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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 16 September 2014

Country: Home based with travel to Nairobi / or Djibouti

Description of the assignment: International Consultant for Regional Support on Drought Resilience in the Horn of Africa

Period of assignment/services: 70 working days spread over 6 months

Proposal should be submitted by email to ddc@undp.org no later than 30 September 2014

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *The procurement team* 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 and Context

The Nairobi-based Centre is one of the six UNDP Global Policy Centres. The Centre is responsible for supporting sustainable and inclusive development in the drylands, including the implementation of the UN Convention to Combat Desertification (UNCCD). The Centre works at the policy-practice interface and uses an integrated approach embodied in its Integrated Drylands Development Programme (IDDP) to address development challenges in the drylands. The IDDP promotes the drylands on the global development agenda; facilitates inclusive national policies that are conducive to drylands development; and supports individual and institutional capacity building, good practice and South-South cooperation to inform policy and facilitate knowledge sharing.

In the face of recurrent disasters, tremendous efforts have been made in the Horn of Africa (HoA) region to integrate various actions in different operational sectors under one umbrella of 'resilience building', as highlighted in the Intergovernmental Authority on Development's (IGAD) Drought Resilience and Sustainability Initiative (IDRSI) Strategy adopted in 2012. With increasing humanitarian and development investments in the region, there is a need to measure their actual impacts towards resilience building.

It is in this context that the Centre developed the Community Based Resilience Analysis (CoBRA) Phase II Project, with the financial support from the European Commission's Directorate General for Humanitarian Aid and Civil Protection (ECHO). Building on the experiences and achievements of CoBRA Phase I (2012-2013), the project aims to strengthen the capacities of IGAD, its Member States and other relevant stakeholders to

align their planning and programming frameworks with the local needs for long-term climate resilient and sustainable development. The specific objective of the project is to improve the coherence of resilience measurement/analysis tools and their findings under the shared understanding and operational framework, through which to enhance evidence-based disaster resilience policymaking, open data access and investment decision-making in the IGAD region.

The Terms of Reference at hand is for the International Technical Expert, who will support the UNDP and the Resilience Analysis Unit (RAU), in terms of providing consultancy services to the realization of the activities under the two result areas of the Project:

1. *Regional-National Coordination*: This component aims at clarifying and strengthening the partnership between IGAD and its Member States by developing a common guiding principles and operational frameworks for resilience M&E and knowledge management and supporting the ongoing effort to establish a systematic resilience investment database for the IDDRSI implementing countries.
2. *National Capacity Building*: This component aims at enhancing the institutional capacity on climate resilience mainstreaming with special focus on Kenya based on the priorities of the IDDRSI Kenya Country Programming Paper (a.k.a. Drought Risk Management and Ending Drought Emergencies Medium Term Plan for 2013-17 [EDE MTP]).

2. Duties and Responsibilities

Under the direct supervision of the Project Manager and in close collaboration with relevant partners, particularly those participating in the Resilience Analysis Unit (RAU) initiative, i.e., IGAD, FAO, UNICEF and WFP, the International Consultant will be responsible for the following tasks:

Under Result 1:

1. Participatory development of an analytical and operational framework for resilience M&E and knowledge management systems for IGAD and its Member States:
 - a) Prepare a draft framework for resilience in a participatory manner through desk review, analysis of existing data, key informant interviews and group consultations, etc., with the IDDRSI partners and other stakeholders in the HoA.
 - b) Lead in organizing consultative meeting(s) among the stakeholders from IGAD, its Member States' focal government entities and other relevant entities, and facilitate the processes of reviewing the outputs of Activity.
 - Guide the discussion on principles and operational frameworks under which to enhance regional-national collaboration on M&E and knowledge management throughout the IDDRSI implementation process.
- Provision of technical backstopping support to the ongoing multi-agency efforts to develop a regional/national database on resilience investments in the IGAD region among the IDDRSI implementing countries:
 - c) Liaise closely with the partners to identify the most suitable approach for aligning and coordinating the data collection tools, approaches, criteria and procedures among different agencies at different levels.
 - d) Based on the outputs of Activity c), help develop the clear institutional, operational and financial framework and arrangement for the data management, updating and sharing among the data contributors and users.

Under Result 2:

2. Development of EDE MTP resilience assessment tools/guideline in Kenya:

- e) Provide the technical inputs to the participatory process to be facilitated by the National Technical Specialist (consultant) for the identification of resilience impact indicators, progress markers and/or intermediate development outcomes and impact pathways for the entire EDE MTP and for each pillar group.
- f) Support the National Technical Specialist (consultant) in organizing the participatory consultative meeting(s) among the EDE stakeholders from respective pillars to agree upon the programme-wide framework for the EDE MTP M&E and resilience assessment/analysis.

