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INDIVIDUAL CONSULTANCY SERVICES

Jerusalem, 11 Feb 2019
Reference: IC-2019-PAL-61757

Country: State of Palestine

Description of the assignment: SDG 16 National Team Coordinator – Ministry of Justice

Programme Name: Sawasya II- Promoting the Rule of Law in Palestine

Type of Consultancy: National

Period of assignment: 6 months

Duty Station: Ramallah

The United Nations Development Programme (UNDP) is currently implementing Sawasya II Programme that requires the services of an individual to perform the work described in the corresponding Terms of Reference.

Proposal should be submitted through the online eTendering system:

<https://etendering.partneragencies.org> (search for Event ID PAL10 0000003383) as per the deadline indicated in the system itself. Detailed user guide on how to register in the system and submit the proposal can be found in this link: <http://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

If you have registered in the system before, do not register again. Use forgotten password function to reactivate your password if you have forgotten it. If you are a new user, please go to the below link and register as a new bidder to be able to participate in the tendering process; follow the instructions in the user guide mentioned above.

<https://etendering.partneragencies.org>

Username: event.guest

Password: why2change

Any request for clarification must be sent in writing, or by standard electronic communication to proc3.papp@undp.org. UNDP/PAPP will provide responses by uploading them in the system.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have included hereto the following:

- a) The Terms of Reference for the assignment described above;
- b) The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- c) The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.





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

- 1) CV
- 2) Completed financial proposal.

Deadline to submit offers is 27 February 2019 at 3 p.m. (Jerusalem Time).

Yours sincerely, 

Shehaden A. Habash
Head of Procurement
UNDP/PAPP

ANNEX I

TERMS OF REFERENCE

1) BACKGROUND AND CONTEXT

The Sawasya II programme: Promoting the Rule of Law in Palestine represents the primary programmatic vehicle of the United Nations for advancing the rule of law, integrity, gender justice and human rights in Palestine for the period 2018-2022. Bringing together the main UN entities mandated and invested in these areas in an integrated programme, Sawasya II seeks to elevate the state building enterprise for a progressively functioning and increasingly inclusive State of Palestine that respects, protects and fulfils human rights and gender equality, and promotes development, peace and security. Directly contributing to the SDG 16 and SDG 5, Sawasya II is firmly anchored within the Palestinian National Policy Agenda (NPA) (2017-2022) and relevant national sector and cross-sector strategies. By engaging national ownership at different levels, it is the leading mechanism for the realisation of national priorities and international commitments on rule of law.

With the launching of the SDGs, the Palestinian government formed a national team headed by the Prime Minister's Office (PMO) with membership of all interested parties of governmental organizations, civil society organizations and the private sector. The team tackles the coordination responsibility for national efforts to follow-up and implement the SDGs. Important strides towards rolling out the SDG agenda, including integrating them into national planning instruments and setting up coordination mechanisms. However, further support is needed to adapt SDG 16 to the local context, enhance awareness of its potential to advocate for change, and embed its goals and targets within national planning and M&E instruments.

To this end the Sawasya II project is supporting the work of the SDG16 National Team (NT), which was formed from multiple relevant governmental and non-governmental organization, under the leadership of the Ministry of Justice to draft an implementation plan for the SDG16, ensure its integration into the relevant institutional work plans, localize the targets' indicators, monitor the progress in the implementation of the targets, and report on the international/localized indicators. The SDG 16 National team includes two sub-groups focusing on human rights and access to justice and the other on transparency and anticorruption. In this context, the Sawasya II project is seeking to hire an SDG 16 National Team Coordinator to assist the Head of the SDG16 National Team in coordinating the NT work and meetings, addressing bottlenecks in achieving its objectives, whilst dedicating specific support to accelerating implementation of SDG 16.

2) FUNCTIONS/KEY RESULTS EXPECTED

- Coordinate the SDG 16 NT meetings and liaise with the various members, focusing on the following results:
 - Serve as main liaison and work closely with the Ministry of Justice head of the NT on issues concerning coordination, management, and effectiveness of the team work; ensure that questions raised by the members are responded to; meetings of the two SGs are facilitated, decisions are recorded, and appropriate action is being taken;



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- Enhance dialogue between governmental and non-governmental members of the team to ensure that the level of effort and engagement is equal from all parties.
 - Manage communications and deal with all correspondence and enquiries from the team members, UN agencies, missions, draft replies or take actions as appropriate;
 - Help organize and participate in the SDG16 NT meetings and the two SGs meetings; promote Government-NGOs, UN/donor dialogue at all levels to achieve mutual understanding and facilitate information sharing on the SDG16.
- Support the development of an action plan to implement the SDG16 by the National Team (NT) and the two Sub-Groups (SGs), focusing on the following results:
 - Support the NT and SGs to develop an SDG16 action plan for 2019-22 with detailed activities for the years 2019/20.
 - Highlight in the action plan the alignment of Palestine’s human rights treaty obligations and existing PA strategies (NPA and relevant sectorial strategies) with the objectives and indicators linked to SDG16.
 - Ensure the integration in the plan of all the actions currently planned and implemented by national (PA institutions and CSOs) and international stakeholders in support to the implementation of SDG16.
 - Identify and include in the plan any gaps in terms of activities needed to implement the SDG16 objectives.
- Ensure the update and the monitoring of all relevant indicators focusing on the following results:
 - Ensure that the NT update the SDG16 indicators list with 2016/17 baselines with links to the implementation plan including the localized indicators (where needed)
 - And prepare a final report showcasing Palestine experience in the implementation and monitoring of the SDG16 targets in close coordination with head of the NT.
- Undertake any other duties as required by the head of the SDG16 NT in relation to the work of the national team.

3) TARGET GROUP

SDG16 National Team

4) DELIVERABLES

- SDG16 action plan for 2019/2022 with detailed activities for the years 2019/20;
- 6 National Team meetings (on per month);
- 12 Sub-Group meetings (two meetings a month);
- Updated indicators list with 2016/17 baselines and localized indicators (where needed); and,

- Final report showcasing Palestine experience in the implementation of the SDG16 targets, and the team list of meetings and deliverables for the remaining months of 2019.

5) REQUIREMENTS FOR THE SUCCESSFUL COMPLETION OF THE ASSIGNMENT

The SDG 16 National Team Coordinator should work in close coordination with MOJ/Head of the National Team and Sawasya MOJ's focal point to accomplish the following.

- NT and the SGs meetings are taken place regularly, and all members have the relevant documents needed for the successful conduction of the meetings.
- Minutes of meetings (MOM) are drafted and meetings follow-ups are done timely to finalize the MOM and share it with all the members within three to five days of the meetings.
- The final 2019/2022 implementation plan of the SDG16 is ready and shared widely, and the various activities are integrated in the work plans of the individual institutions of the NT.
- Updated indicators list including 2016/17 baselines and the localized indicators produced by end of May.
- A report showcasing Palestine experience in the implementation of the SDG16 targets is ready by June.
- A clear work plan/list of meeting for the SDG16 NT for the remaining of 2019.

6) PAYMENT TERMS

Payments will be made upon approval of the deliverables on monthly bases.

Deliverables	Length	Approval	Payment
Outlined national team meetings First NT meeting and two SGs minutes of meeting (MOM).	Month 1	Sawasya II MOJ's focal point	15%
- Draft SDG16 action plan with clear actions, responsibilities, and assigned budgets - Second NT and SGs MOM	Month 2	MOJ/head of the national team and Sawasya II MOJ's focal point	15%
Final adapted SDG16 action plan Third NT and SGs MOM	Month 3	MOJ/head of the national team and Sawasya II MOJ's focal point	15%
Updated indicators list including 2016/17 baselines	Month 4	MOJ/head of the national team and Sawasya II MOJ's focal point	15%
Report highlighting Palestine experience in the implementation of the SDG16 targets.	Month 5	MOJ/head of the national team and Sawasya II MOJ's focal point	15%
- Final report on the progress of the SDG16 NT work - SDG16 NT work list of meetings and deliverables for the remaining of 2019	Month 6	Sawasya II	20%



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7) COMPETENCIES

Functional Competencies

- Knowledge and understanding of UN/UNDP's work and/or other multicultural/bilateral actors' works and roles related to Governance; Development and Human rights;
- Ability to write and communicate in a clear and concise manner;
- Builds strong relationships with clients and external actors;
- Ability to provide analytical inputs to strategic planning, results-based management and reporting;
- Strong understanding of the role of monitoring, measurement and statistics in the current governance/development agenda;
- Ability to formulate and manage work plans, budgets, and monitoring of indicators;
- Communicates effectively with staff at all levels of the organisation;
- Acts with tact and diplomacy;
- Proves outgoing and comfortable in handling external relations at all levels;
- Possesses the ability to convey difficult issues and positions to senior officials and counterparts.

