



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 04th September 2014

Country: TUNISIA

Description of the assignment: Assistance to Reports Consolidation Consultant

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.

Project name: Appui au Processus Constitutionnel et Parlementaire et au Dialogue National en Tunisie

Period of assignment/services (if applicable): 6 months (September 2014-Mars2015)

Proposal should be submitted by email to procurement.sap-tunisia@undp.org no later than 10 September 2014 at 5 PM Tunisia time.

Any request for clarification must be sent in writing to the email indicated above. The UNDP 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

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.

2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.

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

The consultant will:

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3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master degree in Political sciences International Relations, Development Studies, Sociology, Public Administration and Management or other relevant field.

II. Years of experience:

- 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.

III. Language requirements:

- Excellent command of written and spoken English;
- Working knowledge of French

IV. Competencies:

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.

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; <ul style="list-style-type: none"> • 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..
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4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications: <ol style="list-style-type: none"> 1. Motivation Letter. State the reasons why you think you are an outstanding candidate for this job (Maximum 1000 Characters). 2. Technical proposal with the methodology to be used. 3. Personal CV including 3 references. 4. Financial proposal indicating a consultancy fee separating fees from travel costs
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5. DELIVERABLES AND SCHEDULE OF PAYMENTS

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.

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%

6. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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).

7. EVALUATION

Cumulative selection criteria

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) Responsive/compliant/acceptable, and
- b) Offering the best value for money

“Responsive/compliant/acceptable” can be defined as fully meeting the TOR provided

Criteria specific to the solicitation:

- * Criteria specific to the solicitation.
- * Technical Criteria weight: 70%
- * Financial Criteria weight: 30%

Only candidates obtaining a minimum of 70 points from the Technical Criteria would be considered for the Financial Evaluation.

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	30
	5 years.....20pts 5+years.....30pts	

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

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS