



UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference

Title of Consultancy: Assistance to Reports Consolidation Consultant

Contract type: Individual Contractor (IC)

Contract duration: 6 months (September 2014-Mars2015)

Place: Tunis

Supervisor: Project CTA, in close collaboration with the Component Experts

I. Organizational Context

On October 23, 2011 the people of Tunisia elected a Constituent Assembly. The CA approved Tunisia's new constitution on January 26 2014, and is acting as its interim parliament. The CA works in an environment of considerable political sensitivity, uncertainty and rapid change.

The UN has received from the interim government a request for three types of assistance:

- **Constitutional Support:** to assist the Constituent Assembly in tasks associated with the preparation of the constitution, with particular emphasis on improving its capacity to reach out to civil society.
- **Parliamentary Strengthening:** to assist the Constituent Assembly in developing essential infrastructure and in developing the capacities of its members and the Secretariat in connection with their legislative, representational and oversight roles.
- **National Dialogue:** to assist civil society in developing its understanding of the constitution building process and its capacity to engage in constructive dialogue on reforms with other stakeholders during the transitional period and beyond.

As part of its planned support, UNDP will set up Support to Constitution Building and National Dialogue in Tunisia, a project to design and deliver assistance in each of these areas.

As more objectives are achieved and the project approaches its final implementation phase, specialized support to the consolidation and harmonization of the data and analysis provided by each project's component becomes more important. On this basis, the project recruits a consultant to support these efforts to comply with its reporting needs as well as with its partner's requests.

II. Objectives and Key Results Expected

Through his/her performance, the consultant is expected to contribute to the elaboration, revision, consolidation and filing of reports and project documents to support the overall objectives of transparency and knowledge sharing.

The following is a list of the main documents to be produced:

- Quarterly UNDP reports
- Annual UNDP reports
- Donor's annual and bi-annual reports
- Activities reports
- Internal documents

Collaboration from the consultant to the elaboration, integration and revision of other project documents, as agreed with the supervisor, can be requested. He/she is also expected to provide a timely response to the different reporting requests, such as reports to the Country Office, to the donor community, reports per activity, etc.

The consultant will also provide support in the elaboration and follow up of Monitoring and Evaluation indicators as required.

Key results expected

- The project's information and documentation is readily available to support transparency and information sharing objectives
- The project's information is harmonized and organized to contribute to knowledge analysis and sharing
- The project's reporting engagements are complied with timely and with complete and updated information
- Reporting documents are timely and correctly filed and readily available

III. Recruitment Qualifications

Education:	Master degree in Political sciences International Relations, Development Studies, Sociology, Public Administration and Management or other relevant field
Experience:	<ul style="list-style-type: none">• Minimum of 5 years of relevant experience at national or international level in hands-on experience with UNDP or other international organizations,• At least 2 years of experience in projects related to democratic governance or transitional processes• At least one year demonstrated experience in reporting and project document elaboration (drafting and writing concept notes, reports, etc) with an international organization• Experience within or in collaboration with the UN system is a strong asset• Understanding of UNDP procedures, rules and regulations is an asset
Languages:	<ul style="list-style-type: none">• Excellent command of written and spoken English;• Working knowledge of French

IV. Competencies

Functional Competencies

- Strong organizational and reporting skills;
- Results oriented, strong team player with outstanding interpersonal and coordination skills;
- Ability to work independently and under pressure and meet deadlines ;
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates openness to change and ability to manage complexities;
- Strong capacity for relationship-building and communication;
- Strong Capacity to think and act strategically including solid editorial strengths;
- Ability to work in close partnership with a wide range of national and international interlocutors;
- Proven capacity of initiative and autonomy;
- Reactiveness in acquiring and providing information;
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships.

Corporate competencies:

- Demonstrates integrity by modeling the UN'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.

V. Evaluation de candidates

The evaluation of received offers has two different phases:

- a. A technical evaluation to determine if the offer is in conformity with the terms of reference
- b. A financial Evaluation to determine the best value for money

These criteria are evaluated as follows:

A.	Technical Evaluation	70%
B.	Financial Evaluation	30%
	TOTAL	100%

A. Technical evaluation

A selection panel will evaluate the candidates competencies accordingly to the following evaluation grid :

Technical Evaluation Notation Grid		PTS
1	Master degree in Political sciences International Relations, Development Studies, Sociology, Public Administration and Management or other relevant field	20
2	Minimum of 5 years of relevant experience at national or international level in hands-on experience with UNDP or other international organizations 5 years.....20pts 5+years.....30pts	30
3	At least 2 years of experience in projects related to democratic governance or transitional processes 2 years.....15 pts More than 2 years.....20 pts	20
4	At least one year of demonstrated experience in reporting and project document elaboration with an international organization	20
5	Command of written and spoken English5 pts Working knowledge of French5 pts	10
TOTAL EVALUATION TECHNIQUE		100 pts

A. Financial evaluation

Only candidates that comply with the technical evaluation with a minimum of 70/100 points will be considered for the financial evaluation.

VI. Conditions and deliverables

Since the project's main need for support concerns quarterly, bi-annual and annual reports, these will be the main deliverables for the consultation and payments will be subject to these deliverables. The format for each report is to be agreed with the supervisor and contents must follow the guidelines of the project's existing documents.

As stated above, the consultant is also expected to provide support for the elaboration and consolidation of other project documents as required. Time management will be agreed with the supervisor to determine the priorities in document elaboration and to set deadlines for completion, delivering and validation.

Time allocated for meeting in the project office for purposes of coordination and supervision will be coordinated with the supervisor.

VII. Payment

Deliverables	Timeline	Payement	Percentage
Draft of project quarterly report	two months after signing the contract	1.	33%
Draft of project bi-annual report	Four months after signing the contract	2.	33%
Draft for project annual report	Six months after signing the contract	3.	34%
TOTAL			100%