

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09 March 2020

Post Title:	Individual Contract (IC) – Electoral Consultant
Starting Date:	08 April 2020
Duration:	UP to 252 working days Over a period of 12 months from 08 April 2020 till 30 April 2021
Location:	UNDP-RBAS Regional Hub, Amman (Jordan)
Project:	Global Project for Electoral Cycle Support II

CONTEXT/BACKGROUND

The Regional Electoral Support Project for Middle East and North Africa (MENA) is part of the Global Project for Electoral Cycle Support (GPECS), which is UNDP main instrument for contributing to the formulation and implementation of electoral policy. The GPECS consists of country, regional, global and gender components that sustainably support policy development, knowledge management and programme support and that use a process-driven approach rather than an event-driven one. In particular, the GPECS adopts an electoral cycle approach—as opposed to election day- looking at the electoral process over time, while seeking also to integrate electoral assistance into a wider framework of democratic governance and peacebuilding, as well as to engage with different actors throughout the cycle. The overall goal to which GPECS contributes is towards deepening democracy and accelerating human development.

The regional component of the GPECS is carried out with the support of the Swedish International Development Agency (SIDA). Its overall aim is to improve accountability, participation and representation in the electoral and political processes in the Arab States by raising awareness and enhancing knowledge and capacity on elections and broader democratic governance topics throughout the region, as well as supporting civic engagement. The project provides expanded technical assistance to institutions, electoral stakeholders, and civil society on electoral issues. Some of the partners the project engages with include the newly established Arab Electoral Management Bodies (ArabEMBs) and the Electoral Affairs Department of the League of Arab States.

Against this background, the project is seeking a consultant to support planning and implementation of regional initiatives, also in developing concept notes and reporting on the initiatives in addition to support in implementation of the project. The Consultant will work under the management of Regional Electoral Advisor and the direct guidance of the Regional Electoral Policy specialist.

SCOPE OF WORK AND DELIVERABLES

Under the overall supervision of Regional Electoral Advisor and day to day management of the Regional Electoral Policy specialist, the selected candidate, contracted under IC contract modality, will support the Regional Electoral Support project with the following main responsibilities:

- Organize the action plan of activities, assist in developing concept notes and agendas for the regional electoral Project for Arab states;
- Undertake relevant research on electoral systems (including data collection, review of comparative reports, knowledge sharing, best practices);
- Provide coordination support in developing knowledge products for the region;
- Contribute to the development of regular UNDP project reporting, including drafting biweekly, monthly, quarterly and annual reports as well as reports for the donor;
- Assist in implementing project activities related to enhancing regional electoral capacity and knowledge;
- Track all relevant electoral developments and activities in the region and analyze their implications on the project and project activities;
- Provide general administrative, logistical and operational support related to HR, procurement and internal and external communication;
- Assist in organizing team and sector meetings.

EXPECTED OUTPUTS AND DELIVERABLES

<i>Deliverables/Outputs</i>	<i>Target date</i>	<i>Review and Approvals Required</i>	<i>Payment terms</i>
Deliverable 1.1: Produce regional Electoral Atlas; Deliverable 1.2: Produce regional context and risk analysis on electoral assistance in the MENA region; Deliverable 1.3: Draft policy brief related to governance, democratization and elections state in the MENA region; Deliverable 1.4: Conduct regional analysis to feed into planning for programme's future efforts, in collaboration and consultation with key stakeholders in the region; Deliverable 1.5: Develop policy briefs on priority thematic areas: media and elections, preventing electoral violence and human rights media monitoring;	30 April 2020	UNDP Regional Policy Specialist and Regional Advisor	20%

