



## INDIVIDUAL CONSULTANT NOTICE – International IC

**Ref No: UNDP-IC-2019-465 - Quality Assurance Consultant**

**Country:** Pakistan

**Duty Station:** Peshawar (with weekly travel to Islamabad)

**Description of the assignment/Job Title:** Quality Assurance Consultant

**Project name:** FATA Governance Project (FGP)

**Period of assignment/services:** 6 Months

**Number of Positions:** 1

### **Submission Instructions:**

Please submit your Technical and Financial proposals to the following address: not later than **11th December 2019 at 1230 hours Pakistan standard time. Or 02:30 AM EST.**

UNDP-IC-2019-465

UNDP Registry, Quotation/Bids/Proposals

United Nations Development Programme

Serena Business Complex, 2<sup>nd</sup> Floor, Khayaban-e-Suharwardy,  
Islamabad, Pakistan

Tel: 051-8355600 Fax: 051-2600254-5

OR by email to [bids.pk@undp.org](mailto:bids.pk@undp.org) no later than **11th December 2019 at 1230 hours Pakistan standard time. Or 02:30 AM EST.**

Kindly write the following on top left side of the envelop or email subject line UNDP-IC-2019-465  
**Annex IV & V must be password protected**

**Important note for email submissions:** Please put UNDP-IC-2019-465 in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 .... in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

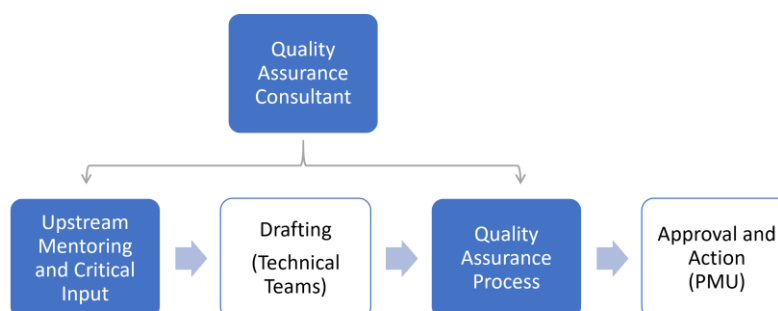
If you request additional information, please write to [pakistan.procurement.info@undp.org](mailto:pakistan.procurement.info@undp.org). The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the e-mail/address mentioned above.

**Background:**

The FATA Governance Project is an integrated, cross-sectoral project to support the peaceful integration of the newly merged areas (formerly the Federally Administered Tribal Areas, now the newly-merged regions of Khyber Pakhtunkhwa). In support of Government-owned and led reform processes, the project provides critical support to the government and stakeholders in the administrative, legal, and economic integration of the Newly-Merged Districts of Khyber Pakhtunkhwa.

The project provides integrated world-class technical assistance across all critical sectors to facilitate integration processes, support effective district-level governance, provide technical assistance to policy-making, support improved economic management, and the introduction of inclusive local governance structures.

The embedded teams require a Peshawar-based full-time consultant to quality assure programming documents, and work with field-based teams to bring quality and coherence to programming tools. Quality contributes to quality management by confirming that UNDP's quality requirements are met in planning and implementation of technical assistance. Quality assurance encompasses the processes and procedures that systematically monitor different aspects of a service or facility. The role of QAC will contribute to a positive reputation for reliability and consistency of UNDP and the project by ensuring a level of consistent quality project technical assistance offerings.

**1) Duties and Responsibilities****a) Builds implementation and innovation capacity of project teams through mentoring and upstream guidance;**

- i) Builds **capacity** of (selected) field teams to use SOPs, programming instruments, and templates effectively;
- ii) Promotes **coherence** of programming activities by ensuring **results-orientation**, and providing upstream critical input into planning processes;
- iii) Promotes adoption of **problem-driven iterative adaptation** (see: <https://bsc.cid.harvard.edu/PDIAtoolkit>) through problem analysis and deconstruction, sequencing, design space analysis, authorization analysis, and learning.
- iv) Creates incentives to innovate and push the boundaries of the possible by preventing isomorphic mimicry, bureaucratic capture, or replication of failed initiatives;
- v) Removes hurdles to **innovation** and enhanced performance by removing informational barriers of working with Government, donor, and UNDP norms and SOPs;

- vi) Monitors and reports on **performance** of (selected) field teams in their capacity to meet quality standards over time by scoring quality of inputs as recieved;

**b) Supports effective implementation of the project through quality assurance of core programming instruments**

*Core programming instruments in UNDP include terms of reference, workplans, concept notes, PC-1s, and policy briefs. (The consultant would not be required to contribute to reporting which is handled separately by dedicated capacity in that regard. The consultant would need to do high-level QA on selected deliverables as and when required.)*

- i) Conducts **mid-stream quality assurance** of programming instruments before they reach the programme management team;
- ii) **Detects and corrects problems** that fall outside established standards or requirements;
- iii) Ensures consideration of UN norms and standards in every programming instrument including **Safeguarding protections**;
- iv) **Travel** to Islamabad for approximately 1 day per week to meet with project management team;

### **1. Deliverables, Scope and Schedule of Payments**

- 1) The number of days worked against the deliverables;
- 2) Deliverables finalized at time of reporting.

<b>Deliverables/ Outputs(date/month/year to date month/year)</b>	<b>Estimated Duration to Complete(days)</b>	<b>Schedule of Payments</b>	<b>Review and Approvals Required(supervisor)</b>
1. Quality Assurance Report (Local Government Reform Unit or Equivalent)	22	16%	CTS
2. Quality Assurance Report (Land settlement unit or equivalent)	22	17%	CTS
3. Quality Assurance Report (Planning and development unit or equivalent)	22	17%	CTS
4. Quality Assurance Report (Chief Secretary delivery unit or equivalent)	22	17%	CTS
5. Quality Assurance Report (HTAD unit or equivalent)	22	17%	CTS
6. Quality Assurance Report (PFM unit or equivalent)	22	16%	CTS
Total	132	100%	

The term ‘**all-inclusive**’ implies that all costs (professional fees, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Consultant are already factored into the financial proposal. Under this arrangement, the contract price will be fixed regardless of change in the cost components. Payments will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.

Please go the following link for the UNDP General Conditions of Contract for Individual Consultants:  
[http://procurement-notice.undp.org/view\\_file.cfm?doc\\_id=7879](http://procurement-notice.undp.org/view_file.cfm?doc_id=7879)

Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives as set forth by the United Nations Department of Safety and Security.

### **Copyright**

The above assignment will have UNDP and governance department sole ownership and copyright.

## **2. Institutional Arrangement and Duty Station:**

Consultants are covered under the United Nations Security Management System, therefore they are required to adhere security policies established for the United Nations personnel for the respective duty stations. Detailed security briefing will be provided by Security Unit upon joining. Apart from area specific measures UN does not have after dark operational movements. Accommodation has to be arranged in UNDSS approved/recommended Hotels and Guesthouses. Non Objection Certificate is required for Travel of International personnel outside their respective duty stations in KP Province. Completion of BSAFE (online training) is mandatory at joining. Field missions/movements/events have to be coordinated with Security unit in advance.

## **3. DURATION OF WORK**

During the contract period, the consultant will be expected to work in the office (unless traveling or providing training) during working hours which is from 0800 AM to 4:45 PM, from Monday to Thursday and from 0800 AM to 1230 PM on Friday. When document editing is required the consultant is encouraged to work off-site to ensure focus.

## **4. QUALIFICATIONS – EDUCATION, EXPERIENCE AND LANGUAGE:**

Education:	Master’s degree in public policy, development, social sciences, conflict studies, disaster response or a related field.
Experience:	<ul style="list-style-type: none"><li>• Minimum 5 years’ experience with a Master’s degree or seven years with Bachelor degree of progressively responsible experience in Governance or Sustainable Development programme/project</li></ul>

	<p>management in international organizations, bilateral development agencies or international NGOs;</p> <ul style="list-style-type: none"> <li>• Experience of working with UNDP, another UN agency, or our donor partners would be an asset;</li> <li>• Proven ability to work effectively in multi-disciplinary and multi-cultural teams;</li> <li>• Demonstrated project management experience with sound knowledge of all aspects of the project cycle (design, implementation, monitoring &amp; evaluation);</li> <li>• Experience of fundraising, resource mobilisation and donor relations would be an asset;</li> <li>• Strong interpersonal and written and oral communication skills;</li> <li>• Knowledge of Governance &amp; Reforms desirable;</li> <li>• Knowledge of the UN System and UNDP Policies and Procedures is an advantage.</li> </ul>
Language Requirements:	Excellent oral and written English language skills.
Other (Mobility):	The incumbent may be required to travel occasionally outside of Peshawar and to Islamabad on a weekly basis.

