

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 23, 2018

Post Title:	Individual Contract (IC) – Arab Electoral Management Bodies (EMBs) Coordination and Liaison National Consultant
Starting Date:	26 March 2018
Duration:	Up to 210 working days over a period of 10 months from 26 March 2018 till 25 January 2019
Location:	UNDP-RBAS Regional Hub, Amman (Jordan). Travel to different Arab and non-Arab Countries may be requested during the assignment.
Project:	Global Project for Electoral Cycle Support II

CONTEXT/BACKGROUND

The Global Project for Electoral Cycle Support (GPECS) Arab regional component, supported through the financial contribution from Swedish International Development Agency (SIDA), works towards building coherence in electoral support in the region through dialogue, partnership and initiatives that strengthen regional knowledge and capacity on elections, as well as reinforce the participation of youth and women in political and civic life. A key initiative under this support is to strengthen regional cooperation and towards this end, the Regional Electoral Support Project for Middle East and North Africa is supporting the new organization of Arab Electoral Management Bodies (EMBs) which has come into fruition following a yearlong effort by a committee of EMB members of six Arab countries. The Organization of Arab EMBs was launched in June 2015. UNDP is set to support the new organization in its initial phase including by advisor services, partnering in its activities and towards the establishment of the secretariat.

Within this context, the Regional Electoral Support Project for MENA is seeking a Coordination and Liaison Officer to ArabEMBs' organization to support the secretariat of the organization in establishing itself as a professional entity with regular meetings, activities with member and non-member EMBs, engagement with national, regional and international organizations engaged on electoral matters, and initiating the production of electoral knowledge products for the region.

SCOPE OF WORK AND DELIVERABLES

Under the direct supervision of ArabEMBs' Secretary General and in close coordination with the Regional Electoral Advisor and the Regional Electoral Policy specialist, the selected candidate, contracted under IC contract modality, will support the Secretariat with the following main responsibilities:

- Act as a main focal point between ArabEMBs secretariat and liaison officers in EMBs as well as other organizations that ArabEMBs works closely with;
- Support ArabEMBs Secretary General in implementing tasks related to the secretariat and implementing all decisions of the executive board, including the preparation of draft agendas, sending and preparing invitations, following-up with signing, documents, and disseminating the minutes of meeting and decisions to the members;
- Support in organizing all meetings and activities, related to ArabEMBs organization and examine proper technical, administrative, and logistical preparations to ensure their success.
- Help promote outreach and coordination mechanisms among the ArabEMBs organization and other member and non-member EMBs, and related regional and international organizations;
- Promote and sustain the organization's website and updates on social media;
- Support in all preparations related to creating ArabEMBs' regular newsletter;
- Review and edit ArabEMBs' publications and reports, and ensure their dissemination to members and other stakeholders;
- Collect, classify, and analyze the information necessary to develop the knowledge products, studies, and worksheets related to the organization's activities;
- Liaise with UNDP Electoral Support Project and coordinate closely with the team;
- Prepare, print, archive, and maintain letters.

EXPECTED OUTPUTS AND DELIVERABLES

<i>Deliverables/Outputs</i>	<i>Target date</i>	<i>Review and Approvals Required</i>	<i>Payment terms</i>
<p>The consultant is expected to monitor the following Elections related activities:</p> <ul style="list-style-type: none"> - Historical background on this type of elections including reforms and amendments that took place and will be reflected within the next election cycle; - Summary and explanatory graphics on registration of voters in Iraq, Tunisia and Lebanon. Candidate nomination are to be included as well; - Summary and illustrations on women's access to positions through elections; - Explanatory graphics and statistics related to electoral administration; 	06 April 2018	UNDP Regional Electoral Advisor	Based on number of working days as per the approved time sheet as well as the submission of the relevant Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work.

