



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24 July 2016

Description of the assignment:

The consultant is expected to work independently and under the overall guidance of the UNDP-UNHCR Joint Secretariat (Syria related Crisis). He/she will develop a methodology and criteria for eligibility in the collection of good and innovative practices to the Syria Crisis (demographic shock, refugee/IDP crisis). Through desk reviews and field interviews, the consultant will collect good humanitarian and development practices in response to refugee crisis with a “resilience lens”, as well as innovative approaches that can support the crisis response, either with regards to technology, partnerships or user-based design. The consultant will also assess the scalability and replicability of those examples in the context of the Syria Crisis regionally, as well as opportunities for Government’s involvement and alignment with National Plans and systems where relevant.

Post Title:	International Consultant on Lessons Learned, Good and Innovative Practices to the Syria Crisis
Starting Date:	18 August 2016
Duration:	17 November 2016
Location:	Home Based with possible travel to Amman, Beirut and Gaziantep (will be discussed and approved with the Project Manager later)
Duration	60 working days for over period of 3 months
Project:	UNDP-UNHCR Regional Joint Secretariat (Syria Related Crisis)

Background

The impact of the Syrian crisis on the development trajectory of countries in the region can easily span a decade. The magnitude of the conflict has not only led to a high loss of human life and massive population displacement both within and outside of Syria, but it has also destroyed the social, economic and political fabric and has seriously compromised the future of the country and the region.

The scale of the refugee influx and its impact on host countries calls for dedicated action, as coping mechanisms are stretched and resilience is eroding. There is increasing recognition amongst concerned governments and the international community that the crisis has begun to compromise development gains and that overall stability of many countries is at risk, as social tensions continue to increase, as evidenced by declining human development and growth trends, and increasing levels of vulnerabilities. The development loss is amplified in the sub-region, which is reliant on intra-regional trade and a vibrant private sector.

This requires long-term vision that guide short and medium term interventions and that generate immediate, concrete changes in lives of people affected by the crisis while simultaneously arresting development loss. Countries affected by the Syrian crisis are in the middle-income bracket, which suggests that there are domestic resources available and systems in place that international support can build upon.

The situation in the region is protracted and a more sustainable approach, utilizing the comparative advantages of UNHCR and UNDP is required to meet the identified needs and vulnerabilities of both refugees, host communities as well as national, sub-national and local institutions.

On 17 December 2013 UNDP and UNHCR signed a regional MOU in order to consolidate the cooperation between our two organizations, and to draw on the comparative advantages of humanitarian and development organizations in order to address the range of needs on a timely basis and at an appropriate scale.

One of the key elements of this partnership is the establishment of a UNDP-UNHCR Joint Secretariat that is now launching a few key sub-regional studies to address important knowledge gaps and subsequently provide analytical and programmatic tools for Country Offices in the region.

Given the acute threats to lives and livelihoods, the response to the Syrian crisis has been primarily humanitarian. There is growing recognition that the social, environmental and economic impacts also require a development response. There is an opportunity, and indeed an imperative, for development assistance to play an important role in addressing the negative impacts of the crisis on countries in the sub-region and in supporting the systems and services on which households rely.

Unlike other conflicts where the influx of refugees in neighboring countries is contained through official camps, more than 80% of refugees live in communities and cities. In some host communities this has dramatically shifted the demographic balance in favor of the refugees. The majority of refugees seek housing and livelihood opportunities in and around 'host cities' as they offer the most opportunities. In context of a protracted crisis in middle income countries, those unique and complex dynamic has challenged our response to this sub-regional crisis.

Identified challenge:

In the context of a protracted crisis, there is a general consensus within the international community that the ongoing response to the Syria Crisis is neither sustainable nor affordable. The crisis has reached a point where there is a need to complement humanitarian response by strengthening longer-term

management capacities and the resilience of host populations and communities, including refugees, IDPs and national systems. A resilience-based development approach entails to re-visit the way the international community provides assistance, to ensure refugees, IDPs, households and community are able to cope, recover and transform from the effect of the crisis; addressing vulnerabilities and strengthening resilience in a cost-effective and sustainable manner. There are already a number of good practices and examples in the region that merit to be assessed and collected.

Scope of work and deliverables

A compendium of good and innovative practices in responding to a refugee crisis with lesson learned and an analysis of opportunities for replicability/scalability in the context of the Syria Crisis and its effect on neighboring countries. Practices should come from both humanitarian and development organizations and integrate a strong “resilience lens”.

Though the exact scope and eligibility criteria will be discussed and approved by the JS (see below) the document should include good and innovative practices that at least cover the following areas: (1) use of ICTs and new technologies (2) promote livelihood opportunities for refugee/IDPs and/or host communities (3) promote social cohesion between refugee/IDPs and host communities (4) use local knowledge and/or resources (5) involve the government/municipalities in the design and/or implementation (6) involve unique partnership (e.g. private sector).

