



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 June 2017

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### **Description of the assignment:**

The consultant will provide technical oversight and quality assurance for UNDP Sub-Regional Response Facility's upcoming research study on "Development of evidence-based policy options and frameworks for the accommodation of refugees in countries affected by the Syria crisis"

<b>Post Title:</b>	Consultant: Innovation for Crisis Advisor (International consultant)
<b>Starting Date:</b>	30 June 2018
<b>Duration:</b>	70 working days (until 31 December 2018)
<b>Location:</b>	Home-based with travel as per travel plan below
<b>Project:</b>	Innovation for Crisis

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### **CONTEXT/BACKGROUND**

#### **Background**

Now in its eighth year, the Syria crisis continues to have a devastating impact on civilians inside the country and beyond its borders. Since 2011, over 250,000 people have lost their lives in Syria, and millions have been forced to find refuge wherever they can inside Syria and in neighboring countries, particularly in Egypt, Iraq, Jordan, Lebanon, and Turkey. Vital infrastructure in Syria has been destroyed, leaving millions without water, electricity or sanitation. Schools have become makeshift shelters and health facilities and health workers have become targets. The Syrian economy is in a tailspin. According to the most comprehensive economic impact assessments, between 2011 and 2016 the cumulative loss in GDP amounts to \$226 billion, that is about four times the 2010 GDP. Furthermore, neighboring countries and host communities are struggling to cope with the massive flow of refugees.

The Syria crisis is not only a humanitarian crisis – it is also a human development crisis. We have already seen Syria fall from a middle-income country to one with 83 percent poverty and life expectancy cut by at least 20 years. It is estimated that two-thirds of Syrians are living in extreme poverty and most livelihoods have been disrupted. Vulnerable in their own respect, neighboring countries are severely

strained, with development imperiled, unemployment on the rise and in-creasing competition for scarce resources including water and access to school and health services.

### **Project Description**

In 2018, the Innovation for Crisis initiative will further mobilize a shift in how UN agencies, governments, local and international non-organizations response to the protracted crises in Syria and Iraq. UNDP SRF will conduct several learning sessions that bring together global specialists from governments, UN agencies, NGOs, CSOs, businesses and Public Private Partnerships, donors, as well as innovation experts and entrepreneurs. Leveraging on the initiatives growing innovation network, UNDP SRF seeks to unlock the knowledge on innovation in crisis gained over the past five years and expand its impact through a launch of new initiatives and more advanced action.

### **Scope of work and deliverables:**

Under the Supervision of the Policy and Crisis-Coordination Specialist, the consultant will be responsible for leading on the planning and execution of key deliverables in the 2018 I4C Calendar.

### **Deliverables and results:**

- Conduct a review of newly emerging innovative practices in response to the Syria Crisis, submit findings report;
- Identify potential partners and supporters and develop consortium for collaboration on programming in the sub-region, GCC, Europe and internationally. Partners should include entrepreneurs, large private sector firms, and relevant private sector organizations;
- Design, organize and conduct at least two events to build constituency and momentum for the initiative, identifying problems and solutions across key themes agreed with UNDP SRF;
- Manage support for innovators identified in first phase; design and implement coaching program.
- Convene two-day regional learning event with support of UNDP SRF. Identify speakers, support in logistics, outreach, and communications;
- Produce report outlining lessons learned and highlighting new innovative practices in the Innovation for Crisis Space.

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b> <i>(Indicate designation of person who will review output and confirm acceptance)</i>	<b>Payment schedule</b>
<b><u>Deliverable 1:</u></b> <ul style="list-style-type: none"> <li>• Conduct a review of newly emerging innovative practices in response to the Syria Crisis, submit findings report.</li> </ul>	20 working days	10 August 2018	Michael Moroz, Policy & Crisis Coordination Specialist	25%

<b><u>Deliverable 2:</u></b> <ul style="list-style-type: none"> <li>Identify potential partners and supporters and develop consortium for collaboration on programming in the sub-region, GCC, Europe and internationally. Partners should include entrepreneurs, large private sector firms, and relevant private sector organizations.</li> </ul>	12 working days	10 September 2018	Michael Moroz, Policy & Crisis Coordination Specialist	20%
<b><u>Deliverable 3:</u></b> <ul style="list-style-type: none"> <li>Design, organize and conduct at least two events to build constituency and momentum for the initiative, identifying problems and solutions across key themes agreed with UNDP SRF.</li> </ul>	16 working days	5 October 2018	Michael Moroz, Policy & Crisis Coordination Specialist	20%
<b><u>Deliverable 4:</u></b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Manage support for innovators identified in first phase; design and implement coaching program.</li> <li><input type="checkbox"/> Convene two-day regional learning event with support of UNDP SRF. Identify speakers, support in logistics, outreach, and communications.</li> </ul>	17 working days	8 November 2018	Michael Moroz, Policy & Crisis Coordination Specialist	25%
<b><u>Deliverable 5:</u></b> Produce report outlining lessons learned and highlighting new innovative practices in the Innovation for Crisis Space.	5 working days	31 December 2018	Michael Moroz, Policy & Crisis Coordination Specialist	10%

#### **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her commitment to this assignment with UNDP SRF.
- S/He shall perform tasks under the general guidance of the UNDP and direct supervision of Michael Moroz, Policy and Crisis Coordination Specialist. The supervision of the AKP CTA will include approvals/acceptance of the outputs as identified in the previous section.

- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment in order to monitor progress;
- The individual is required to maintain close communication with UNDP-SRF 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;
- 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.

#### **DURATION OF THE WORK**

The duration of the work is expected be 70 working days from contract signature until end of December, 2018

#### **DUTY STATION**

This is a home-based assignment with travel to Jordan as per preliminary travel plan/schedule hereunder:

Country	Duration	Number of missions	Number of days at each destination	No. of round economy tickets
Home-Amman-Home	4 days	2	8 days excluding travel days	2
Home-Istanbul-Home	4 days	1	4 days excluding travel days	1

#### **TRAVEL PLAN**

If unforeseen travel outside the consultant home based city 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).

#### **EXPERIENCE AND QUALIFICATIONS REQUIREMENTS**

##### **Education:**

- ☐ Master's Degree in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field.

##### **Professional Experience:**

- ☐ At least combined 7 years of relevant work experience, with at least 3 years' experience leading and coordinating innovation research and programming in crisis environments;
- ☐ Previous experience in producing and authoring innovation in development/humanitarian context knowledge products;
- ☐ 2 years' experience in the Middle-East.

#### **Language Skills:**

- ☐ Fluency in English, and Arabic language is an advantage.

### **COMPETENCIES**

#### **Corporate competencies**

- ☐ Demonstrates integrity by modelling the UN's values and ethical standards;
- ☐ Promotes the vision, mission, and strategic goals of the United Nations;
- ☐ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- ☐ Treats all people fairly without favoritism.

#### **Functional Competencies**

- ☐ Specialist knowledge of development issues and particularly innovation for development/humanitarian purposes;
- ☐ Highly familiar with the UN Humanitarian and Development nexus and interventions
- ☐ Ability to advocate and provide policy advice;
- ☐ Capable of working in a high-pressure work environment with frequent urgent deadlines;
- ☐ Ability to multi-task;
- ☐ Ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- ☐ High level logical and methodical organizational skills.

#### **Management and Leadership**

- ☐ Focuses on impact and result for the client;
- ☐ Interacts effectively with all levels of the organization;
- ☐ Consistently approaches work with energy and a positive, constructive attitude;
- ☐ Builds strong relationships with clients and external actors;
- ☐ Demonstrates exceptional ability to remain calm, in control and good humored even under pressure and tight deadlines;
- ☐ Demonstrates openness to change;
- ☐ Responds positively to critical feedback and differing points of view.

### **SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

Interested candidates should provide lump sum fees for requested services with detailed breakdown. All proposals must be expressed in a lump sum amount. This amount must be "all-inclusive". Please note that the terms "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

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) in line with the schedule of payments table hereunder. The maximum number of days for this contract should not exceed 70 working days.

<b><i>Milestone</i></b>	<b><i>Estimated Due Date</i></b>	<b><i>Payment</i></b>
<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete</b>	
<b><u>Deliverable 1:</u></b> Conduct a review of newly emerging innovative practices in response to the Syria Crisis, submit findings report.	20 working days	Up to 25% of total contract amount disbursed following the satisfactory delivery of Output 1;
<b><u>Deliverable 2:</u></b> Identify potential partners and supporters and develop consortium for collaboration on programming in the sub-region, GCC, Europe and internationally. Partners should include entrepreneurs, large private sector firms, and relevant private sector organizations.	12 working days	Up to 20% of total contract amount disbursed following the satisfactory delivery of Output 2;
<b><u>Deliverable 3:</u></b> Design, organize and conduct at least two events to build constituency and momentum for the initiative, identifying problems and solutions across key themes agreed with UNDP SRF.	16 working days	Up to 20% of total contract amount disbursed following the satisfactory delivery of Output 3;
<b><u>Deliverable 4:</u></b> <input type="checkbox"/> Manage support for innovators identified in first phase; design and implement coaching program. <input type="checkbox"/> Convene two-day regional learning event with support of UNDP SRF. Identify speakers, support in logistics, outreach, and communications.	17 working days	Up to 25% of total contract amount disbursed following the satisfactory delivery of Output 4;
<b><u>Deliverable 5:</u></b> Produce report outlining lessons learned and highlighting new innovative practices in the Innovation for Crisis Space.	5 working days	Up to 10% of total contract amount disbursed following the satisfactory delivery of Output 5;

## 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) **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided for 75 working days over a period of months. The terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. 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 individual consultants must submit the following documents/information to demonstrate their qualifications **to Job advertisement website, and should submit their proposal by e-mail to the following address: [proc.contract.rscjo@undp.org](mailto:proc.contract.rscjo@undp.org)** not later than **24 June, 2018**. Candidates that fail to submit the required information on or before the set deadline will not be considered.

**Kindly submit two separate proposals, Technical and Financial as per the below instructions:**

## CRITERIA FOR SELECTION OF THE BEST OFFERS

### 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:

- ☐ Master's Degree in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field.
- ☐ At least combined 7 years of relevant work experience, with at least 3 years' experience leading and coordinating innovation research and programming in crisis environments;

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

### **Evaluation of Candidates** (max 100 points):

- ☐ At least combined 7 years of relevant work experience, with at least 3 years' experience leading and coordinating innovation research and programming in crisis environments (30%);
- ☐ Previous experience in producing and authoring innovation in development/humanitarian context knowledge products (25%);
- ☐ 2 years' of related experience in the Middle-East (25%);
- ☐ Fluency and ability to write to international publishing standard in English (20%).

### **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 the desk review and the 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.