## 5. **APPLICATION PROCESS AND SELECTION CRITERIA**

The following documents must be submitted by interested persons to become an eligible candidate. Failing to comply with the requirements will result in disqualifying the applicant. Due to the large number of applications we receive, only the successful candidate will be informed about their invitation to sit a test and about the outcome or status of the selection process. Interested individual consultants must include the following documents when submitting the applications:

- **Resume / CV**
- A brief, 500 word statement explaining why you are the most suitable candidate for the assignment and provide a brief methodology on how you will approach and conduct the work.
- **Letter of Confirmation of Interest and Availability and Financial Proposal**, Applicants are instructed to submit their financial proposals in PAK Rupees for this consultancy using the annex to the Letter of Confirmation of Interest and Availability template available here: [http://procurement-notice.undp.org/view\\_file.cfm?doc\\_id=45780](http://procurement-notice.undp.org/view_file.cfm?doc_id=45780).

In order to assist the requesting unit in the comparison of financial proposals, the financial proposal should be **all-inclusive** and include a breakdown.

## 6. **FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverable. In order to assist in the comparison of financial proposals, the cost of travel (both domestic and international) should be excluded from the financial proposal (see below).

The financial proposal will include a breakdown of this lump sum amount (professional fees, communications, utilities, consumables, insurance, etc. The daily rate for professional fees should be set according to industry standard and level of experience.

## **7. TRAVEL**

UNDP will cover all travel costs for the International Consultant including all travel to join duty station / repatriation travel from the Consultant's current place of residence. These costs should not be included in the application and will be added at the time of the candidate's selection. UNDP will also cover the costs of travel between Peshawar and any other location. The list of per diems and duty station allowances for anywhere else (other than the duty station) within Pakistan can be found <https://www.undp.org/content/dam/uruguay/docs/adquisiciones/DSA/undp-uy-2019-03-DSA-Marzo.PDF>

In general, UNDP shall not accept travel cost 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 case of unforeseeable travel, payment of travel cost including tickets, lodging and terminal expense should be agreed upon, between the respective business unit and individual Consultant, prior to travel and will be reimbursed.

## **8. EVALUATION PROCESS**

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 Consultants obtaining a minimum of 70% on the Technical evaluation will be considered for the Financial Evaluation.

Criteria	Weight/Points
<b>Technical Competencies</b>	70
<ul style="list-style-type: none"><li>• Master's degree in public policy, development, social sciences, conflict studies, disaster response or a related field.</li></ul>	Minimum Requirement

<ul style="list-style-type: none"> <li>Expertise in development sector / governance and reforms (05 years of experience)</li> </ul>	35
<ul style="list-style-type: none"> <li>Quality of written submission (published policy work related to the task (one or more articles, reports or books))</li> </ul>	35
<b>Financial (Lower Offer/Offer*100)</b>	<b>30</b>
<b>Total</b>	<b>100</b>

## Competencies

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### Building Strategic Partnerships

- Makes effective use of UNDP's resources and comparative advantage to strengthen partnerships
- Creates networks and promotes initiatives with partner organizations

### Innovation and New Approaches

- Creates an environment that fosters innovation and innovative thinking, especially for Fata reforms contexts
- Conceptualizes more effective approaches to program development and implementation

### Promoting Organizational Learning and Knowledge Sharing

- Participating in the development of policies and innovative approaches and promoting their application throughout the organization
- Promotes UNDP as a learning/knowledge sharing organization, with a focus on Fata reforms

### Job Knowledge/Technical Expertise

- Possesses expert knowledge of advanced concepts in primary discipline, a broad knowledge of related disciplines, as well as an in-depth knowledge of relevant organizational policies and procedures, with expertise in reforms contexts
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself personally
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments

### Client Orientation

- Anticipates constraints in the delivery of services and identifies solutions
- Proactively identifies, develops and discusses solutions for clients

### Core Competencies

- Promoting ethics and integrity, creating organizational precedents
- Staff competence, creating an environment of creativity and innovation
- Promoting effective teams
- Very good communication skills. Ability to express clearly and concisely in both written and oral forms
- Transparent decision making; calculated risk-taking
- Ability to be flexible and react to changing circumstances, e.g. security situation

<b>Weight per Technical Competence</b>	
Weak: Below 70%	The individual consultant/contractor has demonstrated a <b>WEAK</b> capacity for the analyzed competence
Satisfactory : 70-75%	The individual consultant/contractor has demonstrated a <b>SATISFACTORY</b> capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a <b>GOOD</b> capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a <b>VERY GOOD</b> capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated a <b>OUTSATNDING capacity</b> for the analyzed competence

**Note:** *UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.*

### **ANNEXES**

ANNEX 1. TERMS OF REFERENCE (TORs)

ANNEX 2. INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS.

ANNEX 3- PROPOSAL SUBMISSION FORM.

ANNEX 4- OFFEROR'S LETTER TO UNDP/CONFIRMATION OF INTEREST.

ANNEX 5 – FINANCIAL PROPSAL

Please also submit updated CV.