

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date:** 07 November 2018

<b>Post Title:</b>	Individual Contract (IC) – International Consultant to Support M&E for National Action Plan
<b>Starting Date:</b>	2 December 2018
<b>Duration:</b>	15 working days over a period extending from 2 December 2018 to 28 February 2019
<b>Location:</b>	Home Based with travel to Amman, Jordan
<b>Project:</b>	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 and 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 an international consultant is needed.

### SCOPE OF WORK AND DELIVERABLES

The purpose of this consultancy is to provide short term assistance to the national M&E Officer, the two-day Government training and advice in the development of M&E framework for the National Action Plan.

More specifically, the consultant is expected to:

- Participate in UNDP’s preparatory workshop on M&E for PVE action plan;
- Support a team of national trainers (having participated in the above) in developing a two-day workshop for the Government;
- Participate in/contribute to the planning and delivery of the workshop;
- Support the national M&E expert in developing a monitoring framework for Jordan’s National Action Plan for PVE.

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>
<b><u>Deliverable 1:</u></b> Participate in a workshop for trainers on M&E for PVE.	10 working days	January 2019	Conflict Prevention and Peacebuilding Adviser
<b><u>Deliverable 2:</u></b> Support national trainers in developing Government workshop.			
<b><u>Deliverable 3:</u></b> Participate and contribute to the development of a Government workshop on M&E for PVE.			
<b><u>Deliverable 4:</u></b> Support the M&E national expert in creating M&E framework for the National Action Plan.	5 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, travel costs, living allowances, 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 Time to Complete</i>	<i>Payment</i>
<b><u>Milestone 1:</u></b> After successful delivery of Output 1.	10 working days	70% following satisfactory completion of Deliverables 1, 2, and 3
<b><u>Milestone 2:</u></b> After successful delivery of Output 2.		
<b><u>Milestone 3:</u></b> After successful delivery of Output 3.		
<b><u>Milestone 4:</u></b> After successful delivery of Output 4.	5 working days	30% following satisfactory completion of Deliverable 4

## **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 UNDP 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 the period 2 December 2018 to 28 February 2019.

## **DUTY STATION AND TRAVEL PLAN**

This is a home-based assignment with expected travel to Amman, Jordan as per the below travel schedule:

<b>City, County</b>	<b>Duration</b>	<b>Number of Missions</b>	<b>Number of Travel Days for Each Mission</b>	<b>No. of Round Economy Tickets</b>
Amman, Jordan	3 working days for each mission	2	3+2 travel days for each mission	2 Round trip ticket Home City / Amman / Home City

- Consultant shall provide the Maximum Reimbursable Lump Sum of travel costs. UNDP will process the payment upon actual receipts provided for tickets (should not exceed the unit price provided in the financial offer) and boarding passes/passport stamps (entry and exit) for each travel;
- Unit price for tickets should be provided on most direct economic class (business and first-class airfare are not permitted as per UNDP rules and regulations);
- Payments will be made upon confirmation of UNDP of satisfactory performance;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/>.

## **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

### I. Academic Qualifications:

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

### II. Years of Experience:

- A minimum of 8 years working with Governments in developing strategies and/or national policies or national M&E frameworks for national strategies / action plans at state level. This could include frameworks on sustainable development, security, gender or other topics.

### III. Technical Experience:

- Working with Governments in developing strategies and/or national policies or national M&E frameworks for national strategies / action plans at state level. This could include frameworks on sustainable development, security, gender or other topics.
- Thorough understanding of Monitoring and Evaluation frameworks;
- Knowledge and understanding of the MENA region is considered an asset;
- Understanding of the trends or factors relating to violent extremism and national action plans for prevention of violent extremism;
- Understanding of the sensitivities of programming in conflict and fragile affected contexts (including conflict sensitivity and risk) a strong asset.

### IV. Language Requirements:

- Fluency in written and spoken English is required. Arabic is a strong asset.

### 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-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](mailto: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:

- Master's Degree or equivalent in Statistics, Social Science, International Relations or any related field.
- A minimum of 8 years working with Governments in developing strategies and/or national policies or national M&E frameworks for national strategies / action plans at state level. This could include frameworks on sustainable development, security, gender or other topics.
- Fluency in written and spoken English

- Experience in supporting government strategy development, preferably related to M&E.

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):

- Worked with Governments in supporting strategy development and/or national policies (20p)
- Thorough understanding of Monitoring and Evaluation frameworks (20 points);
- Understanding of the trends or factors relating to violent extremism and national action plans for prevention of violent extremism (30 points);
- Understanding of the sensitivities of programming in conflict and fragile affected contexts (including conflict sensitivity and risk) (10 points);
- Knowledge and understanding of the MENA region (20 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 \_\_\_\_\_