

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: October 30, 2019

Post Title:	Individual Contractor (IC) – Writer – Regional Synthesis Report on Volunteering in the Arab States
Starting Date	20 November 2019
Duration:	5 working days from contract signature date
Location:	Home-based, optional: one mission to Amman
Project:	The United Nations Volunteers (UNV) programme
Requisition Number:	
National or International consultancy	International Consultant
Is this a LTA (yes/no)?	No

I. CONTEXT/BACKGROUND

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UN Volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity, as well as the values that sustain it: free will, commitment, engagement and solidarity. UNV is headquartered in Bonn, Germany with an office in New York and has five regional offices in Amman, Bangkok, Dakar, Nairobi and Panama.

The Volunteer Advisory Services Section (VASS) enhances UNV's proactive capacity to mainstream volunteerism into peace and development initiatives based on the vision of a global knowledge and policy hub on volunteerism. VASS leads the implementation of United Nations General Assembly resolution (A/RES/70/129) "Integrating volunteering into peace and development: the plan of action for the next decade and beyond" (hereinafter the Plan of Action) in close collaboration and coordination with the Regional Offices and hosts the Plan of Action Secretariat.

The Plan of Action takes a three-tier approach at the national, regional and global level to promote volunteerism as an accelerating factor to help achieve sustainable development through multi-stakeholder engagement ranging from governments and civil society to the private sector and academia. 2018 focused on supporting UN Member States to conduct a national situation analysis (NSA) on volunteering. This was compiled and synthesized in five regional reports to be presented and discussed in regional stakeholder consultations in 2019. Based on these five synthesis report, the five Plan of Action regional consultations were carried out on the sidelines of the Regional Forums for Sustainable Development (RFSD) in Geneva (Switzerland) for the UNECE region, Bangkok (Thailand) for the ESCAP region, Beirut (Lebanon) for the ESCWA region, Marrakech (Morocco) for the ECA region and Santiago de Chile (Chile) for the ECLAC region.

The scope of this assignment is the compilation of available data for the ESCWA region, which includes the Regional Synthesis and other documents produced by UNV on the role of volunteering in the ESCWA region. One of the key messages from the ESCWA Regional Consultation on the Plan of Action (Beirut, April 2019), and as recommended

by stakeholders, there is a need to collect more evidence on how volunteering contributes to the SDGs in the Arab States. Accordingly, the UNV Regional Office for Arab States and ECIS (UNV RO ASECIS) is organizing a regional consultation on reimagining volunteering in the Arab States on 27th November 2019. Identified evidence from this event will feed into the Global Technical Meeting to be held at the 2020 High-Level Political Forum. For more information on UNV and the Plan of Action, please visit the website at www.unv.org and www.unv.org/planofaction

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Main objectives, responsibilities and description of the proposed analytical work

Under the overall guidance by the Plan of Action Coordinator and in close collaboration with the relevant colleagues at UNV Regional Office Arab States, Europe and CIS, the consultant will compile a Voluntary National Reviews of Iraq 2019, regional synthesis report for Arab states, and synthesis report of the ESCWA Regional Consultation on the Plan of Action (Beirut, April 2019) in line with UNDP editorial guidelines. The scope of the latter will be jointly reviewed and agreed between UNV (HQ and Regional Office) and the consultant. Macro-level content analysis is currently being carried out by the UNV Regional Office to feed into the draft report structure that exists, and all the key content will be provided to the consultant writer who will support developing key messages in the Arab States. The compilation of evidence report will form the basis of an outline of the regional consultation on reimagining volunteering in the Arab States on 27th November 2019. The total length of the report is expected to be 8 pages, including the cover page, acknowledgement, table of content and references. The report will be written in English by the consultant and will also be published in Arabic.

III. EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Target Due Dates	Expected number of working days for each deliverable	Review and Approvals Required
<p><u>Key deliverable 1.</u> Finalization of the work plan and the sequencing of report production: The consultant will work closely with the Communications Associate of the UNV Regional Office in Amman to specify each chapter's main and supporting messages and to finalize on the structure, coherence and length of each chapter, ensuring that the messages are clear and prominent and that the storyline is logical and engaging. The consultant and the Communications Associate will agree on a plan for structural and substantive edits and identify gaps and refinements for all the content, including text, figures, tables and boxes.</p> <p>Inception plan agreed based on the of the Plan of Action Synthesis report for the ESCWA region, the Outcome Document of the ESCWA Regional Consultation and other relevant existing evidence received, bilateral discussions with the Communication Associate of the UNV Regional Office Amman and desk review of other evidence materials available on volunteerism</p>	20 November 2019	1	UNV Regional Manager to review and approve all deliverables

<p>Key deliverable 2. Submission of the initial draft with staggered deadlines for the report: Based on the plan agreed, produce compilation of evidence regional synthesis report on volunteering with a view to ensuring: clarity and continuity of the argument and focus of the reports; a logical and engaging storyline; clarity of structure; internal consistency, both intellectual and stylistic; balance; length; general readability and accessibility to a broad readership worldwide, bearing in mind that the target audience is both UN and non-UN partners. The focus is to highlight regional trends clearly and substantively based on the contextualization, while ensuring overall consistency with the style of the Plan of Action Synthesis report for the ESCWA region, the Outcome Document of the ESCWA Regional Consultation on the Plan of Action (Beirut, April 2019), and other existing evidence.</p>	23 November 2019	3	
<p>Key deliverable 3. Finalization of the report by 13 November 2019 before the Regional Consultation on Reimagining Volunteering in the Arab States on 27th November 2019: Reflect the feedback and inputs gathered from UNV accordingly and conduct final edits in order to make a final submission. Description of Responsibilities (scope of the work)</p>	25 November 2019	1	

IV. INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP;
- S/He shall perform tasks under the general guidance and supervision of UNV Regional Manager and the technical advice of the Programme Analyst- Volunteer Advisory Service. The supervision will include approvals/acceptance of the outputs as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UNV colleagues;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment to monitor progress;
- The individual is required to maintain close communication with UNV on regular and needed basis at any period throughout the assignment to monitor progress. In the event of any delay, s/he will inform UNDP and UNV promptly so that decisions and remedial action may be taken accordingly;
- 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.

V. DURATION OF THE WORK

The duration of the work is expected to be 5 working days from contract signature date

VI. DUTY STATION

The assignment is home-based, with possible travel to countries in the Arab region for sake of consultation.

TRAVEL PLAN

All travel costs should be included in the financial offer

City, County	Duration	Number of Missions	Number of Travel Days for Each Mission	No. of Round Economy Tickets
Home based- Amman- Home based	5 working days	1	3	1

If unforeseen travel outside the consultant duty station is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualifications:

- Master's degree in innovation, finance, or other closely related field.

II. Years of experience:

- Minimum 10 years of previous working experience in research and development within the development sector, or any other closely related field with international or regional organizations; including preparing reports on the topic.
- Previous working experience with the United Nations (UN)

III. Language Requirements:

- Language proficiency in both written and oral English is required. Knowledge of in other UN languages, particularly Arabic, is an asset.

IV. 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*
 - Proven technical and intellectual skills in understanding and interpreting regional, national and local green financing issues;
 - Ability to understand and analyze and political dynamics in the region;
 - Demonstrated ability for facilitation and coordination skills;
 - Demonstrated entrepreneurial abilities and demonstrated ability to work in an independent manner;
 - Background knowledge about the SDGs, United Nations and UNDP;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
 - Excellent drafting and formulation skills;
 - Excellent computer skills especially Word, Excel and PowerPoint;
- *Leadership*
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated intellectual leadership and ability to integrate green finance with broader strategic overview and corporate vision;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
 - Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- *Managing Relationships*
 - Demonstrated ability to develop and maintain strategic partnerships;
 - Demonstrated well developed people management and organizational management skills;

- Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.
- *Managing Complexity*
 - Ability to address global development issues;
 - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.
- *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.
- *Judgment/Decision-Making*
 - Mature judgment and initiative;
 - Proven ability to provide strategic direction to the project implementation process;
 - Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

VIII. FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, travel cost.... etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

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, noting that the maximum number of working days for this assignment shouldn't exceed 25 working days.

Milestone	Estimated due date	Expected number of working days for each deliverable	Payment
Report providing UNDP recommendations to enhance the development of the IPREME platform and ways it could connect to UNDPs country level activities in the region.	Due on 25 November 2019	Up to 5 working days in total	100% After submission of the final report

IX. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all 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) **Technical Proposal** (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner);

Interested candidates shall submit above documents to the Job Advertisement Website:

https://jobs.undp.org/cj_view_jobs.cfm as one document not later than 5 November 2019

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notice.undp.org/>

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

X. CRITERIA FOR SELECTION OF THE BEST OFFERS

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 requirements will progress to the pool for shortlisting:

- **Criteria A:** Master's degree or equivalent in innovation, finance, or any other development related field;
- **Criteria B:** Minimum 10 years of previous working experience in innovation and finance, or any other related field with international or regional organizations;
- **Criteria D:** Language proficiency and writing skills in English

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

Technical evaluation Criteria max 100 points (Weighted 70):

- **Criteria A:** Master's degree or equivalent in innovation, finance, or any other development related field (20 points);
- **Criteria B:** Minimum 10 years of previous working experience in innovation, finance, or any other related field with international or regional organizations, including development of reports on the topic (40 points);
- **Criteria C:** Previous working experience with the United Nations (UN) (15 points);
- **Criteria D:** Language proficiency and writing skills in English (10 points);
- **Criteria D: Technical proposal 15 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 the desk review and the 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.

XI. APPROVALS

This Procurement Notice is certified by:

Signature _____

Name _____

Designation _____

Date of Signing _____

This Procurement Notice is approved by:

Signature _____

Name _____

Designation _____

Date of Signing _____