

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 February 2020

Post Title:	Consultant for Project Development of Youth Empowerment and Engagement Programme
Starting date	20 April 2020
National or International Consultants:	International
Duration:	88 working days for over period of 4 Calendar Months
Location:	UNDP-RBAS Hub in Amman, Jordan
Project:	Youth Leadership Programme (YLP)
Requisition Number:	R4710-0000003493
Is this a LTA (yes/no)	No

CONTEXT/BACKGROUND

The youth-led popular contestations witnessed in a number of Arab countries starting in 2011 alongside evolving concerns of migration and violent extremism have invigorated discussions on development challenges young people face and their root causes. Youth lie at the center of these discussions as they are not only seen as drivers of this call for change, but also as beneficiaries of it. More than 60 percent of the region's population is under the age of 30, and the current youth generation is historically the largest youth cohort this region has witnessed over the past 50 years, making up 30% of its population of 370 million. Youth are demanding responsive political systems and social justice as much as they seek equitable economic opportunities. Meeting these demands in a region with some of the most complex and long-standing conflicts and highest youth unemployment rate in the world requires multifaceted approaches both at the regional and country levels.

In many countries, youth exclusion is strongly evident, often crossing with other forms of marginalization linked to social class, gender, geographic location, culture and/or community. This undercuts both development and social cohesion, yet it remains poorly recognized. Social norms continue to side-line youth in many places, treating political and economic participation as the prerogative of older people largely due to the patriarchal nature of societies. More than 30% of Arab people are increasingly dissatisfied with their living standards, and populations in an expanding number of Arab countries are suffering from lack of socio-economic progress and limited participation in society, compounded by a deteriorating state of security. Young women, in particular, have even more challenges in overcoming social, cultural,

and economic barriers to their inclusion. Recognizing these limitations, many countries are recently actively seeking to improve the opportunities for local development and service delivery quality through better local governance.

Youth in the Arab region are keen on supporting the improvement of their communities and countries. Space to engage youth more is needed, an enabling environment to foster creativity, innovation, and leadership is needed. Youth are interested in building themselves and being the change they are asking for. Over the last five years, UNDP's Regional Bureau for Arab States has been working with youth and youth-serving organizations to offer training to young people and engage them in creating their own solutions to problems that address the Sustainable Development Goals and move progress in their countries. The evident success of these interventions exemplify the keenness of youth to engage more and attain further access to training, tools, and resources needed to support their social innovations. With only a decade remaining for the world to achieve the Sustainable Development Goals, acceleration is key, and enabling an environment for youth to participate positively is an opportunity.

In response, UNDP's Regional Bureau for the Arab States is launching the process of development and implementation of an integrated regional programme to support accelerated youth engagement together with youth-serving organizations to offer a holistic approach to supporting leadership and innovative skills while working on the enabling environment.

This programme will complement the efforts of UNDP country programmes to respond to the distinctive demand of their host countries in this field and will avail a platform for intra-regional experience sharing among Arab States.

SCOPE OF WORK

Under the direct supervision of UNDP/RBAS Regional Project Manager, the consultant will support the development of a regional project aimed to enhanced youth engagement and empowerment as social innovators and change makers contributing to the achievement of the SDGs.

The consultant should carry out the following tasks in a period of five months according to the schedule proposed below:

Task 1 – Conduct a comparative analysis, re-confirm findings of a theory of change of the state of youth in the Arab region to serve as a base for the project document;

Task 2 – Lead and analyse data from focus-groups, UNDP regional and country-office (CO) staff, online surveys, and partner consultations to feed into the project document; Conduct interviews and consult with a wide-range of stakeholder agreed on together with the Project manager.

Task 3 – Develop a project document, supported by data and theory of change, inclusive of a robust results and resource framework with appropriate baselines, indicators, and targets in line with the regional programme document.

EXPECTED OUTPUTS AND DELIVERABLES

The Individual consultant should submit the documents to UNDP for review and approval according the table here below:

<i>Deliverables</i>	<i>Estimated Duration to Complete</i>	<i>Target Due Dates</i>	<i>Review and Approvals Required</i>
<i>Deliverable 1:</i> Co-develop a detailed work-plan with the Project manager for the development of a youth project; Conduct a comparative analysis, re-confirm findings of a theory of change of the state of youth in the Arab region	1 month	30 May 2020	Linda Haddad, Regional Project Manager, Regional Bureau for Arab States
<i>Deliverable 2:</i> Lead and analyses data from focus-groups, UNDP regional and country-office (CO) staff, online surveys, and partner consultations; lead the development of the online questionnaires and focus group questions and analysis; Prepare, as necessary, reporting on all meetings, carry out correspondences, and facilitate stakeholder networks for engagement prior to consultations.	1 month	30 June 2020	Linda Haddad, Regional Project Manager, Regional Bureau for Arab States
<i>Deliverable 3:</i> Develop a project document, supported by data and theory of change, inclusive of a robust results and resource framework with appropriate baselines, indicators, and targets in line with the regional programme document.	1 month	30 July 2020	Linda Haddad, Regional Project Manager, Regional Bureau for Arab States
<i>Deliverable 4:</i> Develop a 6-work month plan to achieve the most necessary steps in 2020 to be able to start the implementation of the new project document in 2021.	1 month	30 August 2020	Linda Haddad, Regional Project Manager, Regional Bureau for Arab States

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the guidance of the Regional Project Manager, Regional Bureau for Arab States.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to maintain close communication with 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;

- 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.
- The consultant will be reporting progress weekly, unless otherwise requested at any period throughout the assignment.
- The consultant may be asked to liaise/interact/collaborate/meet with the representatives of partners or any other relevant counterparts for the preparation of the specific outputs identified above.

