



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 August 2018

Office: Office of Audit and Investigations

Description of the assignment: LTA for Consultant – SECU Communications and Case Analyst Consultant

Project name: Investigations Section, OAI

Period of services (if applicable): 3 years

Proposal should be submitted at the UNDP job site:

https://jobs.undp.org/cj_view_job.cfm?job_id=80598

On or before **29 August 2018.**

1. BACKGROUND

The Social and Environmental Compliance Unit (SECU) is UNDP's social and environmental compliance review mechanism, conducting independent investigations to ensure UNDP adheres to its own social and environmental standards and procedures, in particular the Social and Environmental Standards (SES).

The SES apply to all UNDP projects, programmes, and activities. SECU is housed within the Office of Audit and Investigations (OAI) and forms one of the two units that comprise UNDP's Accountability Mechanism, the other being a dispute resolution function located in headquarters' programmatic management team.

SECU seeks to engage in a three years Long-Term Agreement (LTA) suitably skilled and experienced analysts (maximum 3 consultants) to assist with its growing case load, research, outreach and communications needs, logistics support, and to increase its linguistic coverage. This work includes researching topics connected to its cases, reviewing documents/intake/communications, assisting in communications with stakeholders, translating and interpreting documents (based on consultants' linguistic skills), taking notes in meetings, assisting and conducting outreach to stakeholders, and assisting in other tasks related to SECU's general operations. The consultants will be called upon as required from time to time.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of work

Under the supervision of the SECU Unit Coordinator /Research Analyst, OAI, the Individual Consultant will undertake the following activities:

- Conducts research and writing for SECU and OAI.
- Provides logistical support to SECU and OAI.
- Facilitates communications among SECU, OAI and individuals, including through coordinating weekly update conference calls and liaising with case stakeholders.
- Contributes to the development of the SECU website and other outreach activities.
- Handles intake, processing, evidence gathering/analysis, and other tasks connected to potential and eligible SECU cases.

Expected outputs:

Under the supervision of the SECU Unit Coordinator/Research Analyst the Individual Consultant will be required:

- Plan and conduct research and analysis of information pertaining to SECU Compliance Review cases to contribute to their completion in the form of memos and contributions to reports, guidelines, and papers;
- Plan and support in communications/outreach efforts, including creating newsletters, web designs, event planning, and other communications outputs in the form of web pages, outreach campaigns, newsletters, etc;
- Translate documents/interpret meetings as needed, based on language skills, into and from English;
- Take notes, maintain records, and generally contribute to the organizational tasks of SECU.

For detailed information please refer to Annex1-TOR.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications:

I. Minimum eligibility requirements:

- Advanced university degree in international affairs, international relations, international development, human rights, environmental conservation/science, anthropology, law, communications, economics, sociology, or other related field, is required;
- 2 years professional work experience in communications, research, and/or operations at an international public or private organization with locations in multiple countries, is required;
- Experience in evaluation, corporate social responsibility, social & environmental compliance/audit/investigation, is required;

- Fluency in oral and written English is required.

II. Qualification to be evaluated during CV review:

- Working experience with an independent social and environmental accountability mechanism, is highly desirable;
- Working experience with independent social and environmental investigations, is highly desirable;
- Working experience with human rights, environmental protection, gender equality, indigenous peoples' rights, labor law/policy, pollution prevention, and/or FPIC, is highly desirable;
- Demonstrated research, writing, coordinating, and organizational skills;
- Ability to use and apply the following technical process of aides:
 - Graphic and web design software
 - Microsoft Office Suite
 - Social Media and Open Sources
- Fluency in oral and written Spanish, Arabic, or French, is highly desirable;
- Fluency in oral and written Portuguese, Russian, Swahili, Malay/Bahasa, Chinese, Burmese, Vietnamese, Bengali, or Hindi, is desirable.

III- Competencies to be assessed during interview:

Core Values & Ethics:

- Demonstrates integrity and fairness.
- Demonstrates the ability to remain objective, neutral and independent vis-à-vis all parties involved.
- Possesses the psychological ability to discern and handle the intricacies of workplace and sexual harassment issues.
- Displays utmost discretion and upholds confidentiality.
- Display cultural sensitivity.
- Supports corporate goals.
- Complies with UNDP regulations, rules, and code of conduct.

Task Management Skills:

- Produces timely, quality outputs.
- Exercises sound judgment/analysis.
- Develops creative solutions.
- Ability to handle multiple tasks.

Communications:

- Writes clearly and convincingly.
- Speaks clearly and convincingly.
- Has good presentation skills.
- Listens actively and responds effectively.

Professional:

Demonstrates ability to perform in accordance with relevant professional standards for administrative investigations.

