



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 helps countries prevent armed conflict, alleviate the risk and effects of disasters from natural hazards and build back better and stronger when crises happen. Building resilience to conflicts and disasters is at the very heart of UNDP's work. When a crisis strikes, UNDP ensures that while the humanitarian response focuses on the immediate lifesaving needs of a population, those responsible also work towards longer-term development objectives.

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 experts on this 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.

The IC would be based with the Pacific Financial Inclusion Programme (PFIP), which is a joint programme of the United Nations Capital Development Fund (UNCDF) and United Nations Development Programme

(UNDP) with additional funding support from the Australian Agency for International Development (AusAID) and the European Union/Africa, Caribbean and Pacific Microfinance Framework Programme (EU/ACP). The purpose of the PFIP is to increase access, by low income and rural people to sustainable, appropriate and affordable financial services in the Pacific Island Countries (PICs) by providing technical advice and assistance to public and private stakeholders as well as performance-based grants to financial service providers. The primary countries of focus of the PFIP are Fiji, Papua New Guinea (PNG), Samoa, Solomon Islands, Tonga and Vanuatu. PFIP also provides technical support to a similar multi-donor effort in Timor-Leste managed by UNCDF. The PFIP is managed by the Pacific Financial Inclusion Adviser (PFIA) assisted by the Pacific Financial Capacity Advisor (FCA), based in the UNDP Pacific Centre in Suva, Fiji. The PFIP reports to an Investment Committee consisting of its donors and the Pacific Islands Forum Secretariat. www.pfip.org

A screening procedure will be applied to select the prospective IC that will be registered in an UNDP Fiji MCO Pre-Approved 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. PROFILE, SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

A. Profile: Micro insurance and Financial Competency = Measurement & Impact Assessment:

- **Micro-insurance** including technical assistance for the design, implementation and evaluation of strategies and methodologies in the following areas of financial inclusion:
 - Development of the micro-insurance market in Fiji
 - Contributing to PFIP's knowledge products
- **Financial Competency Measurement and Impact Assessment** including technical assistance for the design, implementation and evaluation of strategies and methodologies in the following areas of financial inclusion:
 - Financial competency measurement and national strategy formulation
 - Measurement of socio-economic impact of financial education programmes and specific financial services including mobile and electronic banking

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:

IC will provide advisory support to clients (UNDP offices, national project teams, and national stakeholders including governments, civil society organizations and affected communities). 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 IC 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. IC will perform their duties from home combined with the in-country missions and/or project site visits (per request of the UNDP Country Office). IC 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:

- Postgraduate qualification finance, business, economics, accounting and other qualification relevant to the thematic area

Experience:

- *Five years insurance industry expertise and three years of microinsurance expertise, actuarial qualification.*
- *Experience working with community based and rural initiatives, including those related to microinsurance in the Pacific;*
- *Experience working for insurance institutions, including new product design and/or introduction in efforts to reach rural and poor populations;*
- *At least 10 years of professional experience with proven competence in any of the areas (Financial Competency Measurement and Impact Assessment) detailed in the scope of work.*
- *Extensive experience in managing and consulting inclusive finance programmes in the specific field detailed in the scope of work and in the Pacific.*
- *Strong proven functional skills in analytical writing skills, and producing reports and other material, training, advice, coaching, diagnostics, research and assessments, design, operations managements*
- Extensive technical knowledge relevant to the thematic area;
- Region specific experience (Pacific Island Country working experiences is desirable)

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;

Languages:

- Fluency in spoken and written English is a must, 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 UND 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 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).

- **IC selected for the roster will be working with the UNDP MCO Fiji Project Managers/Coordinator or with Country Offices located in UNDP MCO Fiji 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