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PROCUREMENT NOTICE **NATIONAL CONSULTANT** (CROSS BORDER SURVILLIANCE PROFILIO – (BSP))

EVALUATION OF "CROSS-BORDER COOPERATION PROJECT BETWEEN CÔTE D'IVOIRE AND LIBERIA FOR SUSTAINABLE PEACE AND SOCIAL COHESION"

PROCUREMENT NOTICE No. **UNDP/LBR/BSP/039/2018**

Date: 05 November 2018

Country: Liberia

Duty Station: Abidjan and Monrovia with missions in project areas including the departments of Tabou and Tai (Cote d'Ivoire), and Maryland and River Gee (Liberia).

Description of the assignment: Evaluation of "Cross-Border Cooperation Project between Côte D'ivoire and Liberia for Sustainable Peace and Social Cohesion"

Project Name: "Cross-Border Cooperation Project"

Duration:

Duration of Contract:	60 days
Expected Duration of Assignment:	22 working days

Starting date: 26 November 2018

Contract type: Individual Contractor (National Consultant)

Application Deadline: Friday, 9 November. 2018

Languages Required : English

Proposals should be submitted at the following address: **by email to bids.lr@undp.org** (Please include procurement notice number in the subject area) no later than **Friday, 09 November 2018 at 3:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond 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.

1. Background

After decades of civil crisis and war, and in response to situations of conflict and instability, the United Nations established peacekeeping operations in Liberia and Côte d'Ivoire that work closely with United Nations Country Teams through which, significant support has been provided to the people with funding from the Peace Building Fund (PBF). Both countries receive support from the PBF through the Peacebuilding Recovery Financing Facility (PRF).

The drawdown of UNMIL and the transfer of responsibilities to the Liberian Government to assume full responsibility for national security became effective on 30th June 2016, in accordance with Security Council resolution 2239 (2015). UNMIL activities and the programs funded by the PBF have been particularly important in reducing tensions and incidents of violence in communities along the border between Côte d'Ivoire and Liberia. These communities share many socio-economic and cultural ties, so threats to peace and security in one country have an impact on the development of the other country. In addition, in March 2014, the emergence and spread of Ebola Virus Disease (EVD) in Liberia and Guinea led to the closure of the international land borders between the two neighboring countries (Liberia and Cote d'Ivoire). The closure of the border has had a significant impact on social cohesion within and between border communities, which undermines the steady flow of people and goods; it has also contributed to the impoverishment of Liberian border communities.

2. Objectives of the assignment

The purpose of this consultancy is to jointly carry out a terminal evaluation of the "Cross-border Cooperation Project between Côte d'Ivoire and Liberia for Sustainable Peace and Social Cohesion" to assess its outcome/results achieved in the course of its implementation, with particular reference to the relevance, effectiveness, efficiency and impact of the actions carried out in relation to the project objectives set, as well as the sustainability of those results. Specifically, the evaluation will consist of assessing the operation and the level of performance of the project in relation to the qualitative and quantitative objectives initially planned.

The specific objectives of this consultancy are thus the following - to:

- Appreciate the conformity of project interventions in relation to the expectations of the targeted communities;
- Compare the results obtained with regard to the previously defined objectives;
- Appreciate the changes attributable to project interventions;
- Measure progress in cross-border cooperation between Côte d'Ivoire and Liberia;
- Note the use of disbursed funds in relation to the needs initially identified;
- Identify constraints related to the implementation of the project;
- Make recommendations aimed at consolidating the achievements of the project; and
- Draw general lessons from this project that will be useful to the participating UN agencies and the Government for future programs in the same area.