<ul style="list-style-type: none"> - Technical summary and explanatory graphics related to procedures of voting, counting and extracting results; - Mechanisms of complaints, and relevant challenges at different phases of the electoral process and results; - Obtaining data related to procedures of nominating candidates, voter registration, voting and counting as well as obtaining final results. 			
<p>Prepare for the Third General Assembly Meeting and Regional Conference</p> <p>The consultant is expected to undertake the following tasks:</p> <ul style="list-style-type: none"> - Obtain visas for participants in coordination with IEC and UNDP; - Follow up on all participants' arrivals and departures in coordination with UNDP; - Prepare meeting agendas and related documents; - Draft a report of the Third General Assembly Meeting. 	15 May 2018	UNDP Regional Electoral Advisor	Based on number of working days as per the approved time sheet as well as the submission of the relevant Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work.
<p>Output 3: Prepare for the Tunisian and Lebanon Municipal Elections in 2018</p> <p>The consultant is expected to undertake the following tasks:</p> <ul style="list-style-type: none"> - Obtain the required information and documentation for participation; - Follow up on the confirmation of all participants; - Prepare for the mission's introduction day; - Identify all the needs and logistical requirements for the implementation of the mission activities. Follow up on preparing for field visits in coordination with Tunisian officers - Identifying needs and logistic requirements for the implementation of mission activities. - Follow up on preparations for field visits in coordination with Lebanese officers; - Communication with participants regarding logistical arrangements; - Follow up on participants' visas; - Prepare brochure on Tunisian Municipal Elections; 	01 July 2018	UNDP Regional Electoral Advisor	Based on number of working days as per the approved time sheet as well as the submission of the relevant Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work.

- Produce mission report.			
Conduct a Workshop on Voters' Education and Raising Awareness The expert is expected to execute the following tasks: <ul style="list-style-type: none"> - Prepare executive plan for the activity and identify requirements for implementation and follow up; - Send invitation letters and obtain information and documentation for related to participation; - Acquire visas for participants in coordination with UNDP; - Contribute to writing the workshop report. 	25 August 2018	UNDP Regional Electoral Advisor	Based on number of working days as per the approved time sheet as well as the submission of the relevant Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work.
Conduct a Workshop on the Role of Media in Elections The expert is expected to execute the following tasks: <ul style="list-style-type: none"> - Prepare executive plan for the activity and identify requirements for implementation and follow up; - Send invitation letters and obtain information and documentation for related to participation; - Acquire visas for participants in coordination with UNDP; - Contribute to writing the workshop report. 	25 October 2018	UNDP Regional Electoral Advisor	Based on number of working days as per the approved time sheet as well as the submission of the relevant Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work.
Conduct a Workshop on Funding Electoral Campaigns The expert is expected to execute the following tasks: <ul style="list-style-type: none"> - Prepare executive plan for the activity and identify requirements for implementation and follow up; - Send invitation letters and obtain information and documentation for related to participation; - Acquire visas for participants in coordination with UNDP; - Contribute to writing the workshop report. 	25 January 2019	UNDP Regional Electoral Advisor	Based on number of working days as per the approved time sheet as well as the submission of the relevant Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work.

SCOPE OF PRICE AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a fee per day rate. Unit rate/day fees must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.).

Payments will be made based on the number of days worked and upon completion and approved time sheet following the submission of the relevant Certification of Payment (CoP) duly certified as well as confirmation of satisfactory performance of achieved work and upon completed time sheet on monthly basis.

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with the UNDP Regional Electoral Advisor;
- S/He shall perform tasks under the general guidance of the UNDP Regional Electoral Advisor and in close coordination with the UNDP Regional Electoral Advisor at UNDP Regional Hub in Amman;
- The supervision will include approvals/acceptance of the outputs as identified in previous sections. The supervisor will approve the deliverables/outputs for payment upon their technical clearance by the Regional Communication Advisor;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders and UN colleagues;
- S/He will report to and consult with the UNDP Regional Electoral Advisor on regular and needed basis at any period throughout the assignment. Reports shall be prepared by the expert on the basis of specific requirements;
- The individual is required to maintain close communication with the UNDP Regional Electoral Advisor on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/He will inform UNDP promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

Financial Proposal

The contractor will be paid a fee per day amount based on Deliverables/Outputs requested

Travel cost shall be paid when travel has taken place. 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

DURATION OF THE WORK

The duration of the work is 210 days over a period extending from 25 March 2018 till 25 January 2019 (10 months).