Deliverable 1.6: Deliver working paper on status of electoral process in the MENA region in collaboration with Oslo Governance Center.			
Deliverable 2.1: Develop concept note on regional campaign for women political and electoral participation; Deliverable 2.2: Draft Network campaign report; Deliverable 2.3: Participate in launch of regional campaign on women's political and electoral participation; including providing Arabization efforts to the Campaign as well as context analysis for national level campaign activities.	15 June 2020	UNDP Regional Electoral Policy Specialist	15%
Deliverable 3.1: Develop a concept note on institutionalization of action on SDG agenda, particularly regional efforts on SDG16; Deliverable 3.2: Develop and facilitate training modules for the North-South Center of the Council of Europe Mediterranean University Forum on youth political and electoral participation; Deliverable 3.3: Organize and conduct agenda and training for Arab youth in the Global Development University in collaboration with Regional Youth Programme Coordinator.	30 July 2020	UNDP Regional Electoral Policy Specialist	15%
Deliverable 4.1: Coordinate with ACE Network partners on annual workplan deliverables and strategic planning; Deliverable 4.2: Complete the comparative data analysis on ACE Arabic for Comoros, Egypt, Kuwait, Somalia and Jordan; Deliverable 4.3: Draft ACE Arabization Progress Report; Deliverable 4.4: Translation of ACE Encyclopedia topic areas on Gender and Elections and Youth and Elections; Deliverable 4.5: Arabization of the ACE Electoral Knowledge Network; using a team of online UN volunteers for translation of material.	20 October 2020	UNDP Regional Electoral Advisor	15%

Deliverable 5.1: Facilitate the Arabization of BRIDGE modules in partnership with the League of Arab States and BRIDGE partners; Deliverable 5.2: Coordinate with BRIDGE for the provision of training on the Arabization of BRIDGE modules; Deliverable 5.3: Participate in workshop on Gender and Elections BRIDGE module; Deliverable 5.4: Facilitate Arabization of BRIDGE module on Disability and Elections; Deliverable 5.5: Develop the BRIDGE 20 th Anniversary Photo Exhibition with the UN Electoral Affairs Department and BRIDGE partners; Deliverable 5.6: Participate in the BRIDGE 20 th Anniversary Photo Exhibition.	15 December 2020	UNDP Regional Electoral Policy Specialist	20%
Deliverable 6.1: Develop project proposal for M&E and impact assessment as per UNDP Evaluation guidelines; Deliverable 6.2: Produce annual report.	30 April 2021	UNDP Regional Electoral Policy Specialist	15%
Total			100%

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with the UNDP Regional Electoral Advisor;
- S/He shall perform tasks under the guidance of the UNDP Regional Electoral Policy Specialist;
- The supervision will include approvals/acceptance of the outputs as identified in previous sections. The supervisor will approve the deliverables/outputs for payment upon their technical clearance by the Regional Communication Advisor;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders and UN colleagues;
- S/He will report to and consult with the UNDP Regional Electoral Advisor on regular and needed basis at any period throughout the assignment. Reports shall be prepared by the expert on the basis of specific requirements;
- The individual is required to maintain close communication with the UNDP Regional Electoral Advisor 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 work is 252 days over a period extending from 08 April 2020 till 30 April 2021 for a total of 12 months.

DUTY STATION AND TRAVEL PLAN

- UNDP-RBAS Regional Hub, Amman (Jordan).
- The consultant is expected to travel in accordance with needs identified during the implementation phases based on political situation and security conditions. The below table is indicative of probable travels within the Arab Region and others:

County	Duration	Number of Missions	No. of Round Economy Tickets
Lebanon	3 working days	2	2 Round trip Tickets Amman / Beirut / Amman (if mission allowed and confirmed by UN security)
Tunisia	5 working days	1	1 Round trip ticket Amman/Tunis/Amman
Tunisia	2 working days	2	2 Round trip tickets Amman/Tunis/Amman
Egypt	2 working days	1	1 Round trip ticket Amman/Cairo/Amman
Egypt	5 working days	1	1 Round trip ticket Amman/Cairo/Amman
United Arab Emirates	4 working days	2	2 Round trip ticket Amman/Dubai/Amman
Turkey	3 working days	1	1 Round trip Tickets Amman/Istanbul/Amman
Spain	5 working days	2	2 Round trip tickets Amman/Madrid/Amman
Brussels	5 working days	2	2 Round trip tickets Amman/Brussels/Amman
USA	5 working days	1	1 Round trip ticket Amman/New York/Amman
Norway	3 working days	1	1 Round trip ticket Amman/Oslo/Amman