DURATION OF THE WORK

The duration of the work is expected to be 88 working days for over period of (4) calendar months from contract signature date. ,

DUTY STATION

- (i) UNDP-RBAS Hub in Amman, Jordan

TRAVEL PLAN (OPTIONAL)

If any unforeseen travel outside the consultant home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualification:

Master's degree in Development Studies or any other related field.

II. Years of Experience:

A minimum of 5 years of progressively responsible experience in development and preferably partnership building in the UN, or other international inter-/governmental or non-governmental organizations at the regional and national level.

III. Technical experience:

- Extensive knowledge of the Arab region and its youth population and development related challenges and priorities.
- Relevant professional experience and knowledge about development issues at the global and/or regional levels.

IV. Language Requirements

Fluency in both spoken and written English is required, Arabic language is a plus.

V. Key Competencies:

o 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*
 - Strong substantive knowledge of youth engagement and local development issues and ability to link knowledge to UN/UNDP frameworks;
 - Capacity to interact with varying stakeholders in UNDP Programme countries and other international development organizations;
 - Strong analytical and communication skills, including ability to produce high quality project documents and knowledge products.
- *Leadership:*
 - Demonstrated ability to think strategically;
 - Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
 - 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 networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area;
 - Strong partnering skills
- *Managing Complexity:*
 - Substantive knowledge and understanding of youth engagement and empowerment and development cooperation with the ability to support the practice architecture of UNDP and inter-disciplinary issues.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Interested candidates should provide lump sum fees for requested services with detailed breakdown. 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 or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

<i>Milestones</i>	<i>Estimated Duration to Complete</i>	<i>Target Due Dates</i>	<i>Payment</i>
<u>Milestone 1:</u> Co-develop a detailed work-plan with the Project manager for the development of a youth project; Conduct a comparative analysis, re-confirm findings of a theory of change of the state of youth in the Arab region	1 month	30 May 2020	After satisfactory completion of milestone one (1) and submission of duly certified Certification of Payment (CoP) up to 25% of total contract amount.
<u>Milestone 2:</u> Lead and analyse data from focus-groups, UNDP regional and country-office (CO) staff, online surveys, and partner consultations; lead the development of the online questionnaires and focus group questions and analysis; Prepare, as necessary, reporting on all meetings, carry out correspondences, and facilitate stakeholder networks for engagement prior to consultations.	1 month	30 June 2020	After satisfactory completion of milestone two (2) and submission of duly certified Certification of Payment (CoP) up to 25% of total contract amount.
<u>Milestone 3:</u> Develop a project document, supported by data and theory of change, inclusive of a robust results and resource framework with appropriate baselines, indicators, and targets in line with the regional programme document.	1 month	30 July 2020	After satisfactory completion of milestone three (3) and submission of duly certified Certification of Payment (CoP) up to 25% of total contract amount.
<u>Milestone 4:</u> Develop a 6-work month plan to achieve the most necessary steps in 2020 to be able to start the implementation of the new project document in 2021.	1 month	30 August 2020	After satisfactory completion of milestone one (4) and submission of duly certified Certification of Payment (CoP) up to 25% of total contract amount.

Recommended Presentation of Offer

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.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **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;

- 3) **Financial Proposal:** that indicates the all-inclusive Deliverables/Outputs based 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.
- 4) Brief description of why you are the most suitable for the work;
- 5) **Technical Proposal** (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner);

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 21th March 2020.

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11 <http://procurement-notices.undp.org/>

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

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria:

Criteria	Weight	Max. Point
<i><u>Technical Competence</u></i>	70%	100
<i>Master’s Degree in development studies _ or any other related field.</i>		20
<i>A minimum of 5 years of progressively responsible experience in development and preferably partnership building in the UN, or other international inter-/governmental or non-governmental organizations at the regional and national level.</i>		20
<i>Extensive knowledge of the Arab region and its youth population and development related challenges and priorities.</i>		20
<i>Previous relevant professional experience and knowledge about development issues at the global and/or regional levels.</i>		15
<i>Fluency in both spoken and written English is required, Arabic language is a plus.</i>		10

<u>Technical Proposal</u>		15
<u>Financial (Lower Offer/Offer*100)</u>	<u>30%</u>	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Individual consultants will be evaluated based on the following methodology:

Step I: Screening and desk review:

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

- Master's degree in Development Studies or any other related field.
- A minimum of 5 years of progressively responsible experience in development and preferably partnership building in the UN, or other international inter-/governmental or non-governmental organizations at the regional and national level.
- Fluency in both spoken and written English is required, Arabic language is a plus.

Technical evaluation Criteria max 100 points (Weighted 70):

- Master's degree in Development Studies or any other related field (20 Points);
- A minimum of 5 years of progressively responsible experience in development and preferably partnership building in the UN, or other international inter-/governmental or non-governmental organizations at the regional and national level (20 Points);
- Extensive knowledge of the Arab region and its youth population and development related challenges and priorities (20 Points);
- Previous relevant professional experience and knowledge about development issues at the global and/or regional levels (15 Points);
- *Fluency in both spoken and written English is required, Arabic language is a plus* (10 Points);
- Technical Proposal (15 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 the desk review and the 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.

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.