



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18 August 2016

Country: Jordan

Description of the assignment:

The UNDP Sub-regional Response Facility completed a study, *“Comparative analysis of aid architecture systems in Crisis Context – Financial flows in countries affected by the Syria Crisis”*. The objective of the contract is to review and edit the **quantitative analysis of financial aid flows** (humanitarian and non-humanitarian - including national budget allocation) to address the adverse impact of the economic and demographic shocks resulting from the Syria Crisis; and to conduct a peer review **with the relevant actors consulted and the institutional framework at UNDP and UNHCR** to ensure up-to-date data, information, and analysis, while providing an editorial consistency and single voice to the final document.

Post Title:	International Consultant on Lessons Learned, Bringing evidence for effective planning on reconstruction post-conflict scenarios
Starting Date:	6 September 2016
Duration:	13 working days until 22 September 2016
Location:	Home Based
Project:	UNDP Sub-regional Facility (Syria Related Crisis)

CONTEXT/BACKGROUND

Background

There is a growing recognition from the international community that the reconstruction of Syria will require unprecedented human and financial investments. The level of destruction of war on people, infrastructure, institutions and vital assets will also imply exceptional planning efforts to ensure rapid stabilization and accelerated development. Reconstruction will certainly take place in a changing aid environment, marked by competing humanitarian, development and security priorities, a fluid geopolitical context as well as scarcity of financial resources.

One of the key lessons learned from post-war reconstruction operations is the critical importance of early planning. Success of post-war transitional process greatly depends on the effective capacity to deliver peace dividends from Day 1, which -in turn- also relies on the existence of solid and consistent planning. An unavoidable step in preparing for the Syria recovery will be a clear and common understanding of past failures and successes in postwar reconstruction. Such exercise can bring a critical mass of good practices and lessons and facilitate knowledge sharing amongst a wide range of partners interested to engage in the reconstruction of Syria.

Within this framework, UNDP plans to conduct a participatory post-war lessons learned and good practices exercise in support of the ongoing planning for the reconstruction of Syria.

Scope of work

The consultant is expected to work independently and under the overall guidance of the UNDP Sub-regional Facility (Syria Crisis). He/she will develop a methodology framework based on the following:

The scope under this study framework include:

- a) Analyzing relevant lessons learned and good practices reporting and studies on post-war reconstruction, in particular: a sector analysis to provide the background to the most effective practices in preparations for post-conflict reconstruction, the implementation of those practices, and the outcomes achieved or under delivered. The sector analysis will also look at cross-cutting factors and influencing environments, examples such as capacity of national and local institutions and processes set up under peace agreements; the strategic and operational management of post-conflict reconstruction; the application of immediate humanitarian intervention, the strategic partnerships created around comparative advantages and mutual goals in reconstruction policy and planning, linkages between DDR and SSR, rule of law and justice applications, voluntary repatriation and resettlement of IDPs, and the flexibility of financing structures for reconstruction.
- b) Including (but not limited to) recent analysis of post-conflict scenarios¹ of East Timor, Mozambique, Sierra Leone, Liberia, Rwanda, the Balkans, South Sudan and particularly the situations and experiences in post-war Iraq and Afghanistan. The scope must focus on practical elements and results of previous planning to ensure that the analysis is not purely an academic exercise, and to help to define the priorities in planning for reconstruction, particularly if the post-war resources are not abundant for the serious damage and destruction that 6 years of conflict has produced, and where a more cost-effective approach is needed.
- c) Identifying leading experts, practitioners, policy makers and political leaders that were engaged in the strategic planning and implementation of previous post-conflict reconstruction processes; The initiative will imply consultations with representatives from Syria, NGOs, UN agencies, IFIs, donor community, private sector and civil society.

The final report will present a timeline and framework for bringing together these key elements, desk review and lessons learned collection, analysis, consultative interviews, into a comprehensive report that highlights effective and ineffective processes and interventions in comparable environments in post-conflict reconstruction, summarizing the areas of focus, (institutions, governance, security, etc.)

¹ Lessons learned on reconstruction in an emergency context outside conflict could also include Haiti, particularly on how international institutions responded to post-disaster planning and implementation.

Focus should also bring the consideration of short-term to long-term employment creation, and how to revive rural engagement.

- The paper should be in the range of 10 to 12 pages, excluding the references/annexes, with a clear outline that brings the rationale, methodology, process and programmatic lessons learned. It will have one iteration of review from the UNDP Sub-regional Response Facility.

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required <i>(Indicate designation of person who will review output and confirm acceptance)</i>
Submit proposal for the Methodology and eligibility criteria for identifying good and innovative practices	5 working days	12 Sep 2016	Jason Pronyk, Development Coordinator
Prepare Preliminary Outline (including initial desk review),	5 working days	19 Sep 2016	Jason Pronyk, Development Coordinator
Submission of draft report	1 working day	20 Sep 2016	Jason Pronyk, Development Coordinator
Draft Final Report with Consultation interview recommendations	2 working days	22 Sep 2016	Jason Pronyk, Development Coordinator

Travel plan;

This assignment is home based from starting date till 22 September 2016

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:

- Proficiency in English with advanced command of speaking and writing, Arabic is an asset.

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 **28th August, 2016** with 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 (consultancy fees x number of working days)

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. 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 system is a strong asset. 10%
- 2 years of previous experience in the collection of good practice and lessons learned is preferable. 15%
- 2 years of experience in supporting Development/Resilience programming in emergency situation is an advantage. 15%
- Highly familiar with current trends in innovation (processes, products and services). 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%