



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14th March, 2014

Country: Multi-Country Office (MCO) Fiji

Description of the assignment: Individual consultant

Project name: UNDP Fiji MCO Individual Consultant(IC) Pre-Approved Roster

Period of assignment/services (if applicable): Up to 3 years for Long Term Agreement

Duration of Initial Contract: Various short-term consultancy assignments

Languages Required: English and preferably one other UN Language

Proposal should be submitted by email to procurement.fj@undp.org no later than **11th May, 2014** (Fiji Time). Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Fiji MCO Procurement Unit 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 all consultants.

1. BACKGROUND

UNDP is working with countries throughout the Pacific to deepen democratic governance. The challenge is to develop institutions and processes that are more responsive to the needs of ordinary citizens, including the poor, and that promote development. UNDP helps countries strengthen electoral and legislative systems, improve access to justice and public administration and develop a greater capacity to deliver basic services to those most in need. Through its programmes, UNDP brings people together, fostering partnerships and sharing ways to promote participation, accountability and effectiveness at all levels. UNDP aims to provide assistance to build effective and capable states that are accountable and transparent, inclusive and responsive.

UNDP country offices are almost always faced with the challenge of finding adequate human resources with the required technical expertise in the short time-frame. In addition UNDP Fiji MCO procurement Unit is at the forefront of receiving regular requests from implementing partner or program colleagues within UNDP Fiji MCO parishes asking for the quick identification of IC with specific expertise for durations ranging anywhere from a few days to a few months.

In this regard, UNDP Fiji MCO is inviting interested individuals to submit a proposal (including up-to-date curriculum vitae, and a 500 word description about previous experiences in applying key skills that are relevant to this Terms of Reference. The Fiji on this pre-approved roster would comprise of vetted capable and qualified individuals who can be called upon and, subject to availability, be deployed to provide specific technical support during different stages of the project cycle.

A screening procedure will be applied to select the prospective applicants that will be registered in an UNDP MCO Fiji Experts Roster. This roster will be maintained for a period of 3 years. Towards the end of the third year another round of screening and selection will be carried out to update the roster.

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

A. Profile: Governance and Stabilization:

- **Technical support** including gender sensitive legislation and budgeting, women and decision making, constitutional reform, Local Government and decentralization, E-Governance (IT application), Electoral (election) process, Legislative drafting, Parliamentary development, Human rights, Civil Society (social mobilization), Justice Sector reform, Judicial Institutions, Anti-Corruption, Rule of Law/traditional and Customary law.
- **Support to political transitions** including Constitution processes in rapid transitions; violence risk assessment in electoral contexts; Parliaments role in transitions and peace building; Political Parties in transitional contexts;
- **State building and Core Governance functions in the aftermath of conflict** including Taxation, PFM and Natural Resources Management;
- **Local Governance, local level stabilization and support to secure the social contract** including local governance aspects post crisis recovery; citizen security; gender and service delivery in post-conflict; local level peace building and support to local authorities in post-conflict recovery);
- **Recovery and Transition Planning; Service Delivery;**
- **Enhancing inclusive transitional processes** including empowerment of crisis victims and marginalized groups, especially women; building civil society coalitions in crisis contexts.

B. TASKS & RESPONSIBILITIES

The prospective IC that will apply for inclusion in UNDP Fiji MCO Pre-Approved Roster should be able to fulfill all or a combination of the any of the above activities, and in that regard should have expertise in performing the following tasks:

- Consultants will provide advisory support to clients (UNDP offices, national project teams, and national stakeholders including governments, civil society organizations and affected communities) in areas of governance and stabilization. Specific reporting and working relationships will be specified at the time of contracting.
- When demand arises in a particular thematic area, pre-selected consultants are called upon to provide demand-driven advisory services, access to knowledge, and technical backstopping to UNDP Country Offices. The range of tasks for the consultant vary according to the assignment and may include research, diagnostic missions, provision of strategic advice, capacity assessments and capacity development activities, strategic development and implementation of projects and policies, on-site support to programme identification and development, monitoring

and evaluation, legislation drafting, negotiation and coordination with public/private partners and stakeholders, partnership development, community engagement and outreach. Consultants will perform their duties from home combined with the in-country missions and/or project site visits (per request of the UNDP Country Office).

- Consultants are expected to attend relevant meetings and workshops at the country level, including stakeholder consultations, inception and validation meetings. Requirements for specific competencies, qualifications, duties and responsibilities will be outlined in assignment TORs.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The preferred IC should have the following qualifications and competencies:

Education:

- Advanced university degree (Master or PhD) relevant to the thematic area.

Experience:

- At least 7 years of progressively responsible experience in managing development-related projects including direct work experience in country-specific settings, particularly those in crisis-affected, post-crisis and/or fragile situations;
- Extensive technical knowledge relevant to the thematic area;
- Region specific experience;
- Pacific Island Country working experiences (desirable);
- Proven history of policy development and publication in the area of governance in crisis-affected and fragile countries (desirable);
- Proven intellectual and practical capacity to understand and interpret national development issues, particularly in crisis-affected, post-crisis and/or fragile settings;
- Excellent negotiation and advocacy skills;
- Theoretical and practical experience in drafting, implementing, monitoring and evaluating public policies, strategies or concepts relevant to the selected thematic area;
- Proven and recent experience with technical assistance for project development, implementation, management and/or evaluation;
- Excellent drafting and formulation skills; proven record of drafting official reports or papers/studies in the selected area;
- Experience working as a public official in the selected area or working/collaborating with the government is a plus;
- UN experience an asset;
- Experience with training and facilitation is an asset.