The document should build on the previous knowledge product, the Compendium for innovative and good practices in the regional response to the Syria Crisis, focusing on previous projects reviewed for lessons learned and results from testing, piloting and proto-typing over the two years since the last review of projects.

The final product should also include reference to other documents and/or contact details for each good and innovative practices.

Deliverable:

- **Week one:** Methodology and eligibility criteria for identifying good and innovative practices. Submit proposal to the Joint Secretariat (JS) for feedbacks and approval.
- **Week four:** Preliminary Report (Desk review), including recommendation for refining the scope. Approval with the JS on field visits to be carried and scope of the study.
- **Week eight:** Submission of field visit report, including list stakeholders met, outcome of interviews and researches. Consultation with the JS on the most relevant practices to be included in this exercise.
- **Week ten:** Draft Final Report submitted that will provide: (1) Summary of the research undertaken including methodology and criteria used (2) compendium of good and innovative practices that include and analysis of opportunities for those examples to be scaled-up, replicated or adapted to different sectors, countries or area of work.
- **By week 12:** Final report submitted based on feedback from JS and peer review. The final report should be edited and include basic formatting.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Submit proposal for the Methodology and eligibility criteria for identifying good an innovative practices	5 working days	11 August 2016	Michael Moroz, Policy & Crisis Coordination Specialist
Prepare Preliminary Report (Desk review), including recommendation for refining the scope	15 working days	1 September 2016	Michael Moroz, Policy & Crisis Coordination Specialist
Submission of field visit report, including list stakeholders met, outcome of interviews and researches	20 working days	29 September 2016	Michael Moroz, Policy & Crisis Coordination Specialist
Draft Final Report	10 working days	13 October 2016	Michael Moroz, Policy & Crisis Coordination Specialist
Final report	10 Working days	3 November 2016	Michael Moroz, Policy & Crisis Coordination Specialist

REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in development, social science, political science, economics, international relations or related fields.

Professional Experience:

- A minimum of 5 years of relevant experience at international level in the development and/or humanitarian field
- 3 years of proven experience in leading and coordinating researches and the drafting of knowledge product.
- Previous experience with UN system is a strong asset
- Previous experience in the collection of good practice and lessons learned is preferable
- Experience in evaluating development and/or humanitarian project is an advantage
- 2 years of experience in supporting Development/Resilience programming in emergency situation is an advantage
- Highly familiar with current trends in innovation (processes, products and services)

Language Skills:

- Fluency in English, and Arabic language is an advantage

COMPETENCIES

Corporate competencies

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of the United Nations
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism

Functional Competencies

- In-depth knowledge on development and humanitarian issues;
- Ability to advocate and provide policy advice;
- Ability to work independently and with limited guidance
- Capable of working in a high pressure work environment with frequent urgent deadlines;
- Ability to handle confidential and politically sensitive issues in a responsible and mature manner;
- High level logical and methodical organizational skills;
- Ability to lead strategic planning, results-based management and reporting
- Ability to lead formulation, implementation, monitoring and evaluation of joint development programmes and projects, mobilize resources

Management and Leadership

- Focuses on impact and result for the client
- Interacts effectively with all levels of the organization
- Consistently approaches work with energy and a positive, constructive attitude
- Builds strong relationships with clients and external actors
- Demonstrates exceptional ability to remain calm, in control and good humoured even under pressure and tight deadlines
- Demonstrates openness to change
- Responds positively to critical feedback and differing points of view

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the table given in section D. template provided.

All necessary information including: Complete Procurement Notice, The Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to email: Proc.contract.rscjo@undp.org : not later than 7th August. 2016 at 11:00 AM (Amman Time +3GMT) the following documents:

- CV/P11
- Confirm availability and financial proposal
- Brief description of why you consider yourself as the most suitable for the assignment.

FINANCIAL PROPOSAL

Interested candidates should provide lump sum fees for requested services with detailed breakdown of consultancy fees. Travel fees will be paid when travel take place

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Master's degree in development, social science, political science, economics, international relations or related fields (as per mentioned above) Mandatory submission of CV or UNDP Personal History form (P11);
- Brief description of why he/she considers him/herself as the most suitable for the assignment
- Competences and qualifications based on the UNDP P11 form submitted by each candidate.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

Evaluation of Candidates (max 100 points):

- Master's Degree in development, social science, political science, economics, international relations or related fields or equivalent in ICT, Information Management or related field. Or: Master's. 10%
- A minimum of 5 years of relevant experience at international level in the development and/or humanitarian field. 20%
- 3 years of Proven experience in leading and coordinating researches and the drafting of knowledge product. 15%
- Previous experience with UN systems. 10%
- 2 years of experience in supporting Development/Resilience programming in emergency situation. 15%
- Familiarity with current trends in innovation (processes, products and services). 15%
- 2 years previous experience in the collection of good practice and lessons learned. 15%

Step II: Final evaluation

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- Shortlisting: 70%;
- Financial proposal: 30%