



**INDIVIDUAL CONSULTANT PROCUREMENT
NOTICE**

Date of issue: 01.02.2013

for individual consultant : Lead Advisor/Co-Author of the 5th National Human Development Report (NHDR) (International)

Country/Location:	National Economic Research Institute, Vientiane Capital, Laos
Description of assignment:	Short Term Individual Consultant to provide technical support to NERI on the production of the 5th NHDR
Project Title:	Support to Advancing Human Development through Policy-Informing Applied Research on Human Development Issues Especially Relevant for Achieving the Valuable Goals of the National Socio-Economic Development Plan (NSEDPlan) and MDGs (ID:00078228)
Deadline for submission of proposals:	25 Feb 2013
Type of Contract:	Individual Contract (International Consultant)
Period of assignment/Duration:	Six months over the duration of 15 months.
Starting Date :	Late March 2013

REQUIREMENTS FOR SUBMISSION OF PROPOSALS:

All interested and qualified candidates should apply on-line using the following links:

- 1) UNDP Lao PDR Country Office website at http://www.la.undp.org/content/lao_pdr/en/home/operations/jobs/ or
- 2) UNDP Jobs at <http://jobs.undp.org/>

In order to make submission please read the attached relevant documents:

- 1) TOR (Annex I)
- 2) Individual Contract & General Terms and Conditions (Annex II);
- 3) Reimbursable Loan Agreement (for a consultant assigned by a firm) & General Conditions (Annex III)

Documents to be included when submitting the proposals:

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

- 1) Technical Proposal
 - (i) Explaining why you are the most suitable for the work;
 - (ii) Providing a brief methodology on how they will approach and conduct the work including the work schedule for the delivery of outputs/deliverable;
 - (iii) CV including past experience in similar project and contact reference of at least 3 references for whom you have rendered preferably the similar service;
- 2) Financial proposal:
 - (i) Detailed financial proposal: Lump sum offer with clear cost breakdown against each deliverable.

Note: The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days). All envisaged travel costs must be included in the financial proposal. UNDP accept travel costs not exceeding of an economy class air ticket.

Instructions for on-line submissions:

- 1) Step 1: Please prepare all required documents electronically;
- 2) Step 2: Combine all documents in ONE SINGLE FILE (preferably in PDF however Word format can be also accepted) and upload to the UNDP Jobs using the links above;
- 3) Step 3: After that you will receive an auto reply from the UNDP jobs if your offer is received successfully.

Incomplete proposals or proposals received after the deadline 25 Feb 2013 will be rejected.

BACKGROUND INFORMATION OF THE PROJECT AND THIS CONSULTANCY SERVICE:

“Human development is about people, about expanding their choices to live full, creative lives with freedom and dignity. Economic growth, increased trade and investment, technological advance – all are very important. But they are means, not ends. Fundamental to expanding human choices is building human capabilities: the range of things that people can be. The most basic capabilities for human development are living a long and healthy life, being educated, having a decent standard of living and enjoying political and civil freedoms to participate in the life of one’s community.”

For more than a decade, national and regional Human Development Report (HDR) teams have been helping to advance the human development conceptual framework and apply it to the most pressing development challenges of the day. They are helping to generate lively debates around the policies and actions needed to accelerate human development and achieve the Millennium Development Goals.

In Lao PDR so far 4 NHDRs have been published over the period 1998 to 2009, and the most recent report was on Employment and Livelihoods. The 5th NHDR will be published in 2014 and focus on sustaining the MDGs. The report will also be in time for presentation to the National Assembly in June of that year. This report will be the first produced under the leadership of the National Economic Research Institute (NERI), Ministry of Planning and Investment which has in the past supported the Lao Statistics Bureau in undertaking this role.

In this regard, UNDP is seeking a qualified international consultant to be the NHDR Lead Advisor/Co-Author. The consultant will assist the NERI during the process of writing the NHDR by providing guidance and supervision to the writing team in terms of research methods and data analysis to ensure high quality, accuracy and consistency of the work throughout the preparation.

SCOPE OF WORK, RESPONSIBILITIES, AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK:

The main objective of this assignment is to work closely with NERI who is the leading institute for the production of the 5th NHDR and guide them through the writing process.

Scope of work:

The primary responsibilities of the selected consultant include:

- Coordinate the process of preparing the 5th NHDR
- Contribute substantive inputs to the preparation of the report, using technical background papers and other relevant references

- Promote a participatory approach to the preparation of the report, and actively provide technical support in the 5th NHDR promotion and dissemination

To fulfill the primary functions above, the consultant shall:

