CALL FOR APPLICATIONS: VETTED ROSTER FOR TECHNICAL EXPERTS ON ECONOMY and ResilienceTHEMATIC AREA, SUPPORT TO UNDP KUWAIT PROJECTS

Location	Home Based and in Kuwait
Application deadline	7 December 2017
Type of Contract	Individual Contractor
Post Level	National and International Consultants
Languages required:	Arabic and English.
Duration of Initial Contract:	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 ensure decent work and economic growth:(i) Achieve higher levels of economic productivity. (ii) Sustain per capita economic growth. (iii) Strengthen the capacity of domestic financial institutions.

In order to ensure continued support to our initiatives, UNDP Kuwait invites National and international candidates 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, applicas would need to have expertise in one or more of the following areas:

1. Sustainable economy
2. Green economy
3. Economy developments
4. Economic Analysis
5. Micro and Macro economics
6. Knowledge Economy

1. **Sustainable economy:**

- Sufficient knowledge about sustainability to translate it into successful business strategies;

- The ability to innovate in sustainable approaches, technologies, products and services;

- The ability to consistently work towards a longer term vision for how the organization will contribute to a sustainable economy;

- Commercial awareness to identify the risks and opportunities presented by a sustainable economy.

2. Green Economy:

- Knowledge of delivering improvements in energy and resource efficiency;
- Recycling of raw materials;
- Research and prepare a profile of the economic value of the green economy;
- Training and increase awareness of green economy.

3. Economy Development:

- Identify the Perspectives of Development Economy;
- Knowledge of the world Trade and Industrial Policy;
- Identify the national and International Financial Flows;
- Reporting in national regional economy growth;
- Development of industrial Quality.

4. Economic Analysis:

- Analysis of economic environment;
- Requires the knowledge of economic growth;
- Analyzing economic problems and suggesting policy measures;
- Knowledge of international economics invesments.

5. Micro and Macro economics:

- The analysis of economic environment;
- Identify country economy in term of production distributions and consumption;
- Identify the bullets to maximize the material welfare of the national economy;
- Prepare reports and study for economic changes.

6. Knowledge Economy

- Contribute to the development of the mandate of the Knowledge Economy Center
- Develop a Knowledge Economy Strategy in consultation with key stakeholders and after analysis of international experiences
- Identify potential key partners internationally and within the public entities, private sector and academia
- Propose coordination mechanisms and ways of working with partners and relevant public

entities

- Develop an annual plan and design and implement pilot knowledge projects in various sectors

DUTIES AND RESPONSIBILITIES

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

Policy and Strategy Development:

- Prepare policy briefs, 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;
- Develop institutional and regulatory frameworks to facilitate economy growth and adaptation of the green economy. Review policy literature in respect of the subject;
- Formulate strategic national and sub-national development policy and regulatory frameworks;
- Identify barriers and solutions for proposed interventions;
- Identify risks and develop mitigation/management strategies.

Project Design, Formulation & other project related functions:

- Prepare conceptual framework/concept note 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 of new interventions/projects with implementation (operational plan, monitoring and resource requirement), institutional, financial and management arrangements;
- Identify issues and barriers, formulate and implement interventions that focus on removing barriers and address issues;
- Conduct studies on project/program highlights, activities and processes involved;
- Prepare project documents, including reporting documents such as Project Implementation Reviews (PIRs);
- Identify areas/beneficiaries and partners; timing, sequencing of activities; mobilization of finance;
- Conduct gender analysis/assessment to ensure gender mainstreaming and empowerment through all UNDP interventions;

- Prepare project proposals to ensure innovation in concepts, strategies, theory of change, results-orientation using log frames, and incorporation of best practices;
- Develop work plans, budgets, monitoring and procurement plans;
- Review project documents or other project related documents, including reporting documents such as Project Implementation Reviews (PIRs), for quality assurance.

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 up scaling;
- Conduct financial and economic modelling.

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 training 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, facilitate and/or coordinate trainings and workshops.

Knowledge Management and Communications:

- Prepare knowledge and communications products related to the projects/programs (Audio, Video and print publication material);
- 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).

Monitoring & Evaluation:

- Monitor and evaluate effectiveness of national and sub-national policies;

- Facilitate community and process monitoring;

- Undertake Baseline and client satisfaction surveys;

- Evaluate precurment technical bids.

FUNCTIONAL COMPETENCIES

- Candidates should possess clarity on gender equality concepts, commitment to work in a gender-sensitive manner.
- 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.
- Demonstrated experience in at least 3 of the following areas: research, analysis, policy

  support, programme and project development, project management, knowledge

  management, and/or monitoring, reporting and evaluation;

- Proven experience working with a wide variety of development actors including at least 3 of

the following areas: governments, international development organizations ,donors and other funding agencies, private sector entities, and/or civil society organizations including community groups, academia and the media;

- Previous work experience in Kuwait is an asset.

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

Relevant Field of Education

Education:

Degree in economical policy, economic management, , natural resource economics or related fields.

Evaluation of Applicants
Applicants will be screened against qualifications and the competencies specified above, a Desk review and/or interview against the following criteria based on evident in the submitted application.

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.

Individual consultants will be evaluated based on the following methodologies:

Stage 1: - Establishing a Roster:

Individual consultants will be evaluated based on the following methodologies:

1. 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.
    • Demonstrated specialised expertise in a minimum of ONE of the five action areas mentioned in the TOR: (1)Sustainable economy; and/or (2) Green economy; and/or (3) Economy developments and/or (4) Economic Analysis and/or (5) Micro and Macro economics –**40points**;
    • 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 consultancysuccessfully–**40points**;
    • Advises workforce on proper economic compliance issues and prepares inspection reports–**10points**;
    • 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 on the experience section. However, the addition of an individual in

the Roster does not guarantee a contract with UNDP.

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

- **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:
- Responsive/compliant/acceptable, and
- Offering the lowest price/cost

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

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.

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

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
- **Submittion 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.

Payment:

Payment(s) shall be made following certification by the hiring UNDP Office and the beneficiary 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
- Applications will be submitted on the following link: http://unossc1.undp.org/cventry/default.aspx?key=2D443I8K58152T0XC1Z7

This TOR is approved by
Signature

Name and Designation   Ms. Dima Al-Khatib, Deputy Resident Representative

Date of Signing   7 December, 2017