

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 6, 2020

Post Title:	Individual Contract (IC) – Advocacy and Youth Coordinator
Starting Date:	1 May 2020
Duration:	Up to 90 working days over a period of 8 months from 1 May 2020 till 31 December 2020
Location:	UNDP-RBAS Regional Hub, Amman (Jordan) office
Project:	Global Project for Electoral Cycle Support II

CONTEXT/BACKGROUND

The Regional Electoral Support Project for the 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 the 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 also seeking 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 Advocacy and Youth Coordinator to design, plan and implement the youth activities on civic and political participation which includes developing concept notes, needs assessment, design training materials, deliver trainings in addition to support the establishment of the Youth Leadership Programme (YLP) Network on civic and political process. The Advocacy and Youth Coordinator will work under the management of the Regional Electoral Advisor and the direct guidance of the Regional Electoral Policy specialist.

SCOPE OF WORK AND DELIVERABLES

Under the direct supervision of Regional Electoral Advisor and the direct guidance of the Regional Electoral Policy specialist, the selected candidate, contracted under IC contract modality, will have the following main responsibilities:

- Designing and implementing project activities related to civic and political participation of women and youth;
- Supporting the design, implementation and assessment of the national level interventions in close collaboration with UNDP COs;
- Drafting concept notes, logistic notes, agendas on youth civic and political participation;
- Conducting and facilitating youth consultations and training;
- Developing and preparing all other technical materials related to preparations for different workshops and training;
- Undertaking relevant researches and assessments on youth electoral and political participation (including data collection, knowledge sharing, best practices);
- Contributing to the development of regular UNDP project reporting especially on youth participation (including monthly, quarterly, annual and donor reports)
- Monitoring and Evaluation of youth activities based on the project document;
- Building and maintaining partnerships with national, regional and international actors on the field of youth empowerment, including youth-led organizations;
- Mainstreaming the youth component in all other project activities and events

EXPECTED OUTPUTS AND DELIVERABLES

<i>Deliverables/Outputs</i>	<i>Target date</i>	<i>Review and Approvals Required</i>	<i>Payment terms</i>
Roadmap: Deliverable 1.1: Support in conduct Regional need assessment and context analysis of youth civic engagement and political participation Deliverable 1.2: Produce concept note and activities proposal Deliverable 1.3: Draft pre-survey and post-survey Deliverable 1.4: Draft a call for participants and Launch it on social media platforms	20 May 2020	UNDP Regional Policy Specialist and Regional Advisor	15%

Deliverable 2.1: Draft a 1-year youth communication plan Deliverable 2.2: Support in implementing youth communication plan by working closely with the communication advisor	15 June 2020	UNDP Regional Electoral Policy Specialist	10%
Online Consultations: Deliverable 3.1: Lead the process of filtering the application based on the selection criteria Deliverable 3.2: Facilitate four online meetings with UNDP COs, participants, and other regional stakeholders and initiate the consultation on the role of the new youth network Deliverable 3.3: Establish an online platform and share the needed resources, tools, and concepts with participants	15 July 2020	UNDP Regional Electoral Policy Specialist	15%
Preparation for 8th Mediterranean University on Youth and Global Citizenship (MedUNI): Deliverable 4.1: Draft concept note, agenda and logistical note for the training Deliverable 4.2: Support in preparing training curriculum and materials of 6 days' workshop Deliverable 4.3: Attend the preparatory meeting with different partners and start the preparation for the MedUNI	5 August 2020	UNDP Regional Electoral Advisor	10%
National-Level interventions: Deliverable 5.1: Guide, monitor and follow up on the participants' projects, and provide technical guide and support on the implementation of 3-month projects. Deliverable 5.2: Draft a report template to the youth participant Deliverable 5.3: Compile the national interventions level and draft a report	15 September 2020	UNDP Regional Electoral Policy Specialist	20%
MedUNI: Deliverable 6.1: Deliver, conduct and facilitate 6 days training on youth civic and political participation Deliverable 6.2: Provide logistical support during the training days; Deliverable 6.2: Draft a training report	30 October 2020	UNDP Regional Electoral Policy Specialist	10%
Preparation for 21st University on Youth and Development (UYD):	30 November		10%

Deliverable 7.1: Draft concept note, agenda and logistical note for the seminar Deliverable 7.2: Support in prepare training curriculum and materials of 6 days' seminar Deliverable 7.3: Attend the preparatory meeting with different partners and start the preparation for the UYD			
UYD: Deliverable 8.1: Deliver, conduct and facilitate 6 days seminar on youth civic and political participation Deliverable 8.2: Provide logistical support during the training days; Deliverable 8.2: Draft a seminar report	31 December 2020	UNDP Regional Policy Specialist and Regional Advisor	10%

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 Advisor;
- 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 the 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 a 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 the 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 90 days over a period extending from 1 May 2020 till 31 December 2020.

DUTY STATION AND TRAVEL PLAN

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

County	Duration	Number of Missions	No. of Round Economy Tickets
Tunisia	6 working days per mission	2	2 Round trip Tickets Amman / Tunis / Amman
UAE	6 working days per mission	1	1 Round trip Tickets Amman / Abu Dhabi / Amman
Lebanon	5 working days per mission	1	1 Round trip Tickets Amman / Beirut / Amman
Spain	5 working days per mission	3	3 Round trip Tickets Amman / Malaga / Amman

- Consultant shall provide the Reimbursable Lump Sum of travel cost. 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;
- The 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 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:

- Bachelor's Degree in International relations, Communication, Electoral Assistance, Computer Science or business.

II. Work Experience:

- Two years of International/regional experience in the field of election in the Arab region.
- A minimum of three-year professional experience, preferably in the field of youth participation in the elections in the Arab region.
- Two years of experience working with a UN agency or any relevant international organization

III. Language Requirements

- Language proficiency in both written and oral English and Arabic.

IV. Key Competencies

o Corporate

- Demonstrates integrity and fairness by modelling 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.

o 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 PowerPoint, Email;

- *Leadership*
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated intellectual leadership and ability to integrate knowledge with a 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 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.

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 above

Travel cost shall be paid when travel takes place as per travel plan. 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-notice.undp.org/>

EVALUATION

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

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

- Bachelor's Degree in International relations, Communication, Computer Science, Electoral Assistance or business.
- Language proficiency in both written and oral English and Arabic.
- At least 2 years of relevant professional experience in the field of election.

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

- A minimum of three-year professional experience, preferably in the field of youth participation in the elections in the Arab region; (30 points)
- two years of experience working with a UN agency or any relevant international organization. 20 points);

- Two years of International/regional experience in the field of election in the Arab region. (20 points).
- A methodology paper describing the approach used to complete the assignment; (30 points).

Financial Criteria - 30% of the 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.