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INDIVIDUAL CONTRACT (IC)

Date: August 2019

Country Office :	UNDP Cameroon
Purpose of the Tender:	Recruitment of an International Consultant – Analysis & Reporting Advisor
Duration of the consultation:	3 months (with possibility of Extension)
Duty Station:	Yaounde, Cameroon
Supervisor:	The consultant will work under the direct supervision of the Resident Representative and in close collaboration with the ARR Governance & crises and the Stabilization & PVE portfolio.

The complete file should reach the following address: procurement.cameroon@undp.org.

BACKGROUND

Cameroon is a country Like most African commodity-dependent countries, Cameroon have experienced the paradox of growth. Over the past decade, Cameroon's economic growth has been dynamic but has not benefited the population equally. The economy grew by an average of 4,7% per year between 2010 and 2018. This good performance was initially achieved thanks to the increase in oil production, and to public investments program in major infrastructure projects designed to make Cameroon an upper-tier middle-income country under the implementation of the Cameroon "Vision 2035" since 2010.

Although Cameroon did demonstrate reasonable rate of economic growth during this period, there remains challenges to be addressed which include consequences of Boko-Haram's activities in the Far North and situation of North-West and South-West region. 5 of 10 regions are affected by socio-political and security crises. This includes 1) violent extremist armed groups in Far-North (Cameroon is the second most affected country in the Lake Chad Basin crisis in terms of displacement, number of people in hunger and children suffering from acute malnutrition); 2)the impact of Central African crisis in the East and Adamawa (refugees, insecurity generated and kidnapping); and 3) violent insurrection in the North-West and South-West regions (this has resulted in significant numbers of displacement in other regions of the country).

In the last 2 years UNDP CMR has been directly involved in a number of strategic processes related to the crises. This includes: 1) supporting the development of the Recovery and Peacebuilding Assessment (RPBA) that covered the

North, North-East, East and Adamaoua regions; and 2) UNDP Cameroon has contributed to the development of the Lake Chad Basin Regional Stabilization Facility.

The Regional Stabilization Facility (RSF) will enhance civil-military cooperation to design and implement Joint Action Plans for the immediate stabilization of specific target areas, to increase community safety and security as well as provide infrastructure, basic services and livelihood opportunities as a rapid-response package.

UNDP Cameroon, as the four countries involved in this RSF, is developing its National Windows of the Facility, serviced by country context and specificities to ensure that the immediate stabilization effort is well targeted and fully owned by relevant stakeholders, to provide stabilization support to the North and Far North Region. As such, UNDP is building on its successful experience of stabilization programming in Iraq and elsewhere to put in place fast-track business processes.

On the other hand, in response to the SW/NW crisis, UNDP CMR is positioning itself as one of the first development agencies in the system to work with humanitarian agencies in projecting interventions on early recovery, rule of law and social cohesion in affected localities to better ensure the humanitarian-development nexus.

As such, it is important to move quickly on designing concept notes and proposals for discussions with potential donors in order to mobilize resources. It is in this framework that UNDP CMR is seeking for an Expert/Advisor to support on analyzing, developing projects and reporting to donors.

KEY TASKS:

The Consultant will be responsible for the followings:

- contribute to the development of a database of potential partners (who does what, in which sector, their priorities, time to engage contacts, resource person, perception of UNDP, what are their needs ...) in the area of stabilization, ER & Reconstruction.
- support the development of specific communication tools needed for partnership and resource mobilization,
- Participate in the development of specific donor-driven fundraising strategies and approaches
- Produce high quality concept notes and proposal to donors
- Preparing minutes of high-level meetings with donors, government and other key stakeholders
- Producing analytical notes as required
- Supporting the RR in advocacy and partnership work, particularly in the areas mentioned above.
- Perform any other duties that the Resident Representative would assign as needed.

KEY DELIVERABLES:

- high quality concept notes and proposal to donors
- high quality of analytic notes required
- high quality reports for donors

KEY AREAS OF EXPERTISE:

- Stabilization
- Screening Persecution Rehabilitation and Reintegration (SPRR)
- Early Recovery & Reconstruction

CONSULTANT PROFILE & QUALIFICATION :

- At least a master's degree in economic science, social science, anthropology, philosophy, or other related field

- At least 07 years of professional experience in the areas of expertise listed above
- Strong skills and experience (7 years) on donor analysis and advocacy
- Strong skills and experience (7 years) on communication and visibility of UNDP interventions in the field
- Strong skills and experience on writing high quality of proposals and donor reports
- Good knowledge of UNDP procedures on PPM is an asset
- Good knowledge of crises affected countries is an asset
- Good oral and written communication skills,
- Excellent level in English (oral and written) and knowledge of French
- Good knowledge in the analysis and mainstreaming of the gender approach.

PRESENTATION OF THE OFFER:

The Consultant's offer will include a technical proposal and a financial proposal in two separate envelopes. The proposal of the consultant must provide the following information and any additional information:

- a) Technical proposal
 - i. Understanding of ToRs
 - ii. Proposal of the working methodology;
 - iii. The updated Curriculum vitae;
 - iv. Photocopies of diplomas;
 - v. References (if available) showing that the consultant has already rendered similar services.

b) Financial Offer

The consultant is requested to prepare the cost table as an envelope separate from the response to the bid solicitation. All costs and rates must be free of any taxes.

The form below must be used to prepare the cost table. It contains specific expenditure lines that may not be required or applicable but are in any case given as examples.

Cost Table: Invitation to tender			
Description of the activity / article	Unit	Monthly cost	Estimate price
1	Consultant's fees		
2	Other		

EVALUATION:

The evaluation of proposals takes place in two stages. The evaluation of the technical proposal is completed before opening and comparing the financial proposals. The financial proposal will only be open for submissions that receive a 70% technical score on a total score of up to 100 points for the evaluation of technical proposals.

In the second stage, the financial offers of all the service providers who obtained the minimum technical score of 70% during the technical evaluation will be compared. **The contract will be awarded to the consultant offering the better bid (the bid having obtained the best combined rating from the technical offer and the financial offer, with a weighting of 70/30).**

Technical Evaluation Criterion	Points
At least a master's degree in economic science, social science, anthropology, philosophy, or other related field	20
Understanding of ToRs and Relevance of the methodology of work	25
At least 07 years of professional experience in the areas of expertise listed above	30
<ul style="list-style-type: none"> - Strong skills and experience (7 years) on donor analysis and advocacy - Strong skills and experience (7 years) on communication and visibility of UNDP interventions in the field - Strong skills and experience on writing high quality donor reports 	25
TOTAL :	100