

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date:** December 28, 2017

<b>Post Title:</b>	Individual Contract (IC) - Develop a Background Paper on Preventing Violent Extremism and Social Cohesion in the Arab Region.
<b>Starting Date:</b>	20 January 2016
<b>Duration:</b>	18 working days
<b>Location:</b>	Home-based assignment. Travel to different Arab and non-Arab Countries may be required. In such cases, UNDP will cover travel costs in accordance with corporate regulations and rules.
<b>Project:</b>	UNDP-RBAS' Regional Programme

### CONTEXT/BACKGROUND

#### Background

The UNDP's Regional Programme for Arab States (RBAS) (2014-2017) was endorsed by the UNDP Executive Board during the First Regular Session of the Executive Board at the end of January 2014. RBAS has currently started the formulation process of the next Regional Programme cycle (2018-2021), in line with the development of the new UNDP Strategic Plan and the 2030 Agenda for Sustainable Development.

The Regional Programme Document (2018-2021) will focus on selected outcome areas based on a process of extensive consultations with regional and national stakeholders, as well as on a review of the available knowledge products and research documents. The content will also be informed by best practices and lessons learned from the current phase.

In order to inform the context analysis and provide additional evidence and information on the key development trends in the region, the Regional Programme is seeking a qualified consultant to develop a background paper on regional economic integration, trade, and development in the Arab region.

Below are the links to access more information on:

- Regional Programme:  
<http://www.arabstates.undp.org/content/rbas/en/home/operations/regional-hub-in-amman/our-regional-programme.html>
- 2014-2017 Regional Programme Document:  
[http://www.arabstates.undp.org/content/rbas/en/home/operations/legal\\_framework.html](http://www.arabstates.undp.org/content/rbas/en/home/operations/legal_framework.html)

## SCOPE OF WORK AND DELIVERABLES

The overall objective of the work will be to research on and examine the status of social cohesion in Arab countries and the related efforts to prevent violent extremism. The papers will also analysis the linkages with identity dynamics and social fabric in a changing Arab region, also looking into the concept of citizenship. The consultant will initially carry out a series of discussions with UNDP staff and sector experts, and map the key documents related to the subject of study.

After presenting a proposed approach and incorporating input by relevant UNDP staff, the individual will submit a 10/15-page draft paper which will include a bold and forward-looking analysis that will be useful to inform UNDP RBAS's programmatic priorities.

The individual will be finally responsible to produce a final version of the paper by incorporating feedback received and to ensure greater readability as necessary.

## EXPECTED OUTPUTS AND DELIVERABLES

Deliverables/ Outputs	Estimated Duration to Complete	Review and Approvals Required
<b>Output 1:</b> Conduct discussions and consultations with relevant UNDP staff and sector experts to refine the scope of work and collect critical data and information. This will be combined with a review of existing and recent literature.	5 working days from contract signature date	Regional Programme Coordinator
<b>Output 2:</b> Inception Report: this 2-4 page report (including a detailed outline) and literature review attached is to be submitted ten days after the commencement of the assignment and shall contain additional information on the approach for the development of the paper and the analysis of the topic. It will also provide all the latest (i.e. 2015 where available) key data/statistics available from the international and/or national sources to support the analysis of the paper.	2 working days from the successful delivery of Output 1	Regional Programme Coordinator
<b>Output 3:</b> Draft Background Paper: this document will be submitted ten days after the submission of the Inception Report. It will provide a thorough quantitative and qualitative analysis of the information and data gathered through the literature review and discussions held.	8 working days from the successful delivery of Output 2	Regional Programme Coordinator
<b>Output 4:</b> Final Background Paper: this will be submitted at the end of the assignment period and it would have integrated all comments received on the draft report and all necessary citations and references.	3 working days from the successful delivery of Output 3	Regional Programme Coordinator

## **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with the UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the technical supervision of the relevant assigned UNDP staff. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders and UN colleagues;
- S/He will report to and consult with the Regional Programme Coordinator on regular basis. Reports shall be prepared by the expert on the basis of specific requirements;
- The individual is required to maintain close communication with the UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/He will inform UNDP promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract; and
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

## **DURATION OF THE WORK**

The duration of this assignment is expected to be 18 working days from contract signature date.

## **DUTY STATION**

- This is a home based assignment;
- In the case of unforeseeable travel, approved unforeseen travel template shall be submitted before travel take place. In such cases, UNDP will cover travel costs in accordance with corporate regulations and rules.

## **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

### I. Education

- Advanced university degree or equivalent in Economics, Development Studies or other relevant fields.

### II. Work Experience

- At least 10 years of relevant working experience and at least 5 years of professional research experience covering the Arab Region;
- Extensive experience in and knowledge of issues related to social cohesion, youth and civic engagement; and
- Previous experience working for the UN is a plus.

### III. Language Requirements

- Language proficiency in both written and oral English and Arabic is required.

## COMPETENCIES

### I. 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; and
- Treats all people fairly without favouritism.

### II. Functional Competencies

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

### III. Management and Leadership

- Focuses on impact and result for the client;
- Interacts effectively with all levels of the organisation;
- 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; and
- 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) **Technical Proposal** (A half page technical proposal); and
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a break-down 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-notices.undp.org/>

**Interested candidate shall apply the CV/P11 to Job advertisement website, hence consultant should submit to e-mail: [proc.contract.rscjo@undp.org](mailto:proc.contract.rscjo@undp.org) not later than January 11<sup>th</sup>, 2017. The following documents are:**

- **CV/P11;**
- **Confirm availability and financial proposal;**
- **Half page technical proposal; and**
- **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 followed by cost break down of number of working days\* professional fees

### **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 or equivalent in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences or related field (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;
- **Technical proposal;**
- 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.

#### **Technical evaluation Criteria** max 100 points (Weighted 70):

- Advanced university degree or equivalent in Economics, Sociology, Political Science, Development Studies or other relevant fields (35%);
- At least 10 years of relevant working experience and at least 5 years of professional working experience in Arab Countries (35%);
- Proven relevant experience working on social cohesion, youth and civic engagement. Previous experience working for the UN is a plus (20%); and
- Language proficiency in both written and oral English and Arabic is required (10%).

**Financial Criteria** - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n) * 30$  where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

**Step II: Final evaluation**

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

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.