

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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<b>Post Title:</b>	<b>Individual Contract (IC) – Prevention of Violent Extremism – Arab States (International)</b>
<b>Starting Date:</b>	<b>1<sup>st</sup> of July and be completed by 30 June2019</b>
<b>Duration:</b>	240 Working days over a period of 12 months
<b>Location:</b>	Amman-Jordan
<b>Project:</b>	Preventing Violent Extremism (PVE)
<b>Requisition Number:</b>	R4710-0000001966
<b>National or International consultants:</b>	International
<b>Is this a LTA (yes/no):</b>	no

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### 1. Background

With two-thirds of all countries in the world experiencing a terrorist attack in 2016, terrorism has become an unprecedented threat to international peace, security and development, feeding off violent conflict. As conflicts have grown in intensity and number over the past decade, terrorist attacks have also increased and spread. In 2016, the UN Secretary-General put forward a Plan of Action to Prevent Violent Extremism (PVE), which laid out the global recognition and imperative to address violent extremism conducive to terrorism. Based on this, UNDP developed a global framework for PVE which highlights that prevention needs to look beyond strict security concerns to development-related causes of and solutions to violent extremism, using a human rights-based approach.

The UNDP Regional Hub for Arab States based in Amman has been investing in tools and guidance in regard to Monitoring and Evaluation of PVE. UNDP and International Alert produced a toolkit with comprehensive set of tools for all stages of PVE programming, responding to needs beyond UNDP, to improve efficiency, targeting and design of such programmes to ultimately have the highest impact.

An essential element of UNDPs approach is building the capacity of staff to be able to understand, design and carry out their own monitoring strategies. Without adequately equipped staff in UNDP, within government entities and civil society, it will not be possible to conduct good enough, consistent monitoring efforts. The

objectives of these services are to provide support to activities within a regional project aiming to advance capacity for M&E for PVE, particularly in Jordan, but also in other countries in Arab States Region, as well as provide advisory services for data collection relevant to programming, draft concept notes and reports for related events and coordination between partners.

## 2. Scope of work, responsibilities and description of the proposed analytical work

UNDP Regional Hub for Arab States will further focus its efforts and resources to spearhead thought-leadership on Impact Measurement of Prevention of Violent Extremism (PVE). The work by the UNDP Regional Hub to develop resources and tools for better monitoring of PVE projects will continue, but in this next phase, focus on actively disseminating and applying these tools to government partners, NGOs and UN entities in Jordan as a pilot country, as well as disseminating to partners in the Arab States region.

A regional project on PVE is being implemented for which additional support is required by a consultant to organize trainings and conferences, plan for longitudinal project monitoring, provide technical support, support overall project implementation and build partner relations. The purpose of the consultancy is to support the above-mentioned initiatives under the overall guidance of the Conflict Prevention and Peacebuilding Adviser in UNDPs Regional Hub for Arab States.

## 3. Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
1. Organization of 6 trainings within the project	50 working days	Three months after signing the contract	Conflict Prevention Adviser, Amman
2. Organize video production and outreach	15 working days	During the contract period	Conflict Prevention Adviser, Amman
3. Organization of regional conference on PVE for Arab States governments and UN	35 working days	4 <sup>th</sup> quarter of 2018	Conflict Prevention Adviser, Amman
4. Organization of global event for measuring	30 working days	1 <sup>st</sup> quarter of 2019	Conflict Prevention Adviser, Amman

impact of PVE, in Amman			
5. Facilitate production of additional tools for M&E on PVE (liaise with authors and firms)	35 working days	Ongoing till end of contract	Conflict Prevention Adviser, Amman
6. Provision of support to UNDP Country Offices in regard to design, implementation and M&E of PVE projects/initiatives as well as National Strategies	15 working days	During the contract period	Conflict Prevention Adviser, Amman
7. Undertake desk review research and prepare reports on PVE	60 working days	During the contract period	Conflict Prevention Adviser, Amman
Total	240 working days		

#### 4. Institutional arrangements

Consultant will work in close coordination with and under supervision of the Conflict Prevention and Peacebuilding Adviser in UNDPs Regional Hub for Arab States.

Payment will be made upon acceptance and certification by the Conflict Prevention and Peacebuilding Adviser in UNDPs Regional Hub for Arab States.

