



UNITED NATIONS • NAÇÕES UNIDAS

MOÇAMBIQUE

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 March 2014

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**Country:** Mozambique

**Description of the assignment:** Individual Consultant/Team Leader – UNDAF Mid-Term Review and Strategic Reflection

**Project name:** “UNDAF Mid-Term Review and Strategic Reflection”

**Period of assignment/services (if applicable):** June 2014 (indicatively 30 working days)

*Proposals should be submitted via website <http://jobs.undp.org> no later than 26<sup>th</sup> May 2014.*

*Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail [linda.wallin@one.un.org](mailto:linda.wallin@one.un.org) with copy to [rodrigo.cina@undp.org](mailto:rodrigo.cina@undp.org), we 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.*

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### 1. BACKGROUND

The United Nations Development Assistance Framework for Mozambique (UNDAF) 2012 – 2015 is the expression of the UN in Mozambique to support the Government in its final stretch towards the MDG timeframe of 2015. It is the second UNDAF developed under the UN Delivering as One (DaO) pilot in Mozambique but the first one applying One UN programme and One Management Structure. The framework combines the efforts of the 22 UN agencies active in the country to provide focused, effective and efficient support to the Government of Mozambique. Guided by human rights instruments, the MDGs and the internationally agreed Development Goals (IADG), the UNDAF 2012-2015 strives for “Reduced poverty and disparities to improve the lives of the most vulnerable people in Mozambique by 2015” as its overall goal in support of national priorities outlined in the Government’s National Action Plan for Poverty Reduction, the PARP 2011-2014, as well as national sector policies.

Having reached the mid-point of the UNDAF, the UNCT has decided that a midterm review, in form of a light, informative and forward-looking Strategic Reflection should be conducted. The Strategic Reflection, which emphasizes substantive relevance in relation to alignment with national priorities and emerging issues, and effectiveness in terms of optimizing joint delivery, intends to inform both prioritizations during the remaining UNDAF implementation period while also contributing to inform the strategic directions for the next UNDAF.

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

For detailed information, please refer to **Annex 1 - Terms of Reference**.

## 3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Team Leader will be in charge of the satisfactory completion of the assignment and provide guidance to the Team Member. While the Team Member will focus mainly on the review of the economic and social components of the UNDAF, the Team Leader will concentrate on the Governance area and on the Strategic Reflection exercise. Activities and tasks are expected to be performed in a coordinated way and reports and outputs mentioned in the ToRs in annex are all joint reports prepared by the Team of consultants.

The Team Leader will have the following profile:

### I. Academic Qualifications:

- Advanced university degree (PhD, masters and equivalent) in development studies, economics, international relations, or related field.

### II. Years of experience:

- 10 years of relevant international professional experience, including previous substantive involvement in evaluations and/or reviews and strategic planning exercises in a leadership position.

### III. Competencies:

- Excellent knowledge of the UN system and UN common country programming, UNDAF processes and Millennium Development Goals.
- Relevant experience and knowledge of the UN Reform and Delivering as One agenda. Specific experience of the so called pilot countries is considered a strong asset.
- Specialized experience and/or methodological/technical knowledge, including some specific data collection and analytical skills, particularly in the following areas: Results Based Management (RBM) principles; logic modelling/logical framework analysis; quantitative and qualitative data collection and analysis; participatory approaches; organizational effectiveness.
- Experience must primarily relate to management of complex national level M&E frameworks and/or strategic plans involving multiple stakeholders;
- Ample understanding of the Human Rights-Based Approach, Gender and Participatory processes
- Excellent written and spoken English. Portuguese is a strong asset.
- Excellent knowledge of the region. Experience in Mozambique is an asset.

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

#### 1. Proposal:

- (i) Explaining why the candidate is the most suitable for the work (experience, knowledge)
- (ii) Provide a detailed methodology on how he/she will approach and conduct the work

#### 2. Personal P11 form/CV including past experience in similar projects and at least 3 references

#### 3. Financial proposal: including a lumpsum covering all the fees for the consultancy and potential international travels.

See below for more details.

## 5. FINANCIAL PROPOSAL

### **Contract based on Lump Sum**

The financial proposal will specify the lump sum fee.

The cost of the workshop as well as of the domestic travels will be covered by the UN and should NOT be included in the financial proposal.

Payments will be made based on the output/deliverables approved by the Strategic Reflection Team (see ToRs in annex).

## 6. EVALUATION

Responses to this procurement notice should comprise the following separate components:

### 1. Technical proposal.

The proposal shall include:

- a letter of interest, explaining why you consider yourself suitable for the assignment
- Personal CV/UN P11 Form highlighting past experiences in similar projects and work references
- A detailed description of a suggested methodological approach to the assignment

### 2. Financial proposal

Applicants are requested to submit a detailed breakdown of the budget, including a lumpsum for the fees, the potential international travels and all other costs related to the assignment. The costs of the workshop will be covered by the UN and should not be included in the financial offer. The domestic travels (within Mozambique) will be covered by the UN following UN applicable rates and should not be included in the financial proposal.

Payments will be made based on the achievement of defined and agreed outputs. See ToRs in annex for more information.

The proposals will be evaluated based on the following methodology:

### Cumulative analysis

The assessment of the proposals will be made using a combined methodology (technical offer and financial offer). The award of the contract will be made to the proposal 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 70 points would be considered for the Financial Evaluation

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b>1. Technical</b>	<b>70%</b>	<b>100 points total</b>
<b>1.1. Eligibility Criteria</b>		<b>(20 points in total)</b>
Advanced university degree (PhD, masters and equivalent) in development studies, economics, international relations, or related field.		4 points
10 Years of Relevant Experience in management of complex national level M&E frameworks and/or strategic plans involving multiple stakeholders and ample understanding of the Human Rights Based Approach, Gender and Participatory processes, including in a leadership position.		5 points
Excellent knowledge of the UN system and UN common country programming, UNDAF processes and Millennium Development Goals, including relevant experience and knowledge of the UN Reform and Delivering as One agenda. Specific experience of the so called pilot countries is considered a strong asset.		5 points
Excellent written and spoken English. Portuguese is a strong asset.		3 points
Experience in the region. Experience in Mozambique is an asset.		3 points
Experience in managing, evaluating Governance sector programmes		3 points
<b>1.2. Technical Evaluation Criteria</b>		<b>(50 points in total)</b>
The technical proposal shows a good understanding of the ToRs and required work. It clearly defines the steps to be undertaken to achieve each output and a clear chronogram of the activities.		20 points
The technical proposal identifies individuals/focus groups to be interviewed and explains the methodology that will be used to organize and facilitate the workshop.		15 points
The technical proposal shows excellent understanding of Mozambique context and challenges.		15 points
<b>1.3. Interview</b>		<b>(30 points in total)</b>
<b>Financial</b>	<b>30%</b>	

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** – *[to be provided by procurement unit with the individual consultant procurement notice]*

### **ANNEX 3 - P11 Form**