Technical Competencies:

The individual consultant should be able to draft and edit documents in word and excel in English. Have excellent computer skills. Demonstrates ability to use and apply the following technical process of aides, in order to improve the efficiency and effectiveness of SECU operations:

- Graphic and web design software
- Microsoft Office Suite
- Social Media and Open Sources

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

All interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **Cover Letter:** Explain why you are the most suitable for the work and the language(s) that you will provide services for.
2. **Completed P11** form including past relevant experience and contact details of 3 referees. Blank P11 forms can be download from attached document, using Annex 3.
3. **Financial proposal:** indicating the proposed daily fee rate in US\$ and using the Financial Proposal form provided in Annex 4.

How to apply:

Interested candidates must apply through UNDP job site:

https://jobs.undp.org/cj_view_job.cfm?job_id=80598

- Use the cover letter part provided in the website;
- Upload P11 to UNDP job-site;
- Applicants who are invited to interview will be asked to submit their financial proposal into the designated email address: oai.bids@undp.or within the given deadline prior to the interview.

5. FINANCIAL PROPOSAL

The Price Proposal should be fixed and “all-inclusive” daily rate. This means that all costs (professional fees and other related costs such as communication, insurance, etc., if any) are included in the daily fee.

The financial proposal submitted by the applicants shall remain in effect for the period of 3 years of LTA.

Payment Terms

The consultancy fee will be paid per working day.

Payment will be made upon:

- Submission of invoices and support documentation, specifying the number of working days worked and documentation to support pre-approved expenses.
- Certification of the SECU Unit Coordinator / Research Analyst.

Travel

As and when travel for business purposes is required, OAI will notify the consultant and agree upon the reimbursable travel costs including tickets, lodging and terminal expenses as per UNDP Policy on Individual Consultants.

6. EVALUATION

Selection of applicants for awarding Long Term Agreements:

Individual consultants will be evaluated based on the Cumulative Analysis. The award of the LTA will be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, i.e. complete and met the minimum eligibility requirements, and

b) Having received the highest score out of pre-determined set of weighted technical and financial criteria specific to the solicitation.

- Technical Criteria weight: 70%
 - Maximum top 8 candidates who obtained a minimum of 18 out of 30 CV points will be invited for written test.
 - Maximum top 5 candidates who scored minimum 14 out of maximum 20 points for written test will be interviewed.
 - Candidates who obtained a minimum of 49 out of 70 technical points will be considered for the Financial Evaluation.
- Financial Criteria weight: 30%
 - The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other price proposals receive points in inverse proportion

Criteria	Weight	Max. Point
1. <u>Technical</u>	70%	70
1.1 Assessment of CV/TOR against requirement stated in TOR (Those applicants who do not meet minimum eligibility requirements specified above will not be considered for CV scoring)	30%	30
- Working experience with an independent accountability mechanism supporting compliance cases and/or assisting with outreach efforts		10
- Working experience with independent social and environmental investigations		6

- Working experience in international affairs, human rights, environmental protection, gender equality, indigenous peoples rights, labor law/policy, pollution prevention, and/or FPIC [spell out FPIC]		5
- Fluency in Fluency in oral and written Spanish and/or Arabic and/or French (2 points for each language)		7
- Fluency in Portuguese, Russian, Swahili, Malay/Bahasa, Chinese, Burmese, Vietnamese, Bengali, or Hindi (1 point per language, max 2 points)		2
1.2 Written test	20%	20
1.3 Competency-based interview to measure competencies stated in TOR	20%	20 (max. 4 competencies)
2. <u>Financial (lowest offer/offer*100)</u>	30%	30 Points
3. <u>Total Score</u>	Technical score (max. 70) + financial (max.30)	

Award of long term agreement

UNDP will sign a Long-Term Agreement with maximum 3 qualified applicants who obtain highest cumulative scores. The Long-Term Agreement (LTA) represents an engagement by the consultants, upon request by UNDP, services against fixed daily rate for the duration of the Agreement and under the Terms and Conditions detailed therein. It shall not oblige UNDP to any financial commitment whatsoever. UNDP reserves the right to discontinue any Long-Term Agreement if the Contractor's performance is not satisfactory to UNDP.

Selection of Individual Consultant for specific assignment:

The Individual Consultant will be engaged on an 'as needed' basis. When OAI requires the services of one or more contract analyst(s), a selection will be made from LTA roster according to

- the required skills, language abilities;
- value for money of contract analyst. This is based on the proposed daily rate of the applicants.

The selected consultant will be awarded an Individual Contract (IC) with specific TOR on investigations cases and duration.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- P11 template

ANNEX 4- Financial proposal template