#### 5. Duration of work

The contract is expected to commence 01July 2018 and be completed by 30june 2019. 240 Working days over a period of 12 months.

## 6. Duty station

Based at the UNDP Regional Hub for Arab States, in Amman Jordan. If unforeseen travel outside Amman is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

## 7. Requirements for experience and qualifications

The qualifications and expertise needed for the assignment are laid out below:

### I. Academic Qualifications:

- Master's degree in governance, political science or law, legislative studies, related fields, such as conflict studies, peace building, human rights, etc.

### II. Years of experience:

- Minimum 2 years of experience in the field of governance, peacebuilding, conflict prevention and prevention of violent extremism;

### III. Technical experience:

The Consultant shall have technical knowledge of relevance to peacebuilding, conflict prevention, prevention of violent extremism and should have an understanding of the Arab States context.

- Experience in conducting research, analysis as well as in support to project implementation;
- Experience in the thematic area of prevention of violent extremism;
- Knowledge of the political, cultural and economic contexts of the Arab States region;
- Experience with international organization; and knowledge of the UN systems and approaches;

### IIV. Language Skills:

- Fluency in English (both oral and written) is required

### Competencies:

#### ○ *Corporate*

- Demonstrates integrity by modelling the UN's values and ethical standards (human rights, peace, understanding between peoples and nations, tolerance, integrity, respect, results orientation (UN/UNDP core ethics) impartiality.
- 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.

## **8. Scope of Price Proposal and Schedule of Payments**

Interested candidates should propose a lump sum fees to produce the outputs which can be guided by the estimated number of days that have been provided for each output with detailed breakdown.

Candidates should include travelling expenses to and from Amman. Any other official travel, if required, would be covered by UNDP based on its regulations.

Payment terms will be upon deliverables as per specified under section 3. The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs)

## 9. Criteria for selection of the best offers

Individual consultants will be evaluated based on the following methodology:

Applications will be screened and only candidates meeting the minimum criteria stated above will progress to the pool for shortlisting.

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

- a) Shortlisting/ Desk review: 70%;
- b) Financial proposal: 30%.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	<b>70%</b>	<b>100</b>
<ul style="list-style-type: none"> <li>Criteria A: Experience in conducting research, analysis in related fields, as well as support to project implementation;</li> </ul>		35
<ul style="list-style-type: none"> <li>Criteria B: Experience in the thematic area of conflict prevention and / or prevention of violent extremism;</li> </ul>		30
<ul style="list-style-type: none"> <li>Criteria C: Experience with international organization; knowledge of the UN (preferably UNDP) systems and approaches;</li> </ul>		20
<ul style="list-style-type: none"> <li>Criteria D: Understanding of the political, cultural and economic contexts of the Arab States region;</li> </ul>		15
<u>Financial</u> (Lower Offer/Offer*100)	<b>30%</b>	
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

## 10. Other important Information:

### Recommended Presentation of Offer

The following documents should be submitted by interested candidates:

- 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) **Technical Proposal** (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner);
- d) **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs ( 1 round-trip ticket from home to Amman and back), living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal.

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to e-mail: [proc.contract.rscjo@undp.org](mailto:proc.contract.rscjo@undp.org) not later than **03<sup>rd</sup> June 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 requirements will progress to the pool for shortlisting:

- Criteria A: Master’s degree in governance, political science or law, legislative studies, related fields, such as conflict studies, peace building, human rights, etc.
- Criteria B: Minimum 2 years of work experience;
- Criteria C: Proven record of undertaken assignments in research and analysis;

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

**Technical evaluation Criteria** max 100 points (Weighted 70%):

<ul style="list-style-type: none"><li>• <i>Criteria A:</i> Experience in conducting research, analysis in related fields as well as support to project implementation;</li></ul>
<ul style="list-style-type: none"><li>• <i>Criteria B:</i> Experience in the thematic area of conflict prevention and / or prevention of violent extremism;</li></ul>
<ul style="list-style-type: none"><li>• <i>Criteria C:</i> Experience with international organization; knowledge of the UN systems and approaches;</li></ul>
<ul style="list-style-type: none"><li>• <i>Criteria D:</i> Understanding of the political, cultural and economic contexts of the Arab States region;</li></ul>

**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 desk 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.