DUTY STATION AND TRAVEL PLAN

- UNDP-RBAS Regional Hub, Amman (Jordan).
- The consultant is expected to travel in accordance with needs identified during the implementation phases based on political situation and security conditions. The below table is indicative of probable travels within the Arab Region:

County	Duration	Number of Missions	No. of Round Economy Tickets
Tunisia	5 working days per mission	3	3 Round trip Tickets Amman / Tunis / Amman
Morocco	5 working days	1	1 Round trip Ticket Amman / Rabat / Amman

- Consultant shall provide the Reimbursable Lump Sum of travel cost. UNDP will process the payment upon actual receipts provided for tickets (should not exceed the unit price provided in the financial offer) and boarding passes/passport stamps (entry and exit) for each travel;
- Unit price for tickets should be provided on most direct economic class (business and first-class airfare are not permitted as per UNDP rules and regulations);
- Payments will be made upon confirmation of UNDP of satisfactory performance;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/>.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic qualification:

- Bachelor's Degree in Public Administration, Communication, Computer Science, Electoral Assistance or related fields.

II. Work Experience:

- At least 3 years of relevant professional experience, preferably in the field of training related to elections in Jordan;
- A minimum of 4 years of experience in administration, event organizing and logistical work;
- Previous experience working with a UN agency or any relevant international organization;
- Experience in the formulation of strategy papers or policy guidance notes Excellent drafting and formulation skills.
- Expert knowledge related to electoral assistance, including out-of-country voting, peacebuilding, UN assistance and human rights/political rights of refugees;
- Demonstrated experience in international Agencies in large-scale electoral operations and/or UN Peace-keeping Missions;
- Familiarity with the work of the UN system on electoral assistance

III. Language Requirements

- Language proficiency in both written and oral English and Arabic.

IV. Key Competencies

o *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;

- Promotes the vision, mission and strategic goals of UNDP;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- *Functional*
 - Solid experience in facilitation high level meetings;
 - Background knowledge about the SDGs, United Nations and UNDP;
 - Demonstrates ability in conducting creative-thinking and innovation learning events;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
 - Excellent computer skills especially Word, Excel and Power Point, Email;
 - *Leadership*
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
 - Strong managerial/leadership experience and decision-making skills with proven track record of mature judgments;
 - Ability to conceptualize and convey strategic vision from the spectrum of development experience.
 - *Managing Relationships*
 - Demonstrated well developed people management and organizational management skills;
 - Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area;
 - Strong resource mobilization and partnering skills and ability to accept accountability for management of large volume of financial resources.
 - *Managing Complexity*
 - Ability to address global development issues;
 - Substantive knowledge and understanding of development cooperation with the ability to support the practice architecture of UNDP and inter-disciplinary issues;
 - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives;
 - A sound global network of institutional and individual contacts.
 - *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
 - Provides constructive coaching and feedback;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
 - *Judgment/Decision-Making*
 - Mature judgment and initiative;
 - Proven ability to provide strategic direction to the project implementation process;
 - Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

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) **One-page methodology** describing the approach used to complete the assignment.
- 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. 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 e-mail: proc.contract.rscjo@undp.org not later than **14 March 2018**. The following documents are:

- **Letter of Confirmation of Interest and Availability;**
- **CV/P11;**
- **Technical Proposal;**
- **Financial Proposal.**

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:

- Bachelor's Degree in Public Administration, Communication, Computer Science, Electoral Assistance or related fields.
- At least 3 years of relevant professional experience;
- Previous experience working with a UN agency or any relevant international organization;

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria noting that an interview will be conducted to the shortlisted candidates.

Technical evaluation Criteria - max 100 points (Weighted 70):

- Expert knowledge related to electoral assistance, including out-of-country voting, peacebuilding, UN assistance and human rights/political rights of refugees (30 points);
- Prior experience working with the UN or any relevant international organization in the electoral domain (20 points);
- At least 3 years of relevant professional experience, preferably in the field of training (20 points);
- A minimum of 4 years of experience in administration, event organizing and logistical work (30 points);

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step II: Final evaluation

The final evaluation will combine the scores of desks review, and financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical Evaluation would be considered for the Financial Evaluation.