3. Outputs/Deliverables

The payment will be disbursed in 6 (six) installments based on the satisfactory submission of the following deliverables and outputs:

Milestones to be Achieved/Deliverables to be Submitted	Payment (%)
Result 1	
Draft analytical and operational framework for resilience M&E and knowledge management systems.	20
Draft institutional, operational and financial framework and arrangement for the resilience investment data management, updating and sharing	20
Completion of the consultative meeting(s) for the stakeholders with meeting report.	10
1) Final resilience M&E and knowledge management framework and 2) final resilience investment database framework	30
Result 2	
Comprehensive technical inputs to the EDE MTP resilience assessment tools/guideline	10
Completion of the participatory stakeholders' consultative meeting(s) with inputs to the meeting report.	10
Total	100

This is a lump sum contract. All envisaged travel costs, including tickets, lodging and terminal expenses, would be included in the above installments. In the case of unforeseen travel, payment of travel costs will be agreed upon prior to travel, between the Centre and Individual Consultant, and the Centre will reimburse.

Formats of the deliverables should comply with the UNDP requirements. The detailed outline of these deliverables shall be agreed upon the commencement of the assignment. All the draft deliverables shall be submitted in English by the Consultant to the Centre for review and feedback.

4. Duration and Implementation Modalities of the Assignment

This consultancy is envisioned to be completed in 70 (seventy) working days spread over the period of 6 (six) months, starting on 15 October 2014. The position is home based with one (1) proposed mission to Nairobi/ or Djibouti, however, there are possibilities for additional missions to other countries in the HoA region.

The consultant will work under the supervision of the Project Manager housed by the Centre and will be bound by the terms and conditions of UNDP Procurement rules and guidelines. S/He will be briefed at the beginning of the assignment by teleconference.

5. Qualification Requirements

The Consultant should have the following qualifications, knowledge and skills:

Education:

- Master's degree or equivalent in disaster management, environment, development or similar with strong emphasis on M&E, knowledge management and research skills.

Experience and knowledge:

- Minimum 10 (ten) years of relevant post Master's working experience.
- Substantial prior experience in high quality research using qualitative and quantitative methodologies, including statistical analysis of data.
- In depth knowledge and good understanding of disaster resilience concepts, drought, and livelihood systems in the HoA region, specifically.
- Profound expertise in the area of quantitative/qualitative impact assessment, database development, M&E and/or knowledge management.
- Previous experience with the United Nations and/or other multilateral, bilateral organizations and international civil society development partners is considered an asset.

Language:

- Excellent written, oral, presentation and communications skills in English with the ability to compile information in coherent and succinct formats and explain complex analysis and data in a clear and simple manner to non-native English speakers.

Other skills and competencies

- Excellent communication and interpersonal skills with strong cultural sensitivity and adaptability.
- Excellent skills and experiences in participatory consultations and facilitations of national, regional and/or international meetings targeted to a diverse audience.
- High attention to detail and ability to work under tight deadlines.
- IT competencies at least in Word, Excel, PowerPoint and internet.

6. Application Procedure

Qualified and interested candidates should submit the requested documents in English:

1. **Personal CV and P11 form (attached as Annex 3)**, indicating all past experience from similar projects and at least three (3) professional references;
2. **A Cover letter with a brief write up (max. 1 page)** of why the individual considers him/herself as the

most suitable for the assignment;

3. **A brief work plan (max 2 pages)** for the assignment; and
4. **A financial Proposal** that indicates the all –inclusive fixed total lump-sum cost of the assignment including the envisaged travel costs (to Nairobi and Djibouti) and any other expenses related to the execution of the activities USD

Items 2, 3 & 4 must be completed in the attached Individual Consultant Proposal Template (Annex 4)

Interested applicants are required to submit their applications to the Centre by email at ddc@undp.org on or before 30 September 2014.

Applications received after the deadline indicated above for whatever reason shall not be considered for evaluation.

Applications submitted should indicate in the subject line: “**UNDP-RSDRFD**”.

7. Evaluation

Individual consultants will be evaluated based on the following methodology:

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) 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 weigh: 30%

Only candidates obtaining a minimum of 70 out of 100 points or 49 out of 70% of the maximum obtainable technical score would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical (70%)</u>		
Criteria A- relevance of qualifications and specialized knowledge (15%)		
A-1. Master's degree or equivalent in disaster management, environment, development or similar with strong emphasis on M&E, knowledge management and research skills	5%	5
A-2. In depth knowledge and good understanding of disaster resilience concepts and drought issues in general and on the HoA region, specifically.	10%	10

Criteria B- Experience on similar programme / projects (30%)		
B- 1. Substantial prior experience in high quality research using qualitative and quantitative methodologies, including statistical analysis of data.	15%	30
B-2. Profound expertise in the area of quantitative/qualitative impact assessment, database development, M&E and/or knowledge management.	15%	30
Criteria C- Any work/assignment done for UN / major multilateral/ or bilateral programmes (5%)		
C-1 Previous experience with the United Nations and/or other multilateral, bilateral organizations and international civil society development partners.	5%	5
Criteria D- Is the proposed work-plan clear and is the sequence of activities logical, realistic and promote efficient implementation to the project (20%)		
D-1 To be reviewed through the work plan submitted together with the CV, in which the following aspects will be examined: strong conceptual and analytical skills; communication and writing skills with proficiency in English; ability to compile information in coherent and succinct formats; high attention to detail; and ability to work under tight deadlines	20%	20
Financial	30%	30
Total	100%	130

ANNEXES

ANNEX 1- Terms of Reference

ANNEX 2- Individual Consultant General Terms and Conditions

ANNEX 3 – P11 Form

ANNEX 4 - Individual Consultant Submission Template