



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5 Jul, 2022

REF No.: IC/022/22

Country: Uzbekistan

Description of the assignment: International Consultant for Terminal Evaluation of UN's Joint Programme on "Establishing the Integrated National Financing Framework in Uzbekistan"

Project Title: Uzbekistan/Inclusive Growth Cluster/JP on "Establishing the Integrated National Financing Framework in Uzbekistan"

Period of assignment/services (if applicable): 35 working days during July/September 2022

Duty station: Home-based

Application Process:

Interested candidates need to apply online at www.jobs.undp.org and upload requested documents in Part 4 of the Procurement Notice no later than July-19, 2022 (New York time). Please combine all your documents into one (1) single PDF document as the system only allows you to upload a maximum of one document. Your online application submission will be acknowledged to your email address provided in the application. If you do not receive an email acknowledgment within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary. Link to the application at the UNDP Job Site - https://jobs.undp.org/cj_view_job.cfm?cur_job_id=107713 (cut and paste into the browser address bar if the link does not work).

You can review detailed Procurement Notice, Terms of Reference, and download templates from the UNDP Procurement Notices Site following the link: http://procurement-notices.undp.org/view_notice.cfm?notice_id=93089 (cut and paste into the browser address bar if the link does not work).

Applications submitted via email, incomplete applications, or received after the closing date (July-19, 2022) may not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at <https://www.undp.org/uzbekistan> UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in

Manage Policy promotes the achievement of gender balance among its staff at all levels. Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

The goal of the programme is to help the Government of Uzbekistan strengthen the overall financing framework for its national development strategies and public finance management. It further aims to create an enabling environment to introduce new forms of public and private finance, while improving the efficiency of its existing financial resources for its development priorities. At this time when important policy reforms, laws and strategies are developed, the programme aims to facilitate the establishment of an Integrated National Financing Framework (INFF) with financial solutions to maximize the development impact of social (with specific focus on social assistance and health sectors) and environmental policies/reforms.

The FE will assess the project performance (in terms of relevance, effectiveness and efficiency), and determine outcomes and impacts (actual and potential) stemming from the project, including their sustainability. The FE will have two primary purposes: (i) to provide evidence of results to meet accountability requirements, and (ii) to promote learning, feedback, and knowledge sharing through results and lessons learned among UNDP and their national partners such as the MOF, MEDPR, as well as other beneficiaries – MOH, General Prosecutor’s Office, Ministry of Education. FE’s outcomes and recommendations will be instrumental for development of new integrated financing for SDGs project proposals for various donors through establishing a sound and well-informed ground for establishment of baselines and conducting an evidence-based situation analysis.

COVID-19 related note. The COVID-19 pandemic has significantly slowed or contracted economic growth for most countries globally and halted, or in some cases significantly reversed, progress on the 2030 Agenda for Sustainable Development. Uzbekistan’s GDP growth in 2020 was suboptimal and poverty levels increased for the first time in two decades as a result of impact of the COVID-19 crisis.

In this regard, UNDP is now seeking an experienced International Consultant for the Final Evaluation of UN’s JP on “Establishing the Integrated National Financing Framework in Uzbekistan”.

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant for Terminal Evaluation of UN’s Joint Programme on “Establishing the Integrated National Financing Framework in Uzbekistan”

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in economics, finance, public administration or public policy, business administration, management, labor economics or other closely related field.

Experience:

- At least 5-years of progressive work experience in the field of public administration, private sector development, rural development, gender and youth issues, development of laws and regulations, methodology and/or analysis;
- Work experience in any development organizations is an advantage.

Corporate Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrating/safeguarding ethics and integrity;
- Demonstrate corporate knowledge and sound judgment, self-development, initiative-taking;
- Acting as a team player and facilitating teamwork;
- Managing conflict and facilitating and encouraging open communication, communicating effectively;
- Creating synergies through self-control;
- Learning and sharing knowledge and encourage the learning of others;
- Promoting learning and knowledge management/sharing is the responsibility of each staff member;
- Informed and transparent decision-making.

Functional Competencies:

1. Communications and Networking

- Has excellent oral communication skills and conflict resolution competency;
- Has excellent written communication skills, with analytic capacity and ability to assess project outputs and relevant findings for the preparation of quality project evaluation reports;
- Demonstrates maturity and confidence in dealing with senior and high ranking members of national and international institutions, government and non-government.

2. Knowledge management and Learning

- Leadership and Self-management;
- Focus on result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure;

- Competent in leading team, if any, and creating team spirit, stimulating team members to produce quality outputs in a timely and transparent fashion.

3. Development and Operational Effectiveness

- Ability to organize and complete multiple tasks by establishing priorities;
- Ability to handle a large volume of work under time constraints.

4. Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position;
- Strives to keep job knowledge up-to-date through self-directed study and other means of learning;

5. Leadership and Self-Management

- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates good oral and written communication skills.

Desired additional skills and competences:

- Relevant experience with results-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to labor/employment change adaptation;
- Experience in evaluating projects;
- Experience working in Central Asian countries;
- Experience in relevant technical areas for at least 5 years;
- Demonstrated understanding of issues related to gender and employment change adaptation; experience in gender responsive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experience within United Nations system will be considered an asset;
- Experience with implementing evaluations remotely will be considered an asset

Language

- Fluency in written and spoken English. Knowledge of Russian will be considered an asset

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)¹ provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#)²);
- c) Brief description of **approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template attached to the [Letter of Confirmation of Interest template](#). If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

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5. FINANCIAL PROPOSAL

The financial proposal shall specify a total lump sum amount. Payment will be made in lump sum upon completion of the tasks/works indicated in the TOR and their acceptance by the Programme Manager Environment and Climate Action Cluster Leader or SPIU of UNDP Uzbekistan as well as submission of payment documents (PEF, CFP, etc.). 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.

¹<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

² http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc

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

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) Lowest evaluated offer of technically qualified candidates.

* Technical Criteria weight; [70 points]

* Only candidates obtaining a minimum of 49 points (70% of technical score) would be considered for the Financial Evaluation.

<i>Evaluation Criteria Matrix</i>	<i>Weight</i>	<i>Max. point</i>
<i>Technical</i>		
A. Educational requirements (desk review)	10%	10
B. Years of professional experience in the area of a project's focus: At least 5 years of experience in relevant field More than 8 and above – 20 points 7-8 years – 16 points 5-6 years – 10 points Less than 5 years is not acceptable (desk review)	20%	20
C. Experience with implementing evaluations at the national and/or sectoral levels, experience in evaluating project in Central Asia (desk review)	20%	20
D. Fluency in written and spoken English is mandatory and knowledge of Russian and Uzbek languages is the strong asset	10%	10
E. Experience and strong knowledge of UN Development Group and UNDP Evaluations Standards is a strong asset	10%	10
<i>Financial</i>	30%	30

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3- [OFFEROR'S LETTER TO UNDP](#) CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL