



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 6 September 2019

Country: Cabo Verde

Description of the assignment: PALOP-TL CSO online budget platform – Economist

Project name: Pro PALOP-TL SAI (Phase II) – Programme for Consolidating Economic Governance and Public Finance Management Systems (PFMS) in the PALOP-TL (Pro PALOP-TL SAI (Phase II))

Period of assignment/services (if applicable): 13 Months

Proposal should be submitted at the following email address: procurement.cv@cv.jo.un.org no later than **29 September 2019, 23H59 pm Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Respond will be send in writing or by standard electronic 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

The European Union (EU) is one of the major partners and funders of UNDP's work. Currently, the EU and UNDP are partnering in 140 countries to deepen democratic governance, prevent or recover from conflict and natural disasters, build resilience and adapt to climate change. The EU and its Member States are jointly the world's largest donor of the development aid, with their Official Development Assistance (ODA) having reached €75.5 billion in 2016.

Communications and visibility are key for the EU to mobilize its citizens and governments to remain engaged in development aid and cooperation as well as for the EU - UNDP strategic partnership, including resource mobilization.

In the past decade, the Portuguese-speaking countries of Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome and Principe, and Timor-Leste have experienced significant progress in economic governance. Recent public finance management reforms are the main reason for this success.

However, weaknesses, including inadequate institutional capacity, skills and human resources, continue to hamper their public administration systems. This situation has undermined effective public finance management, budgetary oversight and control of public resources, which has significant adverse impacts on other governance and development sectors.

For detailed information, please refer to Annex 1- Terms of Reference.

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

The Economist will work with a team of two experts – a senior economist (Team Leader) and a developer. He/she will work under the direct supervision of the Pro PALOP-TL SAI (Phase II) CTA to ensure the following deliverables:

- Mapping exercise of public budgets and expenditure available documents in each beneficiary country with the identification of available databases and the criteria used to match each country's budget classifications.
- Comparative analysis of budget and expenditure information, as well as the level of transparency in each beneficiary country.
- Standard methodology for extraction, cleaning and organization of public budgets and expenditure available documents in each beneficiary country.
- Capacity development and training of selected teams of the CSO Pro PALOP-TL SAI (Phase II) beneficiaries in each country.
- Design and facilitation of one Community of Practices (CoP) with all the beneficiary CSOs' teams in one PALOP-TL country (to be identified) to debrief and wrap-up on the project operationality, main deliverables and exit strategy.

He/she will provide inputs to produce an integrated final report capturing the process and results in each beneficiary country, as well as a comparative analysis with the main finding and lessons learnt on the availability of key budget and expenditure documents/information, public access to budget information and participation in budgetary processes.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Preference will be given to candidates who have a:

Academic Background:

- Bachelor's Degree (or related Diploma) in Economy.

General Experience:

- Experience in with public institutions and civil society organizations in the field of transparency and budget analysis;
- Experience in developing innovative digital solutions that link technology of information and budgetary processes for public and/or private sector organizations;
- Background working with tech tools to simplify the budget and public expenditure with the aim of raising standard of transparency and accountability in government.

Specific Experience:

- 3 years of experience working with public institutions and civil society organizations in the field of transparency and budget analysis;
- Proven experience in open budget surveys and/or open data initiatives.

Required Languages:

- Excellent written and spoken communication skills in Portuguese;
- English is an asset.

For detailed information, please refer to Annex 1- Terms of Reference.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- 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) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided – except travel costs, as per reference in previous points. If an Offer or is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offer or must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete applications will be excluded from further consideration.

Only recommended candidate will be notified.

5. FINANCIAL PROPOSAL

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 (travel expenses, professional fees, insurance, etc...).

The expert will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

Signed contracts in the individual agreement mode do not entail any advance fees either at the contract start date or at the start of the specific consulting periods.

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. All travel costs related with the Product 7 (***) will be covered by UNDP and should not be included in the financial proposal.

In general, UNDP should 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.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined 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 77 points would be considered for the Financial Evaluation

<i>Criteria (as per ToR)</i>	<i>Weight</i>	<i>Max. Point</i>
<u>Technical</u>	70%	110
Bachelor's Degree (or related Diploma) in Economy.		20
3 years of experience working with public institutions and civil society organizations in the field of transparency and budget analysis.		20
(1) Proven experience in open budget surveys and/or open data initiatives. (2) Proven experience in developing innovative digital solutions that link technology of information and budgetary processes for public and/or private sector organizations; (3) Background working with tech tools to simplify the budget and public expenditure with the aim of raising standard of transparency and accountability in government.		30
Clear methodology with all steps specified.		30
Quality assurance of deliverables (M&E mechanisms and criteria)		10
<u>Financial</u>	30%	30

For detailed information, please refer to Annex 1- Terms of Reference.

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

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

ANNEX 4 – P11 form