**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

**NATIONAL CONSULTANT**

**UNDP/Concession/Strategic Plan NBC/31/2019**

Date: 3 September 2019

**Duty Station**: Monrovia, Liberia

**Description of the assignment**: National Consultant (Liberia) Evaluation of " Strengthening Conflict Preventing through Establishing of Multi-Stakeholder Platforms and Improved Alternative Livelihoods for Concession Affected Communities’’

**Project Name**:  **Recruitment of a National Consultant as Strategic Plan NBC**

**Application Deadline:** **Friday, September 13, 2019**

**Duration: 33 WORKING DAYS** over a period of two months (September/October 2019)

Starting date: **IMMEDIATE**

**Contract type**: Individual Contractor (National)

Languages: English

Proposals should be submitted at the following address: by email to **bids.lr@undp.org**

(Please include procurement notice number in the subject area) no later than **Friday, September 13, 2019**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard ele

tronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| This " Strengthening Conflict Preventing through Establishing of Multi-Stakeholder Platforms and Improved Alternative Livelihoods for Concession Affected Communities’’ project is being implemented to strengthen the emerging Multi­ Stakeholder Platform (MSP) for the non-judicial mitigation of land concession disputes and developing alternative livelihoods for affected communities, prevents land concession conflict escalation and promotes social cohesion.Sustaining peace in Liberia requires long-term investment in national institutions that are inclusive, accountable and responsive, with a Government that is committed to providing opportunities and services to all Liberians, including youth and women. After a decade of successful peacekeeping interventions, there is urgent need now further to strengthen peacebuilding intervention to maintain the gains made and address the key unaddressed conflict drivers as captured in the Peacebuilding plan. The sustaining peace agenda laid out by the peacebuilding plan emphasizes national reconciliation, justice and security reform and preventing continuing land and concession related conflicts, while strengthening national human right institutions. The importance attached to the quality and character of the UN's support to Liberia post-UNMIL is reflected in the decision of the Executive Committee meeting on 14 September 2017, chaired by the Secretary-General, endorsed establishment of the Liberia Multi-Partner Trust Fund (LMPTF) to support peace consolidation The project has been designed to help ensure local capacities exist, and are consolidated, to address the underlying causes of concessions conflict and embrace mitigating and preventive measures. It will establish and operationalize four new MSPs in Bomi, Grand Bassa, Grand Kru and Maryland counties and consolidate three existing ones in Sinoe, Maryland and Nimba counties, enhancing networking and coordination amongst them. Realistically, two MSPs can be operational in the first half of 2019. It will build on UNDP 's Strengthening national reconciliation through improved understanding of conflict drivers in concession areas and establishment of stakeholder platforms project, 17 which established multi-stakeholder dialogue platforms (MSPs) in three hotspot concession areas (Maryland, Nimba, and Sinoe counties) respectively and contributed to strengthening SDLs Sustainable Partnership Initiative (SP1) bringing PACs, relevant government entities, civil society, development partners and concessionaires to a common platform to work through specific concerns arising from concession operations as well as framing collective agendas. Partnership Initiative (SP1) 18 bringing PACs, relevant government entities, civil society, development partners and concessionaires to a common platform to work through specific concerns arising from concession operations as well as framing collective agendas. |

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| **Purpose and Objectives of Consultancy:**  |
| The purpose of this consultancy is to carry out a 05 Year Strategic Plan of the National Bureau of Concessions -NBC. |
| **Rationale** |
| The rationale for developing a strategic plan for the National Bureau of Concessions in order to provide a sense of direction and outlines measurable goals. Strategic plan will be tool that is useful for guiding day-to-day decisions and also for evaluating progress and changing approaches when moving forward with new strategy. It will outline the required elements of the Strategic Plan and the necessary deliverables, to be prepared at a consultative meeting which will be peer reviewed and validated. The development of the c strategy will form part of the joint meeting held with the Director General that laid the emphasis on preparing a robust strategic for NBC. This meeting recognized that a Strategic plan that will be critical to underpin the overall mission and vision will ensure that NBC’s outreach program is results oriented with meaningful impacts. |
| **Objective:**NBC’s Strategic will be a proactive working tool to support the long-term strategic plan for the Institution. This communication strategy will articulate clear outreach message, set specific outputs, targets, indicators and identify tools and activities that needs to be carried out. |

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| **IV. Deliverables** |
| **EXPECTED RESULTS / OUTPUTS** |
| The Strategic will take into consideration, a number of basic elements which will include the following:* Determine Method for Engaging Stakeholders and Partners;
* Write a Brief Summary of Analyses;
* Select a Theory of change;
* Select Audiences;
* Develop Communication Objectives;
* Select Strategic Approaches;
* Decide on Positioning;
* Identify Key Benefits and Support Points.

In furtherance to the above-mentioned approaches, the Strategic plan will also propose a practical schedule of activities for NBC; |
| **IV. Impact of Results**  |
| **METHODOLOGY:** |
| In order to forge ahead with this Strategic Plan, and internal review and a robust desk review that will need to be prepared prior to the Consultative meeting of stakeholders. This internal review will outline the methodology to be used. This will provide an overview of the elements of the strategy, the methodology to be followed, and some initial recommendations concerning the strategic direction and message, based on the review. |
| TARGET  |
| This consultative meeting will include senior NBC’s staff; UNDP and FAO’s Communication Units, EPA,, IRRED |
| The scope of work required includes |
| * Communication review, including an analysis of the current perception of NBC;
* Mapping of the communication strategies, relationships, and outputs of other comparable international institutions;
* Mapping of stakeholder and target audiences;
* Establishing objectives and priorities for NBC’s communication;
* Key messages for NBC internal communications (including recommendations for preferred communication channels);
* Overview of proposed communication activities, including baseline components, with associated resource and capacity implications; and additional “added value” components, also with resource and capacity implications;
* Establishing a procedure for internal organization and planning of communication activities, including managing information flows amongst NBC’s staff;
* Establishing tools for evaluation of the communication strategy.
* Clear and measurable communications objectives with evaluation;
* Relevant audiences and available channels;
* A plan of activities and a timetable
* Communication risks and mitigation
* Resources
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| Expected Results / Outputs |
| 1. Expected Results / Outputs
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| **N0** | **Key Milestones/Deliverables**  | **Estimated Number of Days** | **Indicative Deadline** | **Milestone Percentage**  |
| **1** | **Inception Report** | **5** | **20 September 2019** | **30** |
| **2** | **Data Collection, Analysis, and Preparations for the Preliminary findings/Interim Report** | **7** | **27 September 2019**  |  |
| **3** | **Presentation of Preliminary findings/Interim Report** | **3** | **30th September 2019** | **30** |
| **4.** | **Preparation of Comprehensive Draft Report** | **10** | **10th October 2019** |  |
| **5** | **Submission of Final Report after feedback from relevant stakeholders.** | **8** | **14th October**  | **40** |

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**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **Qualification** |
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|  | **Education:** - Minimum of master’s degree in political science, , Agriculture, social sciences, business management, human rights or similar fields (National Consultants)**Experience:** - Professional experience in the evaluation of peacebuilding and social cohesion programmes 5 years’ experience; - Experience in managing social cohesion projects and programs, particularly in peacebuilding and livelihood projects (minimum 7 years’ experience for the International Consultant; and 5 years for the National Consultants); Direct experience in developing strategic plans for or on behalf of United Nations members or other international organizations - Experience in working with National governmental and non-governmental institutions including Community Based Organizations (CBOs), Non-Governmental Organizations (NGOs) (at least 5 experiences); as well as Good knowledge of the United Nations System and UNDP and FAO in serving as a Consultant; **Language:** * Excellent mastery of oral and written English.
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**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| **CRITERIA FOR SELECTING THE BEST OFFER** Interested individual consultants MUST submit the following documents/information to demonstrate their qualifications by email ONLY to **bids.lr@undp.org** :**1.Technical Proposal**:(i) Explaining why they are the most suitable for the work(ii) Provide a brief methodology on how they will approach and conduct the work 2. **Financial proposal**3. **Personal CV including past experience in similar projects and at least 3 references** |

**5. FINANCIAL PROPOSAL**

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| * **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. 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 anticipated working days). |
| **6. EVALUATION: Bid Evaluation Method** |
| - Only those candidates with a score of at least 70 points out of the 100 points will be selected for a financial analysis; - The evaluation method that will be used is that of the best quality / price ratio (combined score). Consideration will be given to the consultant's skills and experience, work methodology and financial proposal. **1. Submission of bids:** the national consultant will have to submit a file including two proposals (technical and financial): 1. The technical proposal must contain:

  - A copy of the diplomas; - A cover letter; - A detailed CV; - Certificate of Good Execution (EBA) of the evaluation missions carried out - A brief description of the work methodology indicating the different stages of achievement of the results and the chronogram; - A completed United Nations P11 form and at least 3 reference persons with their email addresses - 1. **The financial proposal:**

 - A financial proposal on the basis of a monthly lump sum including (fees, travel expenses, per diems / per diems and other expenses related to the mission in the localities of the interior of the country); - To allow a better appreciation of the proposed lump sum, the consultant must break out its lump sum amount clearly indicating the fees provided for fees, travel expenses and those allocated to per diems.  |

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**