3. Scope of Work

Approach/Methodology

The International Consultant will oversee the entire evaluation process, ensure its successful execution and be responsible for the final product. As the team lead, s/he will manage two national consultants. In addition

to their direct reporting line to the international consultant, National Consultants in each country will rely on the project staff and stakeholders to prepare the ground for effective and efficient evaluation in their respective countries. They will work with Recipient UN Organizations (RUNOs) and other national and international stakeholders, under the supervision by heads of the PBF Secretariats in Cote d'Ivoire and Liberia. The team of Consultants will have the following specific tasks:

Relevance/Appropriateness of the Program:

The team of Consultants will evaluate to what extent the objectives envisaged by the project during its design meet the needs of the target population and emerge from the national priorities, which the project is linked to. They will also assess the project's coherence with the development objectives of UNDP's Country Programme, particularly with regards to peacebuilding, the restoration of security and the promotion of human rights. The evolution of the context (political, security, economic, social, institutional) and its consequences on the progress of the program should also be reviewed considering:

- How appropriate for the context is the range of substantive areas in which the project is engaged (i.e. building trust between security forces and border communities, social cohesion and peaceful coexistence in cross-border communities etc)
- If the substantive areas are deemed appropriate for the context, how appropriate are they for the project to undertake?
- How does projects reflect and align to Liberia's and Cote d'Ivoire's national plans on security as well as relevant UNSCRs?
- Were the programmatic strategies appropriate to address the identified needs of project communities?
- What capacities and skills should be prioritized to further develop greater coherence and relevance to its interventions in peace building activities in the border communities?

- The team of Consultants will produce the following reports:
- A brief Inception/Start-up report with road map including the mission program and the proposed methodology. A final version of this roadmap will be submitted no later than 3 days after the start-up briefing to UNDP management; - A summary outlining the conclusions and any relevant information will be submitted the day before the debriefing by email for discussion;
- A provisional mission report will be submitted promptly within one week after the end of the mission by e-mail. It will include a summary of up to 3 pages. It will meet the terms of reference and the required quality criteria, highlighting the strengths and weaknesses of the implementation and the quality of the delivered products, the cost, the strategy and the relevance of the method used. This report will be submitted to the national partners concerned 3-day earlier for comments and validation by the evaluation mission.
- A final report should be prepared in two versions – a full report in word format (up to 40 pages, 20 page each for Liberia and Cote d'Ivoire) and a summary with some visual aids (e.g. graphs, charts, photos, etc.) in ppt format. The report should take into account comments from both Country Offices, relevant partners and stakeholders and the PBF. The full report is proposed to include the sections as following:
 - A summary;
 - An analysis of the conclusions and recommendations;
 - Methodology; and

- Annex -- the terms of reference of the study, the list of people interviewed and bibliographical references.

Under the supervision by heads of the two PBF Secretariats in Cote d'Ivoire and Liberia and day-to-day facilitation by the M&E officers of the two PBF Secretariats, the team of evaluation consultants will work closely with UNDP, IOM (both the project managers and M&E teams), and all relevant national and local partners.

The team of Consultants will be comprised of one international, who leads the evaluation of the project for both countries, and two nationals for Cote d'Ivoire and Liberia each. The international consultant as lead will develop approaches, methodology and information collection tools (i.e. survey methodology, the organization focus groups and interviews ensuring the representativeness of stakeholders - civil society, partner institutions, target populations, etc.), in collaboration with the National Consultants. Based on agreed methodology and tools, the data collection will be conducted concurrently in both countries primarily by the National Consultants.

4. Outputs/Deliverables

The key deliverables and estimated inputs are summarized in the following table:

It should be noted that the national consultant for Cote d'Ivoire has been already recruited. However, the national consultant has agreed to collaborate with the International (lead) and the National Consultant of Liberia to consolidate the evaluation for the entire project, including additional data collection as necessary.

