



ADVERTISEMENT

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)

WRITING THE "2014 SIERRA LEONE STATUS OF YOUTH REPORT Consultant (National)

Date: 4TH May 2016

Procurement Notice No.: SLE/IC/2016/006

Country: Sierra Leone

Description of the assignment: WRITING THE "2014 SIERRA LEONE STATUS OF YOUTH REPORT

Project Name: Write the Status of the Youth Report (National Consultant)

Period of assignment: 60 Working Days

Proposal should be submitted at the following address, UNDP, 55 Wilkinson Road, Freetown, Sierra Leone or by email to procure.sle@undp.org no later than 17:00 hours, 20th May 2016.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Sierra Leone 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

As required by the funding Act of Parliament, the Sierra Leone National Youth Commission (NAYCOM), is to publish and submit to the relevant authorities a yearly "Status of youth report" (SoY). The first of such reports was done for 2012 and launched by the President of the Republic of Sierra Leone on the International Youth Day. Within the framework of the assistance given to the Commission through the project "Youth Employment and Empowerment Programme", UNDP technically and financially supported the drafting of the 2012 and 2013 reports and will assist in the delivery of 2014 product. The report is meant to provide an encompassing overview of the youth status across country, as well as to provide ad hoc investigation of specific contemporary topics.

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

- The consultant will be responsible for drafting the report in its entirety as well as to supervise the accessory enquiries and editorial work to be carried out for the sake of producing a high quality publication. The core of the report will be based on a desk review of available literature and secondary data sources covering general thematic

areas relevant to youth. A substantial and complementary part of the report will be based on original case studies focusing on specific aspects of the youth dimension.

- **Impact Results/Deliverables:**

The consultant will be required to:

- I. Review and provide necessary inputs to the SoY report tentative outline on the basis of preliminary research and discussion with stakeholders.
Deliverable: Detailed outline, *within 15 working days from start.*
- II. Participate and present the main results of the report in a validation workshop to be held after completion of the next to last draft. Deliverable: presentation at the workshop. Timeline: *within 45 working days from start.*
- III. Draft a fully-fledged report on the basis of the outline defined and agreed upon sub I) as well as the comments received in the validation workshop.
- IV. Deliverable: A fully fledged report ready for publishing. The report should be submitted in electronic form (MS word document).
- V. Timeline: *At the end of the 55 working days.*

Answer any queries or update information throughout the duration of the project, facilitate the work of an editorial committee for the status of youth report, and undertake any travel required in completing the assignment.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Education: The ideal candidate holds an advanced degree in political science, sociology, economics or any other relevant social science.

Experience: S/he has current and relevant experience in practice or research in the area of youth, youth employment, education, youth representation. Ability to handle data and create new indicators will be a definite plus. Proven high quality writing skills in English. (Submission of samples of previous work is mandatory). Knowledge of Krio will be an asset.

Other skills: Strong analytical, presentation skills and ability to handle data and create new indicators will be a definite plus. Proven high quality writing skills in English. (Submission of samples of previous work is mandatory). Knowledge of Krio will be an asset.

Ability to work under pressure and meet strict deadlines, knowledge of current development policies and activities, ability to organize work and collaborate effectively with a wide range of teams and work with individuals of different national and cultural backgrounds, including networking across professional, thematic and organizational boundaries.

Working experience in developing countries. Basic knowledge of relevant institutional mandates, policies, guidelines. Knowledge of the institutions of the UN system.

III. Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches in analyzing the field of Youth Employment, political affairs, sustainable development, policy analyses and humanitarian action. Familiarity with and experience in producing papers and publications and professional writings and the use of various research methodologies and sources, including the internet, and other databases; ability to apply good judgment in the context of assignments given; ability to plan own work and manage conflicting priorities.

Communications: Good communication (spoken and written) skills, including the ability to draft/edit a variety of written reports, studies and other communications and to articulate ideas in a clear, concise style.

Creativity: Ability to functionally and proactively proffer approaches/strategies and recommendations including identification of best practices, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas.

Technology Awareness: Fully proficient computer skills and use of relevant software and other applications, e.g. word processing, spreadsheets and other statistical applications, internet, etc.

Teamwork: Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity, including gender balance.

Work Experience: At least five (5) years' experience work related to professional writing, report writing, publications project evaluation and work in Sierra Leone/Africa. Good liaison and communication skills in a multi-cultural setting. Extensive experience in doing community development work, good report-writing and editing skills with ability to produce high quality work independently. Excellent verbal and written communication skills.

Language Requirements: Fluency in written and spoken English is essential.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

- **Completed P11 Form**
- **Financial proposal (Daily rate and other related expenses)**
- **Technical proposal (methodology of approach to the task)**

Incomplete proposals may not be considered

5. FINANCIAL PROPOSAL

The UNDP Sierra Leone will choose among one of these two mechanisms. The lump sum approach is the preferred method, as it clearly links deliverables and payments transferring any unforeseen risks for the completion of the deliverable to the consultant. Once the mechanism has been selected, the other one shall be deleted to avoid any misunderstanding]

- **Lump sum contracts**

The consultant will be reimbursed for his/her services in two installments upon satisfactory completion of the above mentioned deliverables:

- 1st installment-20% upon signing of contract
- 2nd installment-80% upon finalization of deliverables under point I, II, III and IV above.

6. EVALUATION

The UNDP Sierra Leone will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding

The consultant will be evaluated against a combination of technical and financial criteria. Maximum score is 100% out of a total score for technical criteria equals 70% and 30% for financial criteria. The technical evaluation will take into account the following as per the weightings provided:

- Background and minimum educational qualification as defined in the TOR **(10%)**
- Practical experience in results based monitoring and evaluation systems development and roll out, strategic planning, etc. **(40%)**
- Quality of the technical proposal **(10%)**
- English language fluency **(10%)**

XI. Performance indicators.

Contractor's performance will be evaluated against the following criteria: timeliness, accuracy, responsibility, initiative, communication and quality of the products delivered.

Individual Consultants will be evaluated based on the following methodology:

Cumulative Analysis:

The contract will therefore be awarded to the Individual Consultant whose offer has been evaluated and determined as both:

- a) Responsive/compliant/acceptable, and
- b) Having received the highest score out of the 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 will be considered for the Financial Evaluation.

- ANNEX 1 - TERMS OF REFERENCE (TOR)**
- ANNEX 2 - INDIVIDUAL CONSULTANT'S GENERAL TERMS AND CONDITIONS**


05/05/2016

Carine Yengayenge
Deputy Country Director (O)

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS