

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 November 2018

Post Title:	Individual Contract (IC) – National Consultant to Support M&E for National Action Plan
Starting Date:	2 December 2018
Duration:	15 working days over a period extending from 2 December 2018 to 28 February 2019
Location:	Home Based, in Amman (Jordan)
Project:	Preventing Violent Extremism

CONTEXT/BACKGROUND

UNDP supports efforts to strengthen national systems in reducing the threat of radicalization and violent extremism and has invested in tools and guidance for Monitoring and Evaluation of PVE, including producing a “toolkit” with comprehensive set of tools for all stages of PVE programming to improve efficiency, targeting and design of such programmes to ultimately have the highest impact.

Strengthening the M&E capacity of the Jordanian Government is one important aspect of UNDPs work. UNDP has been requested to provide technical support for a monitoring framework of the National Action Plan on PVE. UNDP will also host a two-day workshop to support the government in a monitoring framework of the National Action Plan. This is where support of a national consultant is needed.

SCOPE OF WORK AND DELIVERABLES

The purpose of this consultancy is to prepare and provide a two-day Government training in M&E for PVE, undertake limited follow-up in collaboration with UNDP, the Government’s M&E Officer and other partners.

More specifically, the consultant is expected to:

- Participate in UNDP’s preparatory workshop on M&E for PVE action plan;
- Contribute to development, execution and reporting of the two-day workshop;

At all times, the consultant should ensure that the deliverables are of high quality and meet these four standards: Technical/statistical robustness; Regional and programmatic relevance; Integrity and quality of analysis; Gender and conflict sensitivity.

EXPECTED OUTPUTS AND DELIVERABLES

<i>Deliverables/Outputs</i>	<i>Estimated Duration</i>	<i>Target Due Date</i>	<i>Review and Approvals Required</i>
<u>Deliverable 1:</u> Participate in a preparatory workshop on M&E for PVE.	11 working days	December 2018 / January 2019	Conflict Prevention and Peacebuilding Adviser
<u>Deliverable 2:</u> Support the development of a government workshop as part of a team.			
<u>Deliverable 3:</u> Participate and contribute to the facilitation, planning and reporting of the workshop.	4 working days	January / February 2019	Conflict Prevention and Peacebuilding Adviser

SCOPE OF PRICE 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.	11 working days	60% following satisfactory completion of Deliverables 1 and 2
<u>Milestone 2:</u> After successful delivery of Output 2.		
<u>Milestone 3:</u> After successful delivery of Output 3.	4 working days	40% following satisfactory completion of Deliverable 3

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 and direct supervision of the Conflict Prevention and Peacebuilding Adviser. 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 duration of this assignment is expected be up to 15 working days over a period extending from 2 December 2018 to February 2019.

DUTY STATION AND TRAVEL PLAN

This assignment is duty station Amman-Jordan.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualifications:

- Bachelor's Degree or equivalent in Statistics, Social Science, International Relations or any related field.

II. Years of Experience:

- A minimum of 2 years of relevant work experience with CSOs, UN entities, Government authorities or related entities. Peace building, PVE, youth empowerment, governance are considered relevant topics. Experience in M&E is considered a strong asset.

III. Technical Experience:

- Understanding of Monitoring and Evaluation frameworks, in particular for policy frameworks, including the benefits and constraints of different methodologies.
- Experience working on social cohesion or PVE;
- Experience in developing trainings or facilitation;
- Understanding of the sensitivities of programming in fragile or conflict affected contexts;

IV. Language Requirements:

- Fluency in written and spoken English and Arabic is required.

V. 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
 - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
 - 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 reports production;
 - Ability to write in a clear and concise manner;
 - 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.
- 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;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

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.

- 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) **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based 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.

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 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 **17 November 2018. The following documents are:**

- **Letter of Confirmation of Interest and Availability;**
- **CV/P11;**
- **Financial Proposal.**

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:

- Bachelor's Degree or equivalent in Statistics, Social Science, International Relations or any related field.
- A minimum of 2 years of relevant work experience with CSOs, UN entities, Government authorities or related entities.
- Fluency in English and Arabic

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria noting that an interview will be conducted to the shortlisted candidates.

Technical evaluation Criteria - max 100 points (Weighted 70):

- Understanding of Monitoring and Evaluation frameworks, in particular for policy frameworks (30 points).
- Experience working on social cohesion or PVE (30 points);
- Experience in developing trainings or facilitation (30 points);
- Understanding of the sensitivities of programming in fragile or conflict affected contexts (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 desks review, interview 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.

APPROVAL

This ToR is certified by:

Signature _____

Name Malin Herwig _____

Designation Advisor, Conflict Prevention and Peace Building _____

Date of Signing _____

This ToR is approved by:

Signature _____

Name Abusabeeb Elsadig _____

Designation Results and Resource Management Specialist _____

Date of Signing _____