Additional Qualifications and Experience:

- Excellent knowledge of development issues and internationally-agreed development goals;
- Good knowledge of social networks and mobile technologies;
- Excellent oral and written skills to develop knowledge products in relevant areas;
- Good knowledge of the socio-economic and political situation of the countries in the different regions.

Languages:

- Fluency in spoken and written English is essential with knowledge of another UN Language a plus.

Core Competencies

- **Ethics & Values:**
 - Demonstrating / Safeguarding Ethics and Integrity;
 - Demonstrates and promotes the highest standard of integrity, impartiality, fairness and incorruptibility in all matters affecting his/her work and status.
- **Organizational Awareness:**
 - Demonstrate corporate knowledge and sound judgment understands the structure and hierarchy of UN/UNDP, process flows throughout the organization, products and services, their measures of effectiveness, and perceptions of clients.
- **Developing & Empowering People/Coaching and Mentoring:**
 - Self-development, initiative-taking;
 - Takes appropriate risk in developing new or adapting existing methods and approaches to more effectively perform tasks or to solve problems in new and unique ways.
- **Working in Teams:**
 - Acting as a team player and facilitating team work;
 - Works collaboratively with colleagues inside UN/UNDP as well as its partners and other stakeholders to pursue common goals.
- **Communicating Information and Ideas:**
 - Facilitating and encouraging open communication in the team, communicating effectively;
 - Delivers verbal/written information in a timely, clear, organized and easily understood manner.
- **Self-Management & Emotional Intelligence:**
 - Creating synergies through self-control tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively.
- **Conflict Management/Negotiating & Resolving Disagreements:**
 - Managing conflict;
 - Remains calm, composed and patient, regardless of his/her own state of mind in the face of conflict.
- **Knowledge Sharing & Continuous Learning:**
 - Learning and sharing knowledge and encourage the learning of others;

- Demonstrates commitment to ongoing professional development and keeps abreast of new developments in his/her professional field.
- **Appropriate and Transparent Decision-making:**
 - Informed and transparent decision making;
 - Accepts responsibility and accountability for the quality of the outcome of his/her decisions.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individuals (individuals, not firms) must submit the following documents/information to demonstrate their qualifications:

(a) Technical Profile;

- (i) One page essay explaining why the applicant is interested in being included in the UNDP MCO Fiji Expert Roster (stating personal benefits); and, what added value he/she can provide to UNDP.
- (ii) A clear identification of the thematic areas from above. If applicable, it is possible to select a secondary thematic area(s);
- (iii) A 500 word description of a project, successfully implemented by the applicant that reflect his/her core qualifications, skills and expertise to any/all of the three general categories of required services provided by UNDP (technical/policy support, project management and oversight, and M&E).

(b) Financial Proposal;

(c) CV including academic background, relevant work experience, and 3 references

5. FINANCIAL PROPOSAL

Contracts based on daily fee

The financial proposal will specify the daily fee in US Dollars. Payments are made to the Individual Consultant based on the number of days worked payable against assigned deliverables.

Travel

In the case of unforeseeable travel, payment of travel costs including economy-class tickets, lodging and terminal expenses should be agreed upon, between the respective UNDP MCO Fiji and Individual Consultant, prior to travel and will be reimbursed. Lump sum payment will be the modality used for reimbursement of travel costs.

6. EVALUATION, SELECTION CRITERIA AND PROCESS:

The evaluation of each applicant will be based on a set of selection criteria. Using the information provided in their respective submitted documents, the applicants will each be evaluated for each criterion and scored. The total scores will be used in ranking the applicants. Those who pass minimum passing scores at 70% will be considered technically qualified and included in the roster.

| Criteria | Points |
|--|------------|
| Expertise/Relevant Knowledge | |
| Academic qualifications, demonstrated specialized knowledge in one or more of the requested areas | 30 |
| Experience in sharing knowledge of expertise area, including making presentations , proving text for technical reports, publications, articles and communication/advocacy materials ≥ 10 in the last 5 years | 10 |
| Work Experience | |
| Experience in international cooperation (desirable in Pacific Island Countries, particularly in the design and implementation, ≥ 10 years | 20 |
| Number of trainings conducted and/or training tools developed / papers and reports developed over the last 5 years, ≥10 workshops over last 10 years | 10 |
| Other | |
| Language requirement is English, 5 points for each additional language relevant/useful to the country and up to 10 points max. | 10 |
| Strong, positive references indicating healthy working relationships, professionalism, integrity, and other UN values | 10 |
| Competencies | 10 |
| Total | 100 |

Shortlisted candidates may be requested to participate in an interview with a selection panel

Note:

Short-listed applicants would be required to complete and submit a UNDP P.11 Form (template to be provided by UNDP at a later date).

- **Consultants selected for the roster will be working with the UNDP Fiji MCO Project Managers/Coordinator or with Country Offices located in UNDP Fiji MCO parish. Reporting arrangements will vary by task and could include reporting to the relevant Regional Technical Advisors/project Managers. Coordinators of UNDP and/or UNDP Multi - Country Office in Fiji.**
- Qualified women and members of minorities are encouraged to apply.
- Incomplete applications will not be considered. Please make sure you have provided all requested materials.
- 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 dss.un.org.

ANNEX 1- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS