



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: August 15 2019

Country: Uzbekistan

Description of the assignment: Strategic Planning Facilitator in Uzbekistan (International)

Project name: UN Resident Coordinator Office in Uzbekistan

Period of assignment/services (if applicable): 70 days through September 2019 – March 20, of them 20 working days onsite travelling to Uzbekistan 4 times throughout the consultancy period and 50 working days offsite

Application Process:

Interested candidates need to apply online at the UNDP Jobs Site and upload requested documents (**Technical Proposal/Methodology, CV or P11 form, Offeror's Letter of confirmation and Financial Proposal**) in Part 5 of Procurement Notice **no later than end of August 26, 2019** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=86994 (*cut and paste into browser address bar if the link does not work*).

Application submitted via email, incomplete applications or received after the closing date (August 26, 2019) will not be given consideration.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

For more detailed information about UN in Uzbekistan please visit our website at www.un.uz United Nations Organization is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNO promotes achievement of gender balance among its staff at all levels.

1. BACKGROUND

The UN system in Uzbekistan is entering the final stage of implementation of the United Nations Development Assistance Framework (UNDAF) cycle which covers the period of 2016-2020. In

September 2019, the UN system and the Government of Uzbekistan are to embark on the process of formulation of the next generation UN Sustainable Development Cooperation Framework (UNSDCF – a.k.a. the Cooperation Framework), with the ultimate goal to accelerate progress towards achievement of the national SDGs and bring about tangible action for people on the ground, especially those furthest behind.

The Cooperation Framework will articulate the United Nation's collective response to help Uzbekistan address national priorities and gaps in the national pathway towards achieving the SDGs. It is the most important instrument for planning and implementation of UN development activities in each country, in support of the implementation of 2030 Agenda for Sustainable Development, to be prepared and finalized in full consultation and agreement with the Government of Uzbekistan. The Cooperation Framework will serve as a core accountability tool between the UN Country Team and the Government of Uzbekistan, and other national stakeholders, as well as between and among UNCT members for collectively-owned development results. It is supported by independent and high-quality evaluation.

The Cooperation Framework is informed by a cutting-edge Common Country Analysis (CCA). The CCA represents the best of the UN's collective analysis of the development situation in a specific country context. The CCA will provide the essential evidence-base from which the theory of change underpinning the Cooperation Framework is developed in the context of Uzbekistan. It drives the identification of what type of transformational change is needed and achievable in the country, the strategies for achieving this change, and the evidence base and baselines for the new Cooperation Framework.

The Cooperation Framework is linked to new tools for coordination and accountability established as part of the repositioning of the UN development system, in line with General Assembly resolution 72/279.

2. FUNCTIONS/ SCOPE OF WORK

Under the overall supervision of the UN Resident Coordinator, the international Strategic Planning Facilitator will provide substantive support to the UNCT Uzbekistan and facilitate the development of the new UN Sustainable Development Cooperation Framework in accordance with the Internal Guidance for UNCTs on the UN Sustainable Development Cooperation Framework (June 2019) and drawing on the Common Country Analysis. He/she will have the overall responsibility for preparation of a quality document outlining the UN's collective offer to the Government of Uzbekistan in addressing key SDG priorities and gaps based on UN comparative advantages. The international Facilitator will be guided by and work closely with the UNCT and inter-agency UN groups, including UN CCA Team/SDG Resource Group, UNDAF Results Groups, and M&E and Data Group throughout the process. On a daily basis, he/she will be supervised by the Resident Coordinator's Office. Drawing on the UNCT's draft Roadmap, the Facilitator will have to develop a detailed workplan on the UNSDCF formulation and rollout, including defining elements of the implementation architecture.

The facilitator's work on the Cooperation Framework will include the following steps:

1. Development of a **detailed workplan** on the Cooperation Framework consultations and development, for review and approval by the UNCT.
2. A **visioning** exercise that is an integral starting point for formulating the Cooperation Framework and grounded in a clearly articulated, evidence-based and robust **Theory of**

Change:

- a. Support facilitation a workshop validating the Common Country Analysis jointly with the CCA Facilitator
 - b. Based on the findings of the validated Common Country Analysis, develop a Theory of Change that is examined through the lens of the Cooperation Framework Guiding principles and addresses structural barriers to equality;
 - c. Plan/define an agenda and facilitate the **UNCT Retreat on the UN Vision 2030** for the UNCT to examine the Theory of Change and agree on long-term and far-reaching collective results while considering UN comparative advantages.
3. The **Strategic Prioritization exercise**, whereby strategic development priorities and intended development results/outcomes are defined and agreed with national counterparts.

For this, the consultant will be expected to:

- Provide methodological and planning support in organizing multi-stakeholder consultations on strategic priorities (in close cooperation with UNCT results groups);
- Conduct consultations on defining strategic priorities with UNCT, and with key national and international partners;
- Define an agenda for and facilitate the final Strategic Prioritization Workshop to verify the development priorities and outcomes recommended for inclusion in the UNSDCF;

Throughout the consultations, the Facilitator will have to apply the following filters for defining strategic priorities:

- a. determine the most pressing and critical national development priorities and gaps, risks and hazards, and related bottlenecks and entry points;
 - b. determine strategic catalytic solutions and strategies to address these;
 - c. match these solutions and strategies with the UN development system's mandates, and global, regional and sectoral priorities in line with international and regional norms and standards;
 - d. test prioritized solutions and strategies with regard to advancing and aligning with the Cooperation Framework Guiding Principles;
 - e. facilitate a UNCT-led mapping of the development landscape, and an exercise to determine the UN's comparative advantage and consider UN complementarity with other stakeholders including an analysis of strengths, weaknesses, opportunities and threats;
 - f. assess the UN development system's human and financial resources, knowledge, technology, networks and efficiencies, both current and potential; and
 - g. reflect on lessons learned and evidence from research and evaluations.
4. Drafting of **the Cooperation Framework**, with a core narrative part and Results Matrix based on the multi-stakeholder consultations:
- Based on a causality analysis articulate a **theory of change** for each prioritized outcome that describes changes necessary to progress towards achieving the SDGs and the pathway to maximize the synergies across the SDG targets and indicators;
 - In consultations with UNCT and national stakeholders, draft **outcomes' statements**;

including the type of **partnership** necessary for the achievement of outcomes; identify the **synergies** between the selected outcomes and the pathway on ensuring the **sustainability** of the impact of outcomes

- Jointly with UN M&E and Data Group and CCA Team, develop a Results Matrix with a **set of quality measurable indicators** to be used to measure progress towards the chosen outcomes in line with global and national SDG indicators
- Elaborate the Cooperation Framework **implementation plan**, including implementation strategy and strategic partnership and governance mechanisms;
- Develop in consultation with UN M&E and Data Group, **Monitoring and Evaluation Plan**, including Monitoring Plan, Risks and Opportunities, Review and Reporting mechanisms, and Evaluation Plan;
- Contribute substantively into consultations with resident and non-resident UN agencies and regional UN entities to review UNCT **assets and configuration** in support of the UNSDCF
- Organize consultations including online and onsite, with UNCT and national stakeholders to seek comments, verify and validate the key elements of the document
- Finalize the UNSDCF document (consolidated narrative and RRM, including annexes) based on the comments from the UNCT, PSG and relevant national counterparts.

Throughout the process, the Facilitator will seek to ensure a robust focus on youth (noting that Uzbekistan is a priority country for roll-out of the UN system-wide Youth 2030 Agenda) and on innovative solutions to “leaving no one behind” in Uzbekistan’s ongoing reform and national development processes.

3. DELIVERABLES AND DEADLINES

Duration of the work and duty station

The initial length of the assignment for the International Consultant is 20 working days onsite (travelling to Uzbekistan 4 times throughout the consultancy period) and 50 working days offsite. The consultancy will start in September 2019 and must be completed before end of March 2020 with the submission of a final document on UNSDCF.

Deliverables/Output	Installment	Deadlines
Inception report, with a detailed workplan on the Cooperation Framework consultations and development	30%	Mid-September 2019
Submission of draft UN Vision 2030 and Theory of Change	20%	Mid-October 2019
Submission of draft document with strategic development priorities and development results/outcomes identified in result of strategic prioritization exercise	20%	End of November 2019

First draft of the UN Sustainable Development Cooperation Framework	15%	End of December
Final document of the UN Sustainable Development Cooperation Framework	15%	End of March 2020

The output should be submitted by the Consultant to supervisor and to be considered as accepted upon written confirmation from the UN Resident Coordinator.

This is a lump sum contract that should include costs of consultancy; payment will be released upon satisfactory provision of respective output and acceptance by the Supervisor and Resident Coordinator.

The USD lump sum amount will be paid in five installments upon completion and acceptance by the UN Coordination Officer of the above indicated outputs by the due dates.

4. MONITORING AND CONTROL

Activities and progress will be monitored through regular contacts and review of the deliverable by UNCT, UN CCA Team and other relevant partners. Consultant is requested to inform UN RCO on progress by e-mail every week.

In case the deliverable is deemed to have been completed to a standard that does not fully satisfy UN performance criteria, the UN reserves the right to withhold the payment in part or in full. No interim payments will be executed.

5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	Advanced degree in Development studies, with focus on sustainable development
Experience:	<ul style="list-style-type: none"> • Extensive experience with facilitating or participating in UNDAF development and implementation processes is required. • Experience in managing complex, multi-dimensional development programmes is required. • Experience in UN-led development cooperation in the Europe and Central Asia region is required.
Language Requirements:	Fluent English and good knowledge of Russian are required
Competencies:	<ul style="list-style-type: none"> • Strong expertise and hands--on experience in promotion of sustainable development and SDGs, including economic growth, social inclusion, human development, climate change and resilience, governance, human rights • Knowledge of the context and Agenda 2030/SDGs nationalization and implementation in the Central Asia region, and in particular, in Uzbekistan

	<ul style="list-style-type: none"> • Good understanding of overall political, governance and planning structure and current reform effort in Uzbekistan • Proven experience and expertise in strategic planning, institutional and partnership building, innovating solutions • Strong understanding of UN RC system and current state and implications of UN development system reform
<p>UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Gender Balance in Management Policy promotes achievement of gender balance among its staff at all levels.</p>	

6. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

<p>Interested individual consultants must submit the following documents/information to demonstrate their qualifications:</p> <ol style="list-style-type: none"> 1. Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex III). 2. CV with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed a Personal History Form (P11 form) before contract issuance 3. Brief description of approach to work/technical proposal of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment (max 3 pages). 4. Financial Proposal using template provided <p><u>Application process: To submit your application online, please follow the steps below:</u></p> <ul style="list-style-type: none"> • Download and complete the UN Personal History Form (P11) or fill your CV. • Merge your P11 or CV, Proposals and other relevant documents into a single file. • Click on the Job Title. • Click “Apply Now” button, fill in necessary information on the first page, and click “Submit Application”. • Upload your application. <p>You will receive an automatic response to your email confirming receipt of your application by the system.</p>

7. FINANCIAL PROPOSAL

<p>This is a lump sum contract that should include costs of consultancy and international travel costs (and in-country air ticket costs), accommodation and meal (DSA or per diems in Uzbekistan) and visa costs required to produce the above deliverables. Payment will be made in USD in lump sum in four installments upon completion of the tasks/works indicated in the present TOR and their acceptance by the Supervisor as well as submission of payment documents (PEF, CFP etc.). In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of</p>

anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP does not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

8. EVALUATION

Evaluation of the offers will be arranged according to Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable

b) Having received the highest score out of the 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 for the Technical Criteria will be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
• <i>Educational background</i>	10%	10
• <i>Relevant experience and competencies</i>	25%	25
• <i>Language skills</i>	5%	5
• <i>Interview</i>	30%	30
<u>Financial</u>	30%	30

8. ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at <http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>)

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 - FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)