



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 3 October 2018

Office: Office of Audit and Investigations/Social and Environmental Compliance Unit (SECU)

Description of the assignment: LTA for SECU Compliance Officer (Consultant)

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=81336

On or before 18 October 2018.

1. BACKGROUND

The Office of Audit and Investigations (OAI) reports to the Administrator and is responsible for internal audit and investigations services to UNDP and its affiliated entities. OAI provides independent, objective assurance on the effectiveness of risk management and the effectiveness and adequacy of internal controls. OAI also responds to allegations of misconduct by conducting and reporting on investigations. The Investigations Section of OAI is responsible for conducting investigations into allegations of misconduct, such as mismanagement, fraud, corruption, retaliation on whistle-blowers, workplace harassment, sexual harassment, abuse of authority, violation or wilful disregard of UNDP regulations, rules, and administrative instructions, that involve UNDP staff, contractors and other applicable persons.

In 2013 OAI established the Social and Environmental Compliance Unit (SECU) to respond to complaints that UNDP may not be meeting its social and environmental commitments. SECU became operational on 1 January 2015. The purpose of a compliance review is to investigate alleged violations of UNDP's social and environmental policies and procedures, and to identify approaches to bring projects into compliance.

In June 2014 UNDP approved Social and Environmental Standards (SES) and the Stakeholder Response Mechanism (SRM) to be integrated into UNDP's policies and procedures and effective for all new projects starting January 1, 2015.

OAI seeks to engage in a Long-Term Agreement (LTA) with suitably skilled and experienced consultants (maximum 4 consultants) to call upon as required from time to time to support OAI in matters relating to Social and Environmental Compliance of UNDP.

2. SCOPE OF WORK AND DELIVERABLES

Scope of work

Under the supervision of SECU Lead Compliance Office the consultant will undertake the following activities:

- Support the work of the Lead Compliance Officer for UNDP's Compliance Mechanism.
- Receive and review eligibility of claims.
- Support and conduct investigations related to compliance with Social and Environmental policies.
- Refer claims that are ineligible for compliance review to the appropriate window in the UNDP grievance mechanism.
- Prepare training and outreach materials explaining the compliance review process both to UNDP staff and to potentially affected persons.
- Provide advice about the Social and Environmental Compliance Unit to potential claimants.
- Provide advice to OAI Management and UNDP staff about the application of UNDP Social and Environmental standards to UNDP projects.
- Substantial research and writing assistance on compliance cases and policy development.
- Support the development of investigation reports.
- Support the preparation of responses to external stakeholders about SECU and its functions.
- Support the preparation of outreach and communications materials about SECU and its functions.
- Maintain the SECU roster of compliance experts.
- Support the preparation of annual reports on SECU.
- Support engagement with the Stakeholder Response Mechanism.

Deliverables:

- Advisory notes to the Lead Compliance Officer and Management of OAI as requested.
- Analysis of social and environmental commitments and their application to UNDP proposed and current projects.
- Explanatory materials for internal and external audiences about the Social and Environmental Compliance Unit and its procedures.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Minimum eligibility requirements:

- An advanced degree in environmental or international development related field is required.
- Ten (10) years of experience in implementing or evaluating social and environmental impact assessment practices and procedures is required.
- Fluency in oral and written English is required.

II. Qualification to be evaluated during CV review:

- Relevant advanced degree in environmental or international development related field.

- At least 10 years of working experience in implementing or evaluating social and environmental impact assessment practices and procedures.
- Expertise in the social and environmental safeguard policies of international institutions is essential.
- Expertise in the purpose, design and use of accountability mechanisms is an advantage.
- Experience in stakeholder engagement, including communities is desirable.
- Knowledge of UNDP's Programming and Operations Policies and Procedures, as well as the UNDP Social and Environmental Standards is desirable.
- Fluency in French, Spanish or Arabic is highly desirable.
- Fluency in Hindi, Russian, Malay/Bahasa, Swahili, Portuguese, Vietnamese, Bengali, or Persian desirable.

III. Competencies to be assessed during interview:

Communication: The consultant should be able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism: The consultant should be capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously; Able to handle a large volume of data and reports accurately and thoroughly, with great attention to detail; Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork: The consultant should work well in a team; Projects a positive image and is ready to take on a wide range of tasks; Focuses on results for the stakeholders; and welcomes constructive feedback.

Technical Skills: The consultant should be able to draft and edit documents in word and excel in English; French and/or Spanish are assets; Have excellent analytical and organizational skills are essential; have excellent computer skills.

Knowledge Management and Learning: The consultant should willingly share knowledge and experience and make contributions to UNDP practice areas (e.g., documented knowledge, community of practice building initiatives); actively develop substantive understanding and experience in one or more knowledge areas, including process and/or technical knowledge.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. **Cover Letter** - Explaining why you are applying for the position and highlighting any factors that are particularly relevant to your application;

2. **CV or completed P11 form** - including past relevant experience and contact details of 3 referees. A blank P11 is provided in Annex 3
3. **Financial proposal** - indicating the proposed daily fee rate in US\$ and using the Financial Proposal form provided in Annex1.

How to apply:

Interested candidates must apply through UNDP job site:

https://jobs.undp.org/cj_view_job.cfm?job_id=81336

- 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.org within the given deadline prior to the interview.

5. FINANCIAL PROPOSAL

The Price Proposal should be fixed and “all-inclusive”. 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 monthly invoices, specifying the number of working days spent on each approved case or task, and providing documentation to support pre-approved expenses.

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.

Estimated Workload

144 and 192 working days per year (3-4 days per week).

6. EVALUATION

Individual consultants will be evaluated based 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, and

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

- Technical criteria weight: 70%
 - Maximum top 8 candidates who obtained a minimum of 29 out of 50 CV points will be invited for the interview
 - 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.
- The offeror obtaining the highest cumulative score will be selected for the LTA.

Criteria	Weight	Max. Point
<u>Technical evaluation</u>	70%	70
Assessment of CV/TOR against requirement stated in TOR	50%	50
• Relevant advanced degree in environmental or international development related field		8
• Relevant years of working experience in implementing or evaluating social and environmental impact assessment practices and procedures		8
• Experience in social & environmental safeguard assessment and in social & environmental policies in international institutions		8
• Experience in design and use of accountability mechanisms		7
• Experience in stakeholder engagement/management		7
• Knowledge of UNDP's programming and operations policies and procedures, UNDP Social and Env. Standards		6
• Fluency of French, Spanish or Arabic (2 points for each language at fluent level-maximum 4; 1 point/each language at good working level)		4
• Fluency of Hindi, Russian, Malay/Bahasa, Swahili, Portuguese, Vietnamese, Bengali, or Persian (1 point per each language-maximum 2)		2
Competency-based interview to measure competencies stated in TOR	20%	20 5pts/competency (max. 4 competencies)

<u>Financial evaluation (lowest offer/offer*100)</u>	30%	30 Points
<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 4 qualified applicants who obtain highest cumulative scores.

The Long-Term Agreement (LTA) represents an engagement by the consultants to provide, 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 LTA Consultant for specific assignment:

The LTA Consultant will be engaged on an 'as needed' basis. In other words, as and when OAI requires the services of one or more consultant/s, a selection will be made from LTA pool and/or roster according to:

- the required skills, languages abilities; and
- value for money of the contract consultant. 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 SECU cases and duration.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - P11 FORM

ANNEX 4- FINANCIAL PROPOSAL