



INDIVIDUAL CONSULTANT

Ref No: UNDP-IC-2019-381 - International Expert Governance – Citizen Engagement with Newly Introduced Formal Institutions

Location: Islamabad, Pakistan

Category: Democratic Governance and Peacebuilding

Duty Station: Home Based with travel to Pakistan

Description of the assignment/Job Title: International Expert Governance – Citizen Engagement with Newly Introduced Formal Institutions

Code: IO2 - AIP Sector: Governance – Citizen Trust and Engagement with Rule of Law

Additional Category: Democratic Governance and Peacebuilding

Type of Contract: Individual Contract

Post Level: International Consultant

Languages Required: English

Starting Date: (date when the selected candidate is expected to start) 20 December 2019

Duration of Initial Contract: 66 Working Days

Expected Duration of Assignment: 12 Months

Submission Instructions:

Please submit your Technical and Financial proposals to the following address: not later than **10th December 2019 at 1230 hours Pakistan standard time. Or 02:30 AM EST.**

UNDP-IC-2019-381

UNDP Registry, Quotation/Bids/Proposals

United Nations Development Programme

Serena Business Complex, 2nd Floor, Khayaban-e-Suharwardy,
Islamabad, Pakistan

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

OR by email to bids.pk@undp.org no later than **10th 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-2019-381
Annex IV & V must be password protected

Important note for email submissions: Please put UNDP-IC-2019-381 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. 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 Government of KP has adopted a multi-year Accelerated Implementation Program (AIP), 2019-2022, to address the key developmental gaps in the Merged Areas (MA), erstwhile Federally Administered Tribal Areas (FATA). AIP is the first three-year program under the Tribal Decade Strategy (TDS) of the government that seeks to address developmental disparity of the MA and bring these areas at par with other areas of Pakistan.

The TDS, with detailed discussion of the development challenges and issue of the MA is available on the following link:

<http://bit.ly/TDSKPMA>

The Draft Accelerated Implementation Programme is available on the following link:

<http://bit.ly/AIPKPMA>

UNDP is implementing its FATA Governance Project (FGP) as key partner in the process of erstwhile FATA development. FGP seeks to support AIP implementation through technical assistance in the areas of project formulation, context specific innovations in service delivery systems, results oriented programming, data collection and analysis to contribute to development of locally feasible solutions. In this endeavor, the services of the following specialist(s) are required:

International Expert Governance – Citizen Engagement with Newly Introduced Formal Institutions

AIP Sector: Governance – Citizen Engagement with Newly Introduced Formal Institutions

1. Duties and Responsibilities

- a) Review the relevant literature including reports on governance and formal state institutions in FATA and KP and study the departmental and sectoral data of KP;
- b) Carry out review of international development practices in the subject area of citizen trust and stabilization post conflict relevant to developing countries;
- c) Carry out discussions with Government and UNDP local teams to finalize area and focus of intervention(s) linked to modulators of citizen trust in line with promoting higher citizen engagement with newly introduced formal institutions for the core state functions;
- d) Develop a preliminary proposal of innovative and problem driven intervention(s) to address the agreed key developmental priorities linked to citizen trust and citizen engagement with formal state institutions;
- e) Participate and assist in detailed design of the intervention(s) with implementation notes and instructions;

- f) Develop scheme of data collection and periodic reviews;
- g) Develop data collection instruments, instruction manual, variable definitions and sample calculations;
- h) Carry out data analysis and contribute to evidence based program development in the sector through reports/papers on the intervention(s); and
- i) Present the analysis and results to stakeholders.

2. Deliverables, Scope and Schedule of Payments

Deliverables/ Outputs	Schedule of Payments	Review and Approvals Required
1. Concept paper for sector intervention 20%	20%	LEA
2. Final programme document for sector intervention & Data collection instrument(s) with detailed methodological notes and instructions 20%	20%	LEA
4. Working paper on results coming out of data analysis of initial intervention including proposals for scale-up/iteration 40%	40%	LEA
5. In-person presentation of analysis and results to stakeholders 20%	20%	LEA
Total	100%	

The term '**all-inclusive**' implies that all costs (professional fees, travel related expenses, 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-notices.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.

3. Institutional Arrangement and Duty Station:

Supervisor: Chief Technical Specialist

Day to day management: Lead Economic Advisor

Duty Station: The consultant will work from home, and travel to Islamabad/Peshawar as and when required in mutual agreement of both parties which may be up to one third of the total duration.

4. DURATION OF WORK

The expected duration of work will be up to 66 working days.

5. QUALIFICATIONS – EDUCATION, EXPERIENCE AND LANGUAGE:

Academic Qualifications:

- Doctorate degree in political science, public administration or a closely related discipline
- Peer reviewed research publications in areas related to governance and citizen engagement with newly introduced formal institutions

Experience:

- At least 10 years of relevant experience working in governance and development research/development policy/evaluation/innovation or programme design and other relevant experience working in the international development field is required

Language:

- Fluency in written and spoken English is required;

6. APPLICATION PROCESS AND SELECTION CRITERIA

The application package containing the following (to be uploaded as one file):

- A **cover letter** with a brief description of why the Offer considers her/himself the most suitable for the assignment;
- **Personal CV**, indicating all past experience from similar projects and specifying the relevant assignment period (from/to), as well as the email and telephone contacts of at least three (3) professional references; CV should highlight any active research in the subject area of the assignment.
- **Writing Samples** in international development setting or any other field.

7. FINANCIAL PROPOSAL

Shortlisted candidates (ONLY) will be requested to submit a Financial Proposal.

- The financial proposal should specify an all-inclusive daily fee.
- The financial proposal must be all-inclusive and take into account various expenses that will be incurred during the contract, including: the daily professional fee; living allowances at the duty station; communications, utilities and consumables; life, health and any other insurance; risks and inconveniences related to work under hardship and hazardous conditions (e.g., personal security needs, etc.), when applicable; and any other relevant expenses related to the performance of services under the contract.

- The consultant should budget for **1 trip to Islamabad of 10 calendar days**. Any approved additional travel will be reimbursed as per UNDP travel policy. The current DSA rate for Islamabad (Marriott) is \$248.
- In the case of unforeseeable travel requested by UNDP, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and Individual Consultant, prior to travel and will be reimbursed. 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.
- If the Offeror 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 a Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.: 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.

8. TRAVEL

All envisaged travel cost must be included in the financial proposal as detailed above. 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.

9. 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	Max. Point
Technical Competencies	70	
1. Doctorate degree in political science, public administration or a closely related discipline	Min. Requirement.	

2. Peer reviewed research publications in areas related to governance and citizen engagement with newly introduced formal institutions	20	
3. At least 10 years of relevant experience working in governance and development research/development policy/evaluation/innovation or programme design and other relevant experience working in the international development field is required	25	
4. Quality of methodology and writing samples	25	
Financial (Lower Offer/Offer*100)	30	
Total Score	Technical score 70 + 30 Financial	

Competencies

Innovation - Ability to make new and useful ideas work.

Level 6: Exercises stakeholder-centered design approaches for office / programme / division.

Leadership - Ability to persuade others to follow.

Level 6: Ensures teams are resourced for success and empowered to deliver.

People Management - Ability to improve performance and satisfaction.

Level 6: Guides substantive specialists / teams and expands credibility and innovation capacity.

Communication - Ability to listen, adapt, persuade and transform.

Level 6: Creates confidence among stakeholders by delivering authoritative positions, compelling analysis, and contextual acumen.

Weight per Technical Competence	
Weak: Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory : 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence

Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated a OUTSATNDING capacity 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