

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 14, 2018

Post Title:	Individual Contract (IC) – Literacy expert – Arab States
National or International Consultants:	International Consultant
Starting Date	2 December 2018
Duration:	60 days over a period of three months
Location:	AKP Office at MBRF premises, Dubai, UAE - with possible travel to Arab countries
Project:	Arab Knowledge Project
Requisition Number:	
Is this a LTA (yes/no)?	No

CONTEXT/BACKGROUND

The Arab Knowledge Project (AKP) seeks to promote knowledge generation and dissemination in the world. The project is firmly linked to the Regional Programme Document (RPD) as the main driver behind Outcome 4 (Promotion of Knowledge for Human Development). Further, it is aligned to the timeframe of the RPD as well as the UNDP Strategic Plan.

It is the fruit of the partnership between UNDP and Mohammed bin Rashid Al Maktoum Knowledge Foundation (MBRF) that is in its five-year second phase of the collaborative effort on the Arab Knowledge Project, a pioneering regional project which started in 2008. Focusing on knowledge as a cornerstone of development in the Arab region, the project published, over the course of ten years, three widely disseminated Arab Knowledge Reports underscoring key opportunities and challenges to building effective knowledge-based societies in Arab countries; the Arab Knowledge Index; the knowledge4all portal, the Arab Reading Index and most recently the Global Knowledge Index.

In December 2017, together with MBRF and UNESCO, UNDP/RBAS signed a Memorandum of Understanding to launch an initiative to combat illiteracy in the Arab region. This initiative goes with target 6 of the SDG 4 about 'Quality Education', which states the following: "By 2030, ensure that all youth and a substantial proportion of adults, both men and women, achieve literacy and numeracy".

As such, the AKP is looking to contracting a consultant to perform tasks to drive this initiative forward.

SCOPE OF WORK AND DELIVERABLES

The consultant shall be responsible for the tasks listed hereunder:

- Design, develop and assist in executing the strategic project plan;
- Set clear measurable KPIs for the successfulness of the project;

- Prepare a database that consists of statistical figures on illiteracy in the region and the world;
- Prepare a database containing names and contacts of focal points from Arab Ministries of Education, international organisations -like UNESCO-, leading universities and related institutions and civil society;
- Contact Arab Ministries of Education, international organisations -like the UNESCO-, leading universities and related institutions and civil society;
- Conduct a mapping exercise of current work across the world;
- Prepare a detailed list of regional and international success stories on combatting illiteracy;
- Prepare a detailed analysis of the findings and results of efforts to combat illiteracy in the region and internationally;
- Continuously update the initiative's portal and social media with content and news about the initiative and its activities;
- Support the AKP technical team and MBRF in organizing and preparing events or meetings related to this initiative;
- Consolidate the contributions of the attendees of the events and meetings related to this initiative;
- Explore potential partnerships;
- Provide advice on the way forward for expanding the literacy initiative.

EXPECTED OUTPUTS AND DELIVERABLES

<i>Deliverables/Outputs</i>	<i>Estimated Duration to Complete</i>	<i>Target Due Dates</i>	<i>Review and Approvals Required</i>
Output 1: <ul style="list-style-type: none"> ▪ Design, develop and assist in executing the strategic project plan; ▪ Set clear measurable KPIs for the successfulness of the project; ▪ Prepare a database that consists of statistical figures on illiteracy in the region and the world; ▪ Prepare a database containing names and contacts of focal points from Arab Ministries of Education, international organisations -like the UNESCO-, leading universities and related institutions and civil society; ▪ Contact Arab Ministries of Education, international organisations -like UNESCO-, leading universities and related institutions and civil society; ▪ Conduct a mapping exercise of current work across the world; 	20 days after contract signature date	27 December 2018	Arab Knowledge Project Chief Technical Advisor
Output 2: <ul style="list-style-type: none"> ▪ Prepare a detailed list of regional and international success stories on combatting illiteracy; ▪ Prepare a detailed analysis of the findings and results of efforts to 	20 days after delivery of output 1	24 January 2019	Arab Knowledge Project Chief Technical Advisor

combat illiteracy in the region and internationally; ▪ Continuously update the initiative's portal and social media with content and news about the initiative and its activities;			
Output 3: ▪ Support the AKP technical team and MBRF in organizing and preparing events or meetings related to this initiative; ▪ Consolidate the contributions of the attendees of the events and meetings related to this initiative; ▪ Explore potential partnerships; ▪ Provide advice on the way forward for expanding the literacy initiative.	20 days after delivery of output 2	21 February 2019	Arab Knowledge Project Chief Technical Advisor

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her commitment to this assignment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the and direct supervision of the AKP Chief Technical Advisor (CTA). The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- 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 maintain close communication with the UNDP-RBAS 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. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract; and
- 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 expected duration of the work is 60 days over a period of three months.

DUTY STATION

This is an office-based assignment. It shall take place at the AKP office at the MBRF premises in Dubai, UAE - with possible travel to Arab countries.

