



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 03 April 2019

Country: Solomon Islands

Description of the assignment: International Consultant –External Evaluation of the Peace Building Fund

Project name: Peace Building Fund Phase II

Period of assignment/services (if applicable): 30 working days from 29 April 2019 – 11 June 2019 (20 days in Solomon Islands and 10 days home Based)

Proposal should be submitted at the following address

https://jobs.undp.org/cj_view_job.cfm?job_id=84470 no later than **17 April 2019**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail at sereyvattana.chan@undp.org or soi.procurement@undp.org. The UNDP Office will respond in writing or 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 consultants.

1. BACKGROUND

In view of the RAMSI¹ drawdown and the need to maintain peace and stability, the Government of Solomon Islands, UNWOMEN & UNDP are jointly implementing the Consolidating peace, stability and social cohesion project in Solomon Islands. The project aims to support sustaining peace in Solomon Islands post RAMSI and election period through inclusive implementation of solutions addressing impediments to peace and development as identified in the national communique and agreed at the national / provincial dialogues, women and youth summits.

The project aims to build consensus and facilitate initiatives to address key peacebuilding challenges such as on reparations/reconciliation; land disputes; governance and social cohesion, in an inclusive manner, taking into account the voices of women and youth together with men. It

¹ Regional Assistance Mission to Solomon Islands - created in 2003 in response to a request for international aid by the Governor-General of Solomon Islands. The mission officially ended on 30 June 2017

will also help establish and institutionalize structures at the provincial level to help address the key peacebuilding challenges.

The current Project is a PBF funded initiative and is in its second phase from 2018-2019, building on an initial PBF Project from 2016. In order for the Peace Building Fund (PBF)-[Phase-II] project to have an independent credible and concrete information for the contribution and attribution analysis related to the impact of the project, the UN Peace Building Fund II Project will conduct an external evaluation on peacebuilding to generate evidence-based information, especially against the results framework, relevant to peace building, reconciliation and stability. To ensure compliance with the guidelines of the recently launched UNDP Evaluation Guidelines², the evaluation will be conducted by engaging 2 Independent consultants (an International and a National).

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of Evaluation:

The evaluation will consider the overall performance of the PBF Project's support considering the project's result framework and other strategic priorities spelled out in project document. The broad questions to be answered are based on the OECD DAC evaluation criteria and the UN Evaluation Group standards (including those on gender mainstreaming), which have been adapted to the context at hand as follows:

- Relevance & Appropriateness
- Efficiency:
- Effectiveness:
- Impact/Sustainability/Ownership:
- Key lessons learned and recommendations

For detailed information, please refer to Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

² <http://web.undp.org/evaluation/guidance.shtml#handbook>

A Masters in Social Sciences, Law, Public Policy, Political Science, Peace Studies or related field. A combination of a Bachelor's degree with an additional 5 years of relevant work experience may be accepted in lieu of the Masters' degree.

II. Years of experience:

- Proven record of conducting similar assessments
- At least 5 years' experience of senior advisory or managerial role in peace building and post conflict resolution activities.
- Experience dealing with UN agencies, non-profits or advocacy campaign
- Demonstrated ability to work independently and adhere to deadlines

III. Competencies:

- Good listening skills
- Strong drafting skills
- Ability to discuss sensitive topics at any level, from village to provincial to ministerial stakeholders using various public platforms
- Familiarity with current government policy and strategy in terms of reparations
- Ability to work as part of a multi-sectoral, cross-cultural team
- A sound comprehension of conflict and gender sensitivities
- Excellent communication skills (both written and oral), with fluency in English
- Focuses on impact and results for the client and responds positively to feedback.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- **Cover letter** explaining why you are the most suitable candidate for the advertised position, a concise description of the bidders understanding of the consultancy assignment, a summary of the comments on the TOR, and a **brief methodology** on the proposed approach and conduct of the required work.
- **Updated and signed P-11 along with your CV** to include qualifications/competencies and relevant past experience in similar projects and contact details of 2 professional referees who can certify your competencies, professionalism, quality of writing, presentation and overall suitability to this TOR
- Individual consultants will be evaluated based on a combination of factors including cover letter, the credentials on offer and brief interview (optional) and the offer which gives the **best value for money for the UNDP**.
- **Please duly fill the below financial proposal and attach to the last page of the CV along with all other required documentation above.**

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 criteria specific to the solicitation.*

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

*Only candidates obtaining a minimum of **49** point of Technical Evaluation would be considered for the Financial Evaluation.* The total score for each offeror will be calculated independently by this formula:

Total Score = Technical Score + Finance Score x 0.3

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS