

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 22 October 2018

Country: Bangkok, Thailand

Description of the assignment: Individual Consultant to assist with N-Peace Campaign and the Awards Programme

Duty Station: Bangkok-based with no travel.

Project name: N-Peace Project, Governance and Peacebuilding, UNDP Bangkok Regional Hub,

Period of assignment/services (if applicable): 1 December 2018 – 31 March 2019, up to a maximum of 84 working days over the contract period.

Proposal should be submitted no later than **5 November 2018**

Please click on the link below to apply: https://jobs.undp.org/cj_view_job.cfm?cur_job_id=81732

1. BACKGROUND

N-Peace is a multi-country network of peace advocates in Asia seeking to advance Women, Peace & Security (WPS). It supports women's leadership for conflict prevention, resolution, and peacebuilding, and promotes the implementation of United Nations Security Council Resolution (UNSCR) 1325 as well as the broader WPS agenda. N-Peace rests on the hypothesis that if targeted women and men are supported with increased investments in capacity and skills, they will be able to create institutional and social shifts to prioritize the inclusion and empowerment of women and girls, and change the current discourse on the roles of women in peacebuilding.

N-Peace is implemented in 7 countries in the Asia-Pacific region: Afghanistan, Pakistan, Indonesia, Nepal, the Philippines, Myanmar, and Sri Lanka. N-Peace focuses on four components (including the N-Peace Awards and advocacy through the N-Peace Awards campaign and knowledge sharing): Sustained engagement through national dialogues; Trainings and capacity building; and N-Peace Small Grants. Together, these components contribute to the achievement of the overall objectives of N-Peace: (i) to support leadership of women in building peace and preventing conflicts; and (ii) to provide a platform for engagement and increased dialogue between key actors furthering WPS and conflict prevention; (iii) to promote peace and shift the narrative of women in these contexts from victims to agents of change.

At the core of the initiative is the N-Peace Awards, first launched in 2011 to recognize and promote individuals and Civil Society Organizations (CSOs), creating change from grassroots to national levels in Asia. The awards are coordinated across Afghanistan, Indonesia, Pakistan, Myanmar, Nepal, Sri Lanka and the Philippines, and shine a light on the many roles women, men and CSOs play in their communities on women peace and security, as mediators, activists, peacebuilders and more.

The CSO awardees and the winners of the small grants have been identified and a capacity building workshop have been conducted to initiate the work. Currently 22 CSOs are implementing the small grants. Process is underway to identify the individual awardees and the winners are expected to be announced by the end of Nov. The Awards week which will include a Gala - Fundraiser Award Ceremony, a capacity building workshop and an exhibition on women peace and security is scheduled to be held in Bangkok Thailand week of 4 March 2019.

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

Objective:

N-Peace seeks to engage a consultant to assist with the campaign and in the preparation of the Gala.

Scope of work:

The purpose of this assignment is to provide support for the implementation of N-Peace's annual advocacy campaign and in the preparation for and during the N-Peace Awards week:

More specifically the consultant will assist with:

- Assist with providing support to CSOs in the implementation of the grants.
- Assist with the preparation for and during the awards week
- Assist with research for new programmatic interventions around the portfolio, and in the formulation of the next phase of the programme.
- Support to the Programme Assistants in providing backstopping to N-Peace

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The consultant should possess the following expertise and qualifications:

Competencies

- Cultural and gender sensitivity and ability to work with people from different backgrounds.
- Ability to work both independently and in a team and ability to deliver high quality work on time.
- Ability to liaise with stakeholders and partners, research institutions, civil society

- Ability to complete tasks independently and take initiative, but also work well as part of a team.
- Ability to perform tasks in a timely manner, under pressure, and to tight deadlines

Education:

- Advanced university degree, postgraduate degree or equivalent in Behavioural Sciences, Psychology, Law or related areas of work.

Experience:

- Demonstrated experience working on projects related to women peace and security
- Knowledge and expertise in conducting similar campaign such as N-Peace
- Knowledge of the Asia and the Pacific region
- Previous relevant experience with UNDP or the broader UN system would be an asset.

Language requirements

- Excellent written and spoken skills in English.

4. DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of the Work:

The duration of the contract is 1 Dec 2018 – 31 March 2019, up to maximum of 84 working days.

Duty Station:

The duty station will be Bangkok-based with no travel. The Consultant's presence is required at UNDP Bangkok Regional Hub premises to work very closely with Gender and Inclusion in Peacebuilding Specialist.

5. FINAL PRODUCTS

Expected Outputs and Deliverables

Team	Deliverables
N-Peace Network	<p>Assisting with support to CSO in the implementation of the grants including:</p> <ul style="list-style-type: none">• Monitoring and reporting on progress;• Liaising with procurement on disbursing and monitoring the grants to CSO• Day to day liaising with CSOs. <p>Assist with the preparation for and during the awards week support to:</p> <ul style="list-style-type: none">• Preparation for and during the Gala including agenda setting, developing content and managing the flow of the evening• Preparation for and during the capacity building workshop, including agenda setting and reporting; <p>Assist with the formulation of the next phase of the programme including:</p> <ul style="list-style-type: none">• Conducting necessary research on women peace and security and impact of N-Peace• Participate in brainstorming on the next phase of the programme• Assist with the draft programmes <p>Provide support to the Programme Assistants in providing backstopping to N-Peace including:</p> <ul style="list-style-type: none">• Providing substantive documentation required for procurement and implementation of N-Peace• Assist with travel and logistics of participants on N-Peace related activities

6. PROVISION OF MONITORING AND PROGRESS CONTROLS

Institutional Arrangement

A consultant is expected to conduct the work, who, will work under the direct supervision of the Gender and Inclusion in Peacebuilding Specialist from the Governance and Peacebuilding Team, UNDP BRH.

7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. **Please group them into one (1) single PDF document** as the application **only allows to upload maximum one document**:

- **Duly accomplished Letter of Confirmation of Interest and Availability** using the template provided in Annex III.;
- **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;
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (in USD currency)

Incomplete proposals may not be considered. The shortlisted candidates may be contacted and the successful candidate will be notified.

8. FINANCIAL PROPOSAL

In accordance with the requirements above, the duration of this assignment is maximum days. Consultant shall quote an **all-inclusive Daily Fee in USD** for the contract period. The term “**all-inclusive**” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the consultant in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period. The review and approval of payments will be made by the assigned supervisor(s) within 7 days.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Travel costs shall be reimbursed at actual but not exceeding the quotation from UNDP approved travel agent. The provided living allowance will not be exceeding UNDP DSA rates. Repatriation travel cost from home to duty station in Bangkok and return shall not be covered by UNDP.

9. EVALUATION

Evaluation Method and Criteria

The award of the contract shall 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 set of weighted technical criteria (70%), and financial criteria (30%). Financial

score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Cumulative analysis

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

Technical Criteria for Evaluation (Maximum 70 points)

- Criteria 1 Relevance of education - Max 10 points
- Criteria 2 Demonstrated experience working on projects related to women peace and security - Max 30 Points
- Criteria 3 Knowledge and expertise in conducting similar campaign such as N-Peace 20 Points
- Criteria 4 Expertise and knowledge of the Asia and the Pacific region - Max 5 points
- Criteria 5 Previous relevant experience with UNDP or the broader UN system 5 points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

ANNEXES

Annex I – TOR for Individual Consultant to assist with N-Peace Campaign and the Awards Programme

Annex II – [Individual IC General Terms and Conditions](#)

Annex III - [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Annex IV – Procurement notice

All documents can be downloaded at : http://procurement-notices.undp.org/view_notice.cfm?notice_id=50876