The team will be provided with relevant project documents and data including:

- Initial project assessment report;
- the project document;
- workplans;
- monitoring plans;
- procurement plans;
- field activity reports;
- the Social Cohesion and Reconciliation (SCORE) Index analyses of Liberia;
- UNDAF 2013-2019 (for indicators and baseline, etc.); and
- Documentation from the Joint Council of Chief and Elders meetings (JCCEM)

The Evaluation oversight team (the PBF Secretariats, PBSO, UNDP and IOM Project Managers, M&E Specialists) will provide comments and feedback on the content and quality of the evaluation to the consultants through the M&E officers of the two PBF Secretariats.

Before the study:

- The lead consultant is responsible for all activities related to the program being evaluated, and the development of the approaches/tools, the preparation of the survey methodology, the information collection tools, the organization focus groups and interviews ensuring the representativeness of stakeholders (civil society, partner institutions, target populations, etc.), in collaboration with the National Consultants.
- The consultants will provide, for validation, a technical file presenting the work plan and the methodological approach that will be used during the evaluation itself.

During the study:

- The consultant will communicate with the PBF Secretariats on the proposals for possible changes to the approaches and take into account their comments;
- The consultant will focus on facilitating interviews, identification and mobilization of stakeholders, and obtaining authorizations to conduct the assessment with national authorities;

After the study:

- The consultant will present a provisional version of the results of the evaluation of the program for comments and validation of the national partners concerned.
- The consultant will submit a final report to the two PBF Secretariats, incorporating comments and inputs from PBSO, RUNOs, stakeholders, national partners and TFPs.

5. Qualifications /Education:

Work Experience Required:

Education: - Minimum of master's degree in political science, social sciences, human rights or similar fields (for National Consultant)

Experience:

- Professional experience in the evaluation of peacebuilding and social cohesion programmes (minimum 7 years' experience for the International Consultant; and 5 years for the National Consultants);
- Experience in managing social projects and programs, particularly in peacebuilding (minimum 7 years' experience for the International Consultant; and 5 years for the National Consultants);
- Experience in working with National governmental and non-governmental institutions including Community Based Organizations (CBOs), Non-Governmental Organizations (NGOs) and Technical and Financial Partners (TFPs) (at least 5 experiences); as well as Good knowledge of the United Nations System and in particular UNDP;
- Knowledge of the West African sub-region, especially the Liberia and Cote d'Ivoire will be desirable.

Language: Excellent mastery of oral and written English and French, which is the working language of Liberia and Cote d'Ivoire respectively.

6. Competencies

Corporate Competencies

- **Demonstrate commitment to the values and mission of UNDP;**
- **Ability to exercise judgment in assigned tasks and to work under pressure in a timely manner;**
- **Excellent communication and report writing skills;**
- **Ability to conduct in-depth analyzes and reach relevant conclusions in the specific area;**
- **Ability to work in a team, solicit the opinions of colleagues and partners and value their ideas and skills;**
- **Good computer skills (Windows, Word, Excel, PowerPoint, Internet, etc.).**

Functional Competencies

Knowledge Management and Learning

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

7. Documents to be included when submitting the proposal

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

1. Proposal:
(i) Explaining why they are the most suitable for the work (1 page); brief methodology on how they will approach and conduct the work
2. Financial proposal
3. Personal CV including experience in similar projects and at least 3 references

8. Financial Proposal

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total price</u>
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Consultancy/professional fee /all-inclusive lump sum (fees, transportation, communication etc)	2	months		
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9. Evaluation

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

Award of the contract 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 a pre-determined set of weighted technical and financial **

Technical Criteria; [70 points]

** Financial Criteria; [30 points]*

Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<i>Criteria A:</i> Technical skills, given by qualifications and training record	10.5%	15
<i>Criteria B:</i> Overall experience in the provision with the services given above	24.5%	35
<i>Criteria C:</i> Adequacy of competencies & skills responding to the Terms of Reference, (TOR)	14%	20

<i>Criteria D: Methodology: relevance to TOR</i>	<i>21%</i>	<i>30</i>
<i>Financial</i>	<i>30 points x price of the lowest price proposed / price of proposal</i>	<i>30 points</i>

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT