

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: November 11, 2018

Post Title:	Individual Contract (IC) – Support the integration innovative approaches into the work of the UNDP Regional Hub for Arab States
Starting Date:	01 December 2018 2018
Duration:	From 01 December 2018 till 01 March 2019 (Three months)
Working days	63 working days
Location:	Amman
Project:	UNDP-RBAS' Regional Programme

Background

UNDP's Strategic Plan 2014-2017 (SP) emphasizes the need to identify, explore, test, evaluate and scale up innovative approaches across priority subject areas, in programme development, management and review, through established and new knowledge and collaboration partnerships, and as a key part of our own institutional innovation. To this end, the Regional Bureau for Arab States (RBAS) – which serves as the headquarters for UNDP country offices in 17 Arab countries, with the 18th located in the occupied Palestinian territory – is working to further integrate innovation into its work and provide dedicated support to country offices.

In particular, there is room to promote innovative approaches in the UNDP's Regional Programme for Arab States (RBAS) (2018-2021), which was endorsed by the UNDP Executive Board in January 2018 and includes around ten areas of work (governance and anti-corruption, regional economic integration, social cohesion and prevention of violent extremism, climate resilience, youth empowerment, gender equality, resilience building, etc.). Outside the regional programme, the Regional Hub also provides dedicated support and technical assistance to country offices in a wide range of thematic areas.

By investing in experiments that test alternative ways of addressing development problems, monitoring the results rigorously, and working on bringing innovation from the margins to the center, the UNDP Regional Hub for Arab States will be better equipped to achieve enhanced development results and increased impact. To do this, the Hub will be supported by its Innovation Team which has developed specific expertise in, for instance. Behavioral Insights, Games for Social Change, Data Innovation (including big data and micronarratives), and Alternative Financing Mechanisms.

The Individual Consultant (IC) will be tasked to support the mainstreaming of innovation in selected areas of work of the Regional Hub. The IC will be tasked with designing and testing different innovative approaches of the Regional Programme especially in the areas of knowledge and youth for sustainable development. In addition, the IC will provide dedicate support to the Regional Innovation Team to set up and maintain a repository of innovation initiatives from the region.

SCOPE OF WORK AND DELIVERABLES

The overall objective of the work will be to support targeted areas of work of the UNPD Regional Hub for Arab States to integrate and operationalize innovative approaches. In particular, the IC will work across three different teams, namely:

- The Regional Programme's Youth Team, with the objective to support the further integration of the innovation approach in the Youth Leadership Programme (YLP) and support the communications and visibility of innovative approaches. This entails the compilation of stories on the application of innovation by current and former YLP participants, as well as support the implementation of the YLP communications strategy, with particular focus on shedding light on the use of innovation for sustainable development.
- The Regional Programme's Knowledge For All team, with the objective to support the development of an innovation-centered proposal on knowledge, youth skills and the future of jobs. This entails the compilation of practical examples and best practices on the application of innovation in related areas, both from UNDP and other organizations in the Arab States and other regions. Want something tangible – Innovation Center by UNDP.
- The Regional Innovation Team, to support the development and maintenance of the regional Innovation Repository – a knowledge-sharing platform that collects examples, best practices and lessons learned on the application of innovation across the region by UNDP country offices and beyond.

EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
Output 1: Compile the most innovative SDGs solutions developed by YLP participants and showcase these solutions in an interactive presentation and develop a related story for UNDP RBAS website. In addition, provide inputs to the YLP communications strategy by identifying communications tools and modalities to shed light on the use of youth-led innovation for sustainable development.	By 01 January 2019	Mosharaka's project manager and Regional Programme Coordinator
Output 2: Gather examples and best practices of innovative approaches and new technologies to support youth's future skills development, as well as of youth-led knowledge production and dissemination.	By 01 January 2019	Arab Knowledge Project's project manager and Regional Programme Coordinator
Output 3: Compile examples and best practices on the application of innovation in UNDP and non-UNDP youth projects and provide an analysis and a list of recommendations on how to further integrate innovation into next phase of YLP.	By 01 February 2019	Mosharaka's project manager and Regional Programme Coordinator