- Ensure an efficient and effective division of labour among the team. This includes allowing all team members to focus on their discipline, and the specific approach required by the various sectors, while facilitating cross fertilisation through brainstorming, joint reviews and collaboration
- Ensure all team members respect standards and procedures as codified by the NHDR Concept Note and the NHDR Toolkit¹
- Prepare an outline-structure the NHDR in a logical and coherent manner
- Together with NERI, lead the writing process and provides substantive feedback to TBP writers
- Provide training for TBPs writers, partners on NHDR's theme and on human development concept, measurement and policy applications
- Ensure quantitative/qualitative data are sufficient to prove the policy argument, while the missing data/biases are acknowledged and elaborated
- Prepare necessary chapters of the report, particularly the introductory chapter and the final chapter on conclusions and recommendations in collaboration with the national co-author
- Provide guidance, advice and substantive comments to the contributions at all stages of the process, and ensure adequate reviews and consultations, particularly on sensitive topics and materials
- Edit and finalize the various drafts of the NHDR to ensure consistency throughout the report and to include comments and suggestions received during the consultation process to the extent possible
- Ensure that all members of the NHDR team consult relevant stakeholders during the preparation of their contributions
- Actively participate in the consultation process organised throughout the preparation of the report
- In close collaboration with the UNDP office and the NHDR team brief the national author and other counterparts on process and findings as they emerge
- Ensure know transferring and capacity building throughout the production process

The final products for this assignment are:

- Inception report: outline of the methodology to complete the tasks and working schedule by 10th April 2013.
- Chapter outline and concept note of TBPs by 30th April 2013
- First draft of the NHDR for internal review by 25th October 2013
- Semifinal draft to be circulated for feedbacks by 22nd Jan 2014
- Final NHDR which has been endorsed by the Board by 4th April 2014
- A Succinct Summary of NHDR (to be published as a separate brochure) by 4th April 2014

PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report to the Chief of the Poverty Reduction Unit, UNDP and Director-General (National Project Director) of National Economic Research Institute (NERI), Ministry of Planning and Investment. In addition, the consultant will work closely with national author, TBPs writer, UNDP project team at NERI, and the responsible UNDP programme officer.

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

- Recognized degree (preferably PhD level) in social sciences

¹ The NHDR Toolkit is available on-line at <http://hdr.undp.org/external/toolkit/index.html>, nevertheless it would be practical to provide a printed copy of the toolkit to the NHDR Team Leader

- At least 15 years of relevant experience in the Academia or research institutions, with a focus on socio-economic analysis, experience with gendered analysis and the development of composite indices, and social impact assessment
- Experience with NHDRs, LCD Graduation Criteria is an asset
- Working experience with international organizations, especially the UN is considered to be an asset
- Excellent command of English

Competencies

- Demonstrates leadership, team building and coordinating skills
- Demonstrates commitment to human development principles and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience
- Provides helpful feedback and advice
- Strong analytical skills
- Plans and produces quality results to meet established goals
- Generates innovative, practical solutions to challenging situations
- Conceptualizes and analyzes problems to identify key issues, underlying problems, and how they relate
- Demonstrates substantive and technical knowledge to meet responsibilities and post requirements with excellence
- Demonstrates strong oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Responds positively to critical feedback and differing points of view.

Corporate Competencies:

- Demonstrates integrity by modeling the UN'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
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

Evaluation of Proposals

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Evaluation of proposals and award criteria:

1. Short listing of applications according to technical criteria (a to b),
2. The 3-5 applications with the highest score will be interviewed
3. Final evaluation includes interview scoring (**criteria c**) and financial proposal (as per table below)

<u>Criteria</u>	<u>Weigh</u>	<u>Max Points obtainable</u>
<u>Technical criteria</u>	0.7	70
a. Skills and experience of a consultant <ul style="list-style-type: none"> • Recognized degree (preferably PhD level) in social sciences • At least 15 years of relevant experience in the Academia or research institutions, with a focus on socio-economic analysis, experience with gendered analysis and the development of composite indices, and social impact assessment • Experience with NHDRs, LCD Graduation Criteria is an asset • Working experience with international organisations, especially the UN 	0.20	20

<ul style="list-style-type: none"> is considered to be an asset Excellent command of English 		
b. Proposed workplan and approach to carry out the assignment - All aspect of the ToR has been addressed in sufficient detail. - Implementation schedule. - Quality assurance measures.	0.15	15
c. Result of the interview	0.35	35
Financial	0.3	30
<u>Total points obtainable</u>	1.0	100

Cumulative analysis: The award of the contract will be made to a consultant who 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:
 - * Technical Criteria weight; [0.7]
 - * Financial Criteria weight; [0.3]

Only a consultant obtaining a minimum of 49 points in the technical rating would be considered for the financial evaluation.

For detailed information, please refer to Annex 1- Terms of Reference (TOR). TOR and General Terms and Conditions for Individual Consultants can be also downloaded at: http://www.la.undp.org/content/lao_pdr/en/home/operations/jobs/

Note: Any request for clarification must be sent in writing to the following e-mail: latsany.phakdisoth@undp.org

UNDP Lao PDR will respond in writing by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

The copies of the response will be also placed on our web-site at:
http://www.la.undp.org/content/lao_pdr/en/home/operations/jobs/ and linked to the current Procurement Notice.

All interested candidates are encouraged to visit the above web-site for updates.

Please note that only short-listed candidates will be notified.

Qualified female candidates are strongly encouraged to apply.

For more detailed information about UNDP Lao PDR please visit our website at
http://www.la.undp.org/lao_pdr/en/home.html