Corporate Competencies

- Demonstrates integrity by modelling the UN values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP and SDGs
- Excellent analytical and organisational skills
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

8) EXPERIENCE AND QUALIFICATION REQUIREMENTS

The below experience and qualification requirements apply to this role.

Education

- At least a university degree in the field of Business Administration, Political Science, International Relations or any other related field

Experience

- At least 4 years professional work experience in the governance sector;
- Proven experience in a similar coordination role, writing work plans, and monitoring indicators;
- At least one previous experience working on SDG16.

Languages

- Fluency in Arabic and English, both written and oral

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 confidentiality



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ANNEX II

INSTRUCTIONS TO APPLICANTS

1. Introduction

UNDP/PAPP seeks technical proposals from qualified individual consultants to coordinate the work of SDG 16 National Team as outlined under the Terms of Reference.

2. Documents comprising the Technical and Financial Proposals

Interested individual consultant must submit the following documents/information, which comprises the Technical & Financial Proposals:

- (i) Provide Curriculum vitae form including past experience in similar projects and contact details of referees;
- (ii) Completed financial proposal form, found under Annex III: the financial proposal is all-inclusive and shall take into account various expenses incurred by the consultant while fulfilling its mission (e.g. transportation cost...).

3. Evaluation

Preliminary examination

UNDP/PAPP will examine the Proposals to determine whether they are complete, and whether they are substantially responsive to the qualification and experience minimum requirements. A Proposal determined as not substantially responsive will be rejected by UNDP/PAPP and may not subsequently be made responsive by the Applicant by correction of the non-conformity.

Detailed examination

Individual consultants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications and financial proposal.

Only those candidates who will obtain min. 49 points for the technical evaluation will be assessed for the financial proposal evaluation.

Individual Contractor (IC) will be evaluated based on **Cumulative Analysis**. The respective weight of the proposals are:

- Technical Criteria weight; **[70%]**
- Financial Criteria weight; **[30%]**

Criteria	Weight	Allocated Points
<u>Technical competence</u>	70%	
<p>Level of Expertise:</p> <ul style="list-style-type: none"> • Criteria 1: At least a university degree in the field of Business Administration, Political Science, International Relations or any other related field <ul style="list-style-type: none"> - Bachelor 5 points - Master 10 points - PHD 15 points • Criteria 2: At least 4 years professional work experience in the governance sector <ul style="list-style-type: none"> - 4: 10 points - 5 to 6: 15 points - More than 6 20 points • Criteria 3: At least one previous experience in a coordination role, writing work plans, and monitoring indicators: <ul style="list-style-type: none"> - 1 experience 10 points - 2 to 3 15 points - More than 3 20 points • Criteria 4: previous work experience on SDGs <ul style="list-style-type: none"> - 1 experience 5 points - 2 to 3 10 points - More than 3 15 points 		70
<u>Financial</u>	30%	
TOTAL SCORE Technical Score * 70% + Financial Score * 30%		



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ANNEX III

FINANCIAL PROPOSAL FORM

Subject: SDG 16 National Team Coordinator – Ministry of Justice

Your financial offer in USD shall specify **a lump sum figure all-inclusive** and shall take into account various expenses incurred during the contract period and shall form the amount of the resulted contract between the winning Consultant/Contractor and UNDP. No other entitlements will be considered after submission of financial proposals.

The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, all envisaged travel (such as but not limited to all travel to join duty station/repatriation travel), per diems/daily allowances). Fee Breakdown should be attached under a separate sheet.

Description	Fee (USD)
Total Lump Sum (all inclusive) in USD – in numbers	
Total Lump Sum (all inclusive) in USD – in words :	
Name & signature of applicant :	
Date:	



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ANNEX IV
INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Attached and available on
<http://www.ps.undp.org/content/papp/en/home/operations/procurement.html>