- Consultant shall provide the Reimbursable Lump Sum of travel cost with breakdown. UNDP will process the payment upon actual receipts provided for tickets (should not exceed the unit price provided in the financial offer) and boarding passes/passport stamps (entry and exit) for each travel;
- Unit price for tickets should be provided on most direct economic class (business and first-class airfare are not permitted as per UNDP rules and regulations);
- Payments will be made upon satisfactory completion required deliverables and submitting Certificate of payment (COP) confirmation of UNDP of satisfactory performance;

- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/>.

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

- I. Academic qualification:
 - Master's Degree in Political Science, International Relations, Public Policy or related fields.
- II. Work Experience:
 - A minimum of two years professional experience in international/regional capacity building in the field of elections;
 - A minimum of 2 years of experience in facilitating and managing an information database;
 - Prior experience working with the UN in the electoral domain.
 - Experience in academic research pertaining to public policy, electoral policy and social and political science;
 - Knowledge in electoral systems and processes in the Arab region
- III. Language Requirements
 - Proficiency in both written and oral English and Arabic.
- 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.
 - *Functional*
 - Solid experience in facilitation high level meetings;
 - Background knowledge about the SDGs, United Nations and UNDP;
 - Demonstrates ability in conducting creative-thinking and innovation learning events;
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
 - Excellent computer skills especially Word, Excel and Power Point, Email;
 - *Leadership*
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
 - Strong managerial/leadership experience and decision-making skills with proven track record of mature judgments;
 - Ability to conceptualize and convey strategic vision from the spectrum of development experience.
 - *Managing Relationships*
 - Demonstrated well developed people management and organizational management skills;
 - Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area;

- Strong resource mobilization and partnering skills and ability to accept accountability for management of large volume of financial resources.
- *Managing Complexity*
 - Ability to address global development issues;
 - Substantive knowledge and understanding of development cooperation with the ability to support the practice architecture of UNDP and inter-disciplinary issues;
 - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives;
 - A sound global network of institutional and individual contacts.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
 - Provides constructive coaching and feedback;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

SCOPE OF PRICE AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a daily unit rate/day fees must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.).

Payments will be made based on completion of deliverables as per table and schedule above. Followed by the submission of the relevant Certification of Payment (CoP) duly certified as well as confirmation of satisfactory performance of achieved work.

Travel cost shall be paid when travel take place. 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 upon UNDP IC rules and regulations.

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 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) **One-page methodology** describing the approach used to complete the assignment;
- d) **Financial Proposal** that indicates the all-inclusive total contract price, supported by a breakdown of costs, as per template provided. 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. If an 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 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.

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

Interested candidates shall submit above documents to the Job Advertisement Website: https://jobs.undp.org/cj_view_jobs.cfm as one document not later than **18 March 2020**. Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notices.undp.org/>

EVALUATION

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

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

- Master's Degree in Political Science, International Relations, Public Policy or related fields;
- A minimum of two years professional experience in international/regional capacity building in the field of elections;
- Proficiency in both written and oral English and Arabic.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria noting that an interview will be conducted to the shortlisted candidates.

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

- Knowledge in electoral systems and processes in the Arab region (30 points);
- Prior experience working with the UN in the electoral domain (20 points);
- A methodology describing the approach used to complete the assignment; (30 points).
- A minimum of 2 years of experience in facilitating and managing an information database (10 points).
- Experience in academic research pertaining to public policy, electoral policy and social and political science (10 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 desks review, and financial proposal with the following weights assigned to each:

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