Output 4: Support the development and maintenance of the Innovation Repository by collecting and inputting the various needed information on projects and initiatives from across the region.	By 01 February 2019	Innovation Team Leader
Output 5: Develop an innovation-centered proposal for the Knowledge4All Team on knowledge, youth skills and the future of jobs, with focus on youth-led application of innovation and new technologies	By 01 March 2019	Arab Knowledge Project's project manager and Regional Programme Coordinator

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with the UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the Innovation Team Leader and the technical supervision of the relevant assigned UNDP staff. 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, stakeholders and UN colleagues;
- S/He will report to and consult with the Regional Programme Coordinator and the Innovation Team Leader on regular basis;
- 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 duration of this assignment is 63 working days for over period of 3 months from contract signature date.

DUTY STATION

- The assignment is based in Amman, Jordan;
- In the event of unforeseeable travel, UNDP and the individual contractor should agree on the manner in which travel costs, including tickets, lodging and terminal expenses. Approved unforeseen travel template shall be submitted before travel take place. In such cases, UNDP will cover travel costs in accordance with corporate regulations and rules and IC policy

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Education

- Master's degree or equivalent in International Development, Social Innovation or other relevant fields.

II. Work Experience

- At least 1 year of relevant working experience on innovation or innovation-related areas, preferably in the Arab region;
- Previous experience working for the UN is a plus.

III. Language Requirements

- Fluency in English, both oral and written; working knowledge of Arabic would be an asset.

COMPETENCIES

I. Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of the United Nations
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

II. Functional Competencies

- Good knowledge on development issues in the Arab region;
- Good knowledge of youth-related challenges in the region and youth engagement initiatives;
- Good knowledge of social innovation, including multiple approaches, methodologies, and tools
- Ability to multi-task;
- High level logical and methodical organisational skills;
- Ability to research, gather data and information, and translate them into clear and concise documents and project proposals.

III. Management and Leadership

- Focuses on impact and result for the client
- Interacts effectively with all levels of the organisation
- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationships with clients and external actors
- Demonstrates exceptional ability to remain calm, in control and good humoured even under pressure and tight deadlines
- Demonstrates openness to change

SCOPE OF THE FINANCIAL PROPOSAL AND SCHEDULE OF PAYMENTS

The financial proposal will specify the daily fee (all inclusive), and payments are made to the Individual Consultant based on the number of days worked.

Under the daily fee approach, the financial proposal specifies a single daily fee. UNDP makes payments based on the actual number of days worked on monthly basis. Payments subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) as per table below:

Deliverable	Payment date	Payment amount (% of contract value)
Output 1 (13 working days)	01 January 2019	35%
Output 2 (13 working days)		
Output 3 (13 working days)	01 February 2019	35%
Output 4 (13 working days)		
Output 5 (11 working days)	01 March 2019	30%

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 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;
- Technical Proposal** (A half page technical proposal) entailing a methodology explaining how the consultant aims to complete the objectives set by the project as well as the possible sources that will be used to obtain the required information; and
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to e-mail: proc.contract.rscjo@undp.org not later than **10 November 2018**. The following documents are:

- CV/P11;
- Confirm availability and financial proposal;
- Half page technical proposal; and
- Brief description of why you consider yourself as the most suitable for the assignment;

FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services followed by cost break down of number of working days* professional fees

EVALUATION

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 criteria will progress to the pool for shortlisting:

- Master's degree or equivalent in International Development, Social Innovation or other relevant fields.
- At least 1 year of relevant working experience on innovation or innovation-related areas,
- Fluency in English, both oral and written

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

Technical evaluation Criteria max 100 points (Weighted 70):

- Master's degree or equivalent in International Development, Social Innovation or other relevant fields (35%).
- At least 1 year of relevant working experience on innovation, preferably in the Arab States (35%);
- Fluency in English, both oral and written (10%)
- Technical Proposal (10%)
- Previous experience working for the UN (10%)

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 desk review and 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.

EVALUATION

This ToR is certified and approved by:

Signature



Name

Abusabeeb Elsadig

Designation

Results and Resource Management Specialist

Date of Signing
