



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 July 2015

Ref. No. UNDP/PN/19/2015

Country: Nepal

Description of the assignment: Reporting to the CFP Humanitarian Affairs Officer (Liaison), the individual consultant will support the effective liaison between the CFP project team, the CwC Working Group (incl. sub groups such as the radio network), the Humanitarian Country Team (HCT), inter-cluster coordination and the local and national civil society coordination fora. The consultant will be responsible for Representation and Advocacy and knowledge sharing.

Project name: Common Feedback Project, NRRC, UN RCO

Period of assignment/services (if applicable): The contract will cover the period from August 2015 till February 2016.

Duty Station: Kathmandu, Nepal

Proposal should be submitted at the following address: **Procurement Unit, UNDP (Ref.: UNDP/PN/19/2015 – National Consultant – Liaison Officer for CFP/NRRC, UNRCO, UN House, Pulchowk, PO Box 107, Kathmandu, Nepal** or by email to **procurement.np@undp.org** no later than **3 August 2015**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The 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. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

As per the attached Terms of Reference (ToR) – Annex I.

Please submit your application at the email address: procurement.np@undp.org

2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education & Experience:

- Advanced university degree (Master's or equivalent) in international relations, political sciences, development studies, communications or similar. A first level university degree with relevant combination of academic qualifications and experience may be accepted in lieu of advanced university degree.
- At least 5 yrs experience working in similar capacity
- Good working knowledge of the mandates and modalities of the international humanitarian sector including the UN cluster system.
- Experience working in relief operations in challenging environments.
- Experience using media and communications in humanitarian emergency responses.

II. Other competencies:

- Excellent interpersonal and networking skills and the ability to liaise authoritatively with figures from the humanitarian community, local media, local government and army, and other relevant actors, when required.
- Excellent communication and reporting skills, both written and oral.
- Willingness to work in demanding, stressful, and, at times, dangerous situations under difficult living conditions with respect for basic security rules.
- Psychological resilience and a sense of humor.

3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL

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

Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment along with the completed financial proposal and PII template annexed to this letter.

- CV including P11 Form;
- Technical proposal and an initial proposed work plan;
- Financial proposals: Lump sum offer with an indication of the working days covered by the financial proposal for which the consultant will be available.

Note:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy
- b. The candidate has to be an independent consultant (If the candidate is engaged with any organization, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNDP).
- c. Due to sheer number of applicants, the procurement unit will contact only competitively selected consultant.

4. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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 weight; 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>		
Criterion A: <ul style="list-style-type: none">Advanced university degree (Master's or equivalent) in international relations, political sciences, development studies, communications or similar. A first level university degree with relevant combination of academic qualifications and experience may be accepted in lieu of advanced university degree.	25%	25
Criterion B: <ul style="list-style-type: none">Minimum 5 years of experience working in similar capacity	15%	15
Criterion C: <ul style="list-style-type: none">Excellent interpersonal and networking skills and the ability to liaise authoritatively with figures from the humanitarian community, local media, local government and army, and other relevant actors, when required	10%	10
Criterion D: <ul style="list-style-type: none">Experience working in relief operations in challenging environments using media and communications in humanitarian emergency responses.	10%	10
Criterion E : <ul style="list-style-type: none">Written and verbal communication skills both in English and Nepali, reporting and writing skill	10%	10
<u>Financial</u>		
<ul style="list-style-type: none">Lowest financial proposal	30%	30

Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical). The points for the Financial Proposal will be allocated as per the following

formula:
$$\frac{\text{Lowest Bid Offered*}}{\text{Bid of the Consultant}} \times 30$$

* "Lowest Bid Offered" refers to the lowest price offered by Offerors scoring at least 70% points in technical evaluation.

ANNEX

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – GENERAL CONDITIONS OF CONTRACT FOR THE SERVICES OF INDIVIDUAL CONSULTANT

ANNEX 3 – P11 FORM

ANNEX 4 – Offeror's Letter to UNDP

Terms of Reference

National Liaison Officer - Inter-agency Common Feedback Project (CFP)

Duty Station	Kathmandu
Duration	6 months pending midterm review
Contract Modality	Individual Contract

Background

The Nepal Earthquake Flash Appeal and Action Plan was developed by humanitarian partners and launched on the 29 April 2015. It has five strategic objectives to meet the humanitarian needs and focuses on water, sanitation, hygiene, and health services, emergency shelter, protection of vulnerable people and logistics, telecommunications and local coordination capacity.

Strategic Objective 5 called for "an inter-agency common service that is established so that affected people have access to information and are able to provide feedback to ensure a more effective humanitarian response."

It is important for the HCT to effectively aggregate community feedback from a wide range of actors, including UN agencies, international NGOs, national NGOs, government, the private sector, and civil society such as youth, volunteer and women's groups, as well as representatives of marginalized groups. Community feedback will often feed into the HCT and the inter-cluster coordination fora in an adhoc and anecdotal manner which can hamper the ability of the leadership to systematically adjust strategic and operational response plans to scale successful interventions and to prevent localized issues or the marginalization of vulnerable groups from escalating into larger concerns requiring significant reactive adjustments.

The inter-agency common service project, referred to as the Common Feedback Project, is led by the inter-cluster coordination fora via the Communicating with Communities Working Group (CwC WG) and provides a comprehensive set of common tools and protocols that are rolled out and contextualized in each affected district taking into account the language, gender and diversity of the communities. The common service provides support services to the entire humanitarian country team (HCT) including all clusters and organizations, as well as civil society and other actors.

Scope of Work

Reporting to the CFP Humanitarian Affairs Officer (Liaison), support the effective liaison between the CFP project team, the CwC Working Group (incl. sub groups such as the radio network), the Humanitarian Country Team (HCT), inter-cluster coordination and the local and national civil society coordination fora.

Main duties & responsibilities

Representation and Advocacy

- Supporting the CFP Humanitarian Affairs Officer (Liaison), strengthen collaboration between different agencies and members of the humanitarian architecture, including but not limited to the national government, relevant cluster leads, and UN partners.
- Supporting the CFP Humanitarian Affairs Officer (Liaison), advocate for the importance of establishing 2-way communication mechanisms with affected populations and follow up mechanisms.

Knowledge Sharing

- Supporting the CFP Humanitarian Affairs Officer (Liaison), ensure that feedback gained from CwC activities is made available to humanitarian organizations (i.e. brief presentations at cluster meetings, inter-cluster coordination, Humanitarian Country Team, social media...), and government officials, as required.
- Supporting the CFP Humanitarian Affairs Officer (Liaison), ensure relevant decisions and actions taken by partners as a result of feedback is recorded and tracked.
- Maintain and update a database with all the relevant contacts (i.e. spokespersons and focal points) from the different organizations and government departments involved in humanitarian response.
- Compile regular situation reports on the outputs and activities of the coordination and liaison effort on CwC and the overall emergency response for internal and external use.
- Any other duties as required.

Deliverables and Payment Schedule

Contract signing	25%
Completion of at least 10 situation reports, briefings, presentations that are approved by the Project Manager	25%
Completion of final project report that outlines completion of and progress made towards responsibilities outlined in scope of work	50%

Education / experience / language requirements

Essential

- Advanced university degree (Master's or equivalent) in international relations, political sciences, development studies, communications or similar. A first level university degree with relevant combination of academic qualifications and experience may be accepted in lieu of advanced university degree.
- At least 5 yrs experience working in similar capacity
- Good working knowledge of the mandates and modalities of the international humanitarian sector including the UN cluster system.
- Experience working in relief operations in challenging environments.
- Experience using media and communications in humanitarian emergency responses.

- Excellent interpersonal and networking skills and the ability to liaise authoritatively with figures from the humanitarian community, local media, local government and army, and other relevant actors, when required.
- Excellent communication and reporting skills, both written and oral.
- Willingness to work in demanding, stressful, and, at times, dangerous situations under difficult living conditions with respect for basic security rules.
- Psychological resilience and a sense of humor.

Desirable

- Fluency in at least one other language used widely in Nepal.
- Previous experience working with a UN agency, a media development organization or a humanitarian NGO.