

**CALL FOR APPLICATIONS: VETTED ROSTER FOR TECHNICAL EXPERTS ON GOVERNANCE THEMATIC AREA, SUPPORT TO UNDP KUWAIT PROJECTS**

<b>Location</b>	Home Based and in Kuwait
<b>Application deadline</b>	29 November 2017
<b>Type of Contract</b>	Individual Contractor
<b>Post Level</b>	National and International Consultants
<b>Languages required:</b>	Arabic and English.
<b>Duration of Initial Contract:</b>	Varies from a few days to several months

## 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 Roster is described in the later sections of this advertisement.

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

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

**1. Core Government Functions includes:**

UNDP supports partners in the building of responsive and accountable institutions at all levels of government. This work is central to ensuring that development is both effective and sustainable for citizens. By supporting member states to deliver quality services, improve accountability and expand the opportunities for inclusive economic and social progress, UNDP builds resilience to crisis and reinforces the dynamic relationship between State and the people, at all levels of society. The required areas of expertise under core government function are listed as follows;

- Public Administration/Local Governance
- Institutional and context analysis
- Urbanization
- Governance Assessments

## **2. Inclusive political processes includes:**

UNDP's integrated approach to supporting inclusive political processes aims to harness UNDP's experience and comparative advantage in supporting and strengthening the capacities of political processes and institutions in order to improve citizen participation, voice and accountability and rebuild a stronger and more inclusive social contract. UNDP works collaboratively to support policy development and programmatic approaches to enhance the capacities of key political institutions and groups. The required areas of expertise under Inclusive political processes includes:

- Parliamentary development
- Political party development
- Civic engagement and civil society
- Gender Equality and gender analysis
- Constitutional reforms and constitution making
- Youth Empowerment
- Political transitions

## **3. Conflict prevention and peacebuilding includes:**

UNDP's work on conflict prevention and peacebuilding promotes social cohesion and empowering nations and communities to become inclusive and resilient to external and internal shocks. This is done by supporting and strengthening of key governance institutions needed to peacefully navigate countries away from potential conflict and ensure durable societal transformations occur. UNDP also works towards deepening gains made at the political and diplomatic level by providing strategic analysis, policy and programme support to the broader UN system and government partners. The required areas of expertise under conflict prevention and peacebuilding are listed as follows;

- Conflict prevention and management
- Conflict sensitive planning and development
- Infrastructures for peace
- Women, peace and security
- Conflict analysis and assessment
- Insider Mediation and conflict resolution
- Reconciliation, national dialogue and social cohesion
- Scenario analysis and planning
- Prevention of violent extremism
- Recovery and Peacebuilding Analysis

## **4. Rule of law, justice, security and accountability includes:**

Strengthening the rule of law and promoting human rights are cornerstones of UNDP's work to achieve sustainable human development and eradicate extreme poverty. Through rule of law and human rights assistance, UNDP contributes to building peace and democratic governance across the full range of development contexts. UNDP also facilitates broader UN rule of law efforts in crisis and conflict-affected settings through the work of the Global Focal Point for Police, Justice and Corrections. Key required areas of UNDP's rule of law, justice, security and accountability include;

- Human rights
- Rule of Law, Access to Justice (A2J), Security and LEP
- Security sector assessment and governance
- Disability
- Reintegration
- Legal and Legislative drafting
- Judicial reforms and development

- Transitional justice

### 5. **Economic Governance**

UNDP advocates for a stronger role for the state and public investment in delivering essential services. This includes assessing the impact of illicit financial flows, legal frameworks for financial regulations, privatization and commercialization on domestic resource mobilization and the delivery of public services in Africa. UNDP contributes to improve the delivery of public services in urban area; including, addressing legislative and local authority challenges, corruption mechanisms and systems to support revenue generation from the informal economy. UNDP also facilitate the governance of natural resources to ensure that the dividends are spread evenly, include key segments of the population, and contribute to economic development and higher social standards. UNDP supports the establishment of frameworks to address systemic vulnerabilities in regional and national oversight of financial systems and the development of effective governance mechanisms to foster public-private partnerships.

Required key areas of UNDP's Economic Governance work include:

- Public finance management
- Transparency, accountability and Anti-corruption
- Governance of natural resources
- Illicit financial flows

## **DUTIES AND RESPONSIBILITIES**

**Tasks assigned in each individual assignment may include one or more of the following :**

### **Policy and Strategy Advise and Development**

Prepare Policy briefs, sector scan, Status papers on developmental challenges/issues based on secondary review of existing literature for evidence based advocacy and policy dialogue

- Develop guidelines and national and sub-national strategy in the areas of institutional strengthening
- Review of policy literature in respect to the subject
- Formulation of strategic national and sub-national development policy.
- Identification of barriers and solutions for proposed interventions.
- Risk Identification and Mitigation.

### **Project Design, Formulation & other project related functions**

- Prepare conceptual framework/concept notes on new area of work/developmental challenge
- Provide Technical assistance in identification of developmental challenges, target areas, beneficiaries and partners and formulation of implementation strategy for UNDP support
- Provide technical support in development on new interventions/projects with Implementation (operational plan, monitoring and resource requirement) Institutional and management arrangements
- Identify issues, formulate and implement interventions that focus on various activities.
- Conduct studies on project/program highlights, activities and processes involved.
- Prepare and review Project documents.
- Identify areas/beneficiaries and partners; timing, sequencing of activities; mobilization of finance.
- Prepare project proposals to ensure innovation in concepts, strategies and incorporation of

best practices

#### **Research and Documentation**

- Undertake secondary research in the new areas of developmental concern based on review of existing literature
- Develop research design, research questions and scope of work for undertaking primary research in new areas
- Document good practices, case studies, innovations and pilot models for wider dissemination and sharing
- Undertake process documentation of models for upscaling

#### **Capacity Development/Training**

- Based on capacity assessment, develop Capacity Development Plan to achieve the milestones identified and address the identified capacity gaps.
- Develop target specific training tools/tool-kits and manuals based on training needs assessment
- Design training curriculum, conduct and/or coordinate trainings programmes for various stakeholders
- Carry out Capacity assessments of public institutions and government institutions for development of strategic interventions for institutional strengthening
- Design and delivery of training tool-kits, products etc.
- Conduct and/or Coordinate trainings and workshops.

#### **Knowledge Management**

- Prepare knowledge and communications products related to the projects/programs (Audio, Video and Hard copies)
- Review of Knowledge products (subject, design and content)
- Prepare and publish featured articles and case studies in publications of the UNDP, other pertinent organizations, academic journals ;
- Disseminate knowledge and communications products.
- Develop literature on best practices and case studies.
- Contribute to Communities of Practice (CoP) of UN Solutions Exchange (UNSE)

#### **Monitoring & Evaluation**

- Monitor and evaluate effectiveness of national and sub-national policies and programmes
- Carry out required independent monitoring and evaluation of UNDP projects.
- Facilitate community and process monitoring.
- Undertake Baseline and Client satisfaction surveys.

### **FUNCTIONAL 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.

## REQUIRED SKILLS AND EXPERIENCE

### Education, experience and skills

- **Band 1**, Implementation Support: Master Degree in relevant field with minimum 3 years of relevant work experience, or Bachelor Degree in relevant field with minimum 5 years of relevant work experience.
- **Band 2**, Specialist Support: Master Degree in relevant field with minimum 7 years of relevant work experience, out of which minimum 3 years of international experience as a requirement.
- **Band 3**, Senior Advisory: Master Degree in relevant field with minimum 12 years of relevant work experience, out of which minimum 5 years of international experience 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.

### Language Requirements

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

### Relevant Field of Education

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

### Evaluation of Applicants

Applicants will be screened against qualifications and the competencies specified above and may be requested to participate in a brief interview.

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.

### Applications should include:

- **A cover letter**, clearly identifying the “Areas of Expertise” as mentioned in the background section above.
- **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
- **Submission of the above documents by registering and filling the CV** through the

following link: <http://unossc1.undp.org/cventry/default.aspx?key=2D443I8K58152T0XC1Z7>

- **Daily professional Fee.**

Successful candidates will be included in Kuwait Nationally Managed 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.

### **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).
- **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).
- 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.

### **Evaluation of Applicants**

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.

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- 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.

#### **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.
- For any clarifications please write to [roster.kw@undp.org](mailto:roster.kw@undp.org)
- Applications will be submitted on the following link: <http://unoss1.undp.org/cventry/default.aspx?key=2D443I8K58152T0XC1Z7>