TRAVEL PLAN

Part of this assignment may require the individual to travel to Arab and non-Arab countries. In such cases, unforeseen travel will be arranged and covered in accordance with corporate regulations and rules. 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).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualification:

- A PhD degree in Education, Social Sciences, Economics or any other related field.

II. Years of Experience:

- Previous experience working for the UN is a plus.
- 5 years of extensive experience in the areas of education and literacy in the context of the Arab region including (and not exclusively):
 - Education systems;
 - Evaluation and quality control in education;
 - Training and human resources in education;
 - The situation of education in the Arab region and the world;
 - Quantitative and qualitative research in education and literacy;
- Expertise in quantitative and qualitative data collection, analysis and statistical methodologies.

III. Language Requirements

- Fluency in written and spoken English and Arabic is required. French is an asset.

IV. Key Competencies:

○ *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNDP'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.

○ *Functional*

- Background knowledge about the SDGs, United Nations and UNDP;
- Extensive knowledge of the region and its knowledge-related challenges and priorities;
- Excellent drafting skills with a sound publishing record (in Arabic);
- Strong analytical and synthesis skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills;
- Experience in the thematic area of Pre-University Education;
- Excellent writing, editing and oral communications skills;
- Strong analytical and synthesis skills, as well as presentation and drafting skills;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point.

○ *Leadership*

- Demonstrated ability to think strategically and to provide credible leadership;
- Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.

- *Managing Relationships*
 - Demonstrated well-developed people management and organizational management skills;
 - Excellent negotiating and networking skills with strong partnerships in academia, technical organisations and as a recognized expert in the practice area.
- *Managing Complexity*
 - Ability to address global development issues;
 - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
 - Provides constructive coaching and feedback;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- *Judgment/Decision-Making*
 - Mature judgment and initiative;
 - Proven ability to provide strategic direction to the project implementation process;
 - Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

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.

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:

<i>Milestone</i>	<i>Estimated Due Date</i>	<i>Payment</i>
<u>Milestone 1:</u> After successful delivery of Output 1	20 days after contract signature date	34% of total amount
<u>Milestone 2:</u> After successful delivery of Output 2	20 days after delivery of output 1	33% of total amount
<u>Milestone 3:</u> After successful delivery of Output 3	20 days after delivery of output 2	33% of total amount

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

All necessary information including: Complete Procurement Notice, the Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notices.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 not later than **07 of November 2018**. Candidates that fail to submit the required information on or before the set deadline 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) A one-page **technical proposal**, detailing how the candidate will approach the assignment;
- d) **Financial Proposal** that indicates the all-inclusive total contract price, supported by a breakdown of costs, as per template provided. The terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, 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.

I. CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria:

<i>Criteria</i>	<i>Weight</i>	<i>Max. Point</i>
<i><u>Technical Competence</u></i>	70%	100
<i>Criteria A: 5 years of extensive experience in the areas of education and literacy in the context of the Arab region including (and not exclusively):</i> <ul style="list-style-type: none">• Education systems;• Evaluation and quality control in education;• Training and human resources in education;• The situation of education in the Arab region and the world;• Quantitative and qualitative research in education and literacy.		40
<i>Criteria B: Previous experience working for the UN is a plus.</i>		10
<i>Criteria C: Expertise in quantitative and qualitative data collection, analysis and statistical methodologies.</i>		15
<i>Criteria D: Detailed and clear one-page technical proposal, showing how the candidate will approach the assignment.</i>		25
<i>Criteria E: Competency-based interview to make sure that the candidate has the skills required to undertake the assignment.</i>		10
<i><u>Financial</u> (Lower Offer/Offer*100)</i>	<u>30%</u>	100
Total Score	Technical Score * 0.7 + Financial Score * 0.3	

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 requirements will progress to the pool for shortlisting:

Criteria A: A PhD degree in Education, Social Sciences, Economics or any other related field.

Criteria B: Minimum 5 years of experience in areas of education and literacy with extensive experience in designing and implementing research consultations.

Criteria C: Language proficiency in both written and oral English and Arabic.

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

Technical evaluation Criteria max 100 points (Weighted 70):

Criteria A: 5 years of extensive experience in the thematic area to be covered, and most notably in the areas of education and literacy in the context of the Arab region including (and not exclusively). 40 points

- Education systems;
- Evaluation and quality control in education;
- Training and human resources in education;
- The situation of education in the Arab region and the world;
- Quantitative and qualitative research in education and literacy;

Criteria B: Previous experience working for the UN is a plus. 10 points

Criteria C: Expertise in quantitative and qualitative data collection, analysis and statistical methodologies. 15 points

Criteria D: Detailed and clear one-page technical proposal, showing how the candidate will approach the assignment. 25 points

Criteria E: Competency-based interview to make sure that the candidate has the skills required to undertake the assignment. 10 points

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.