Leadership skills.
- Strong interpersonal and communication skills.
- Strong analytical, reporting and writing abilities skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to plan, organize, implement and report on work.
- Ability to work under pressure and tight deadlines.
- Proficiency in the use of office IT applications and internet.
- Outstanding communication, project management and organizational skills.
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards

For detailed information, please refer to Annex 1- Terms of Reference

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- I) A cover letter, clearly identifying the “Areas of Expertise” as mentioned in the background section above.
- II) Updated P11 and Personal CV , 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
- III) Daily professional fee

Interested individual consultants can submit the above documents online in the following link

- <http://unoss1.undp.org/cventry/default.aspx?key=2D443I8K58152T0XC1Z7>

5. Travel

Travel: For each assignment UNDP shall reimburse cost of travel from the place of domicile of the individual to the place of assignment (most direct economy fare).

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.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Stage 1:- Establishing a Roster

Applicants will be screened against **qualifications and the competencies** specified above and will be evaluated as per following criteria.

All applicants will be initially screened against the minimum requirements as in TOR and those meeting the minimum requirements will be longlisted

Long-listed applicants will be evaluated through a Desk review and/or interview against the following criteria based on evident in the submitted application:

- Demonstrated specialised expertise in a minimum of ONE of the five action areas mentioned in the TOR: (1) Core Government Functions; and or (2) Inclusive Political Processes; and/or (3) Conflict Prevention and Peacebuilding; and/or (4) Rule of Law, Justice, Security and Accountability; and or (5)Economic Governance. – 40 points;
- Demonstrated specialised experience (as applicable) in policy and strategy development, programme/project design, management, capacity development, knowledge management, research and documentation and monitoring and evaluation aspects required for fulfilling the consultancy successfully – 40 points
- Demonstrable educational qualifications and experience in working with UN agencies in African geographies on Core Governance Programmes, Conflict Prevention and Peacebuilding, Rule of Law, Justice, Human Rights and Security, and Economic Governance-related projects for requisite duration (Band 1, Band 2 or Band 3) – 10 points;
- Demonstrated language skills: and ability to write reports, presentations and briefs – 10 points.

Only those candidates who obtain a total technical score of 70 and above will be included in the roster

Successful candidates will be included in UNDP Kuwait National Experts Roster for a period of 5 years, in one of the “bands” indicated above. However, the addition of an individual in the Roster does not guarantee a contract with UNDP.

- Interested candidates are advised to carefully review this advertisement and ensure that they meet the requirements and qualifications described above.
- Qualified women are encouraged to apply.

Stage 2:- Evaluation and call off mechanism for specific assignment /Contracting/

When a request for services arises, the roster manager shall contact the individuals included in the specific area of expertise with ToR, location and dates of the assignment seeking confirmation of availability, as well as other costs such as living allowance, travel cost, etc. The daily fee quoted by the individual during this application process shall remain as the ceiling fee and cannot be increased upwards for any offered individual assignment(s).

Consultants that confirmed their availability for Specific assignment will be evaluated in one of the two evaluation criteria that shall be clearly indicated in the respective assignment ToR

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) Offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; [To be determined]

*** Financial Criteria weight; [To be determined]**

Only candidates obtaining the minimum point specified on the assignment ToR, in the technical evaluation, would be considered for the Financial *Evaluation*

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<u><i>Technical</i></u>		
• <i>Criteria A</i>		
• <i>Criteria B</i>		
• <i>Criteria C</i>		
• <i>Criteria [...]</i>		
<u><i>Financial</i></u>		

The individual selected for the deployment will be contracted as an Individual Contractor to the UNDP.

- The Contract and its terms and conditions are non-negotiable.

Payment:

Payment(s) shall be made following certification by the hiring UNDP Office that the services related to each deliverable, as specified in the contract, have been satisfactorily performed and the deliverables have been achieved by or before the due dates specified, if any.

Other information

- This call for experts is not linked to other UNDP rosters or to a specific UNDP recruitment opportunity.
- Due to the large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR) –