



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

**Date:** 30 January, 2020

<b>Post Title:</b>	Individual Contract (IC) – Report Drafting Specialist
<b>Starting Date:</b>	Expected 07 March, 2020
<b>Duration:</b>	80 working days over a period of 6 months
<b>Location:</b>	New York, United States of America – at the Regional Bureau for Arab States Headquarters.
<b>Project:</b>	Fostering Knowledge for human development in the Arab Region

### CONTEXT/BACKGROUND

The Arab Human Development Reports (AHDR), published by UNDP since 2002, have contributed substantially to inform the regional and global debate showing that Arab countries can achieve a significant leap forward in development, reinforce stability and secure gains in a sustainable manner, if they prioritize adopting policies that ensure the well-being, productivity, self-determination and good citizenship of their population.

The 2030 Agenda and the Sustainable Development Goals have based on their integrated and multi-dimensional nature, the potential to help governments and other stakeholders in the region to identify policy bottlenecks and innovative solutions to overcome previous grievances and build a more sustainable future. Nevertheless, gaps in data availability and reliability necessitate concentrated efforts and partnerships to make Agenda 2030 a useful tool for advocacy and policymaking. Beyond official statistics and internationally agreed targets, there is a need to look at the specific challenges of the region, understand how people cope with unequal access to resources and in prolonged crisis, and how they devise solutions which are context-specific and can address needs of those left behind.

The Arab Human Development Report and other related research, publications and analytical materials are aimed at informing the regional and international as well as national debate on development challenges and sustainable solutions in the Arab region. Upon the development of a conceptual framework published as an Arab Human Development Report research paper, UNDP has commissioned lean data collection on issues related to the SDGs and inclusive citizenship. The upcoming AHDR will present the analysis of these and other available data.

Under the direct guidance and supervision of the Senior Strategic Advisor, the consultant will support the writing of the analysis based on available data and a literature review. She/he will ensure the logical flow and substantive coherence of the Arab Human Development Report, provide quality control of content and style of the report during the production phase, and participate in the production of related launch, communication, and advocacy products.

## SCOPE OF WORK AND DELIVERABLES

The consultant will be tasked with reviewing draft analysis, advising on how to structure the various chapters of the AHDR, applying writing quality standards consistently, and helping the AHDR team elaborate clear key messages for the targeted audience. The consultant will also support the proofreading process prior to sending the report to the editing company and prior to printing. She/he will also contribute to the preparation of the launch materials and the organization of launch events or related advocacy materials.

Key results to be achieved through the consultancy:

- Ensure the internal coherence of each chapter of the AHDR, and the overall coherence of the entire report based on the proposed analytical framework;
- Ensure the AHDR text is consistently presented according to high writing standards, respecting UN terminology;
- Help the AHDR team elaborate clear messages that will facilitate communication and reaching out to intended audiences (e.g. media, policy makers, civil society, etc.);
- Support the AHDR team with the proofreading process before the report is sent to the editorial company, and subsequently based on eventual changes introduced because of the UNDP internal review process and once the document is formatted for printing;
- Support the preparation of related communication materials that will be used during the launch and other advocacy activities;

## EXPECTED OUTPUTS AND DELIVERABLES

Deliverables	Estimated Duration to Complete	Review and Approvals Required
<b>Output 1:</b> revisions of the various AHDR chapters to ensure consistency and quality	Up to 30 working days over a period of 2 month;	Senior Strategic Advisor
<b>Output 2:</b> Elaborate clear key messages of the AHDR	Up to 10 working days over a period of 1 month	Senior Strategic Advisor
<b>Output 3:</b> Proofreading of the report before sending it to the editing company	Up to 10 working days over a period of 1 month;	Senior Strategic Advisor
<b>Output 4:</b> Proofreading of the report prior to printing	Up to 10 working days over a period of 1 month;	Senior Strategic Advisor
<b>Output 5:</b> Support to the creation of communication products	Up to 20 working days over a period of 1 month;	Senior Strategic Advisor

## INSTITUTIONAL ARRANGEMENT

- The consultant is required to exhibit his or her commitment with the UNDP-RBAS for the time required to complete the tasks specified in this ToR;
- S/He shall perform tasks under the general guidance and direct supervision of the Senior Strategic Advisor. The supervision will include approvals/acceptance of the consultant's scope of work identified in previous sections;

- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, experts, researcher, designers, stakeholders and UN colleagues;
- S/He will report to and consult with the Senior Strategic Advisor on regular and needed basis at any period throughout the assignment;
- The individual is required to maintain close communication with the UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/He will inform UNDP promptly so that decisions and remedial action may be taken accordingly. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

## **DURATION OF THE WORK**

The duration of the assignment is expected to be 80 working days over a period of 6 months from contract signature date.

## **DUTY STATION**

New York, United States of America – with periodic meetings at the Regional Bureau for Arab States Headquarters.

## **QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

### I. Academic qualification:

Master's Degree in political science, law, economics, or other relevant fields.

### II. Work Experience:

- At least 10 years of relevant work experience;
- Experience in writing and editing reports dealing with development issues at the international level;
- Experience in communication and the production of advocacy materials;
- Experience with human development reports, or similar multi-disciplinary work is an asset;
- Previous experience in the UN or other international organizations.

### III. Language Requirements

Language proficiency in both written and oral English is required.

### IV. Key Competencies

- *Corporate*
  - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
  - Promotes the vision, mission and strategic goals of UNDP;
  - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
  - Ability to address global development issues;

- *Functional*
  - Background knowledge about the SDGs, United Nations and UNDP;
  - Good teamwork and interpersonal skills;
  - Flexibility and ability to handle multiple tasks and work under pressure;
  - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
  - Excellent writing skills;
  
- *Leadership*
  - Demonstrated ability to think strategically and to provide credible leadership;
  - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex tasks;

### **SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

<b>Milestone</b>	<b>Estimated due date</b>	<b>Payment</b>
<b>Milestone 1:</b> Successful delivery of output 1	Up to 30 working days over a period of 2 month;	Up to 50% of total contract amount
<b>Milestone 2:</b> Successful delivery of output 2	Up to 10 working days over a period of 1 month	
<b>Milestone 3:</b> Successful delivery of output 3	Up to 10 working days over a period of 1 month;	Up to 25% of total contract amount
<b>Milestone 4:</b> Successful delivery of output 4	Up to 10 working days over a period of 1 month;	
<b>Milestone 5:</b> Successful delivery of output 5	Up to 20 working days over a period of 1 month;	Up to 25% of total contract amount

### **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV**, 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, including references to how she/he will approach and complete the assignment.

Interested candidates shall submit above documents to the Job Advertisement Website:

[https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 15<sup>th</sup> February 2019.

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11

<http://procurement-notice.undp.org/>

***Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive***

## **EVALUATION**

Individual consultants will be evaluated based on the following methodologies:

### **Step I: Screening and desk review:**

Applications will be first screened and only candidates meeting the following minimum criteria will progress to the pool for shortlisting:

- Master's Degree in political science, law, economics, or other relevant fields.
- At least 10 years of relevant work experience;
- Language proficiency in both written and oral English is required;

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

**Technical evaluation Criteria** max 100 points (Weighted 70):

- Master's Degree in political science, law, economics, or other relevant fields. (25 points);
- Minimum 10 years of relevant work experience (25 points);
- Proven relevant experience editing and writing reports of a similar nature (30 points);
- Previous experience in the UN or other international organisations (20 points)

**Financial Criteria** - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n) * 30$  where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

### **Step II: Final evaluation**

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

- Technical Criteria weight: [70%]
- Financial Criteria weight: [30%]

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.

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.