

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 17 February 2020

<b>Post Title:</b>	Youth Leadership Programme Consultant
<b>Starting date</b>	25 April 2020
<b>National or International Consultants:</b>	International Consultant
<b>Duration:</b>	198 Working Days over a period of 9 Calendar Months
<b>Location:</b>	UNDP-RBAS Hub in Amman, Jordan
<b>Project:</b>	Youth Leadership Programme (YLP)
<b>Requisition Number:</b>	R4710- 0000003492
<b>Is this a LTA (yes/no)</b>	No

### CONTEXT/BACKGROUND

The UNDP Regional Bureau for Arab States responds to development challenges in a highly volatile region that has the highest youth population in the world. Over the past five-year youth have been engaged as significant partners in addressing development challenges in an effort to support the achievement of the Sustainable Development Goals (SDGs), through its Youth Leadership Programme (YLP). YLP aims to empower youth to become engaged change-makers and social innovators that have the skills and resources to implement the SDGs in their communities, countries and the region.

This consultancy will support the regional programme team at the Regional Bureau for Arab States in carrying out its day to day activities related to YLP in its sixth year. The consultant will primarily provide support to tasks that aim to address challenges in activity implementation and in event-planning coordination with different stakeholders and partners, including with the UNDP country offices, other UN agencies, governments and non-state actors in preparation for the regional YLP Forum.

### SCOPE OF WORK

Under the direct supervision of UNDP/RBAS Regional Project Manager, the consultant will support the Youth Leadership Programme aimed to enhance youth engagement and empowerment as social innovators and change makers contributing to the achievement of the SDGs.

The incumbent will be requested to:

- Lead and support the development of a region-wide youth mentorship programme that reflect country-windows and can be integrated into a larger youth empowerment platform;

- Support further strengthening of a Standard Mechanism and Guidance to engage with Country Offices and partner organizations;
- Assist in coordination between UNDP CO and partners to provide input to the drafting a YLP Forum event agenda, formulation of substance for forum sessions;
- Facilitate partnership building with other UN agencies and partners to strengthen partnership for the upcoming new youth project;
- Assist in organizing stakeholder meetings, preparing background materials, and developing and reporting on the YLP related activities;
- Support country consultations and join, where necessary, field visits to assist coordination among stakeholders;
- Liaise with all key national and international stakeholders—youth, civil society organizations, international NGOs, UN partners, donors—in the context of the above functions;
- Undertake related ad-hoc tasks that are requested by the Regional Project Manager.

#### **EXPECTED OUTPUTS AND DELIVERABLES**

The Consultant will work under the direct supervision of the YLP Project Manager based on an agreed timeline and workplan as per the following deliverables:

<b><i>Deliverables</i></b>	<b><i>Estimated Duration to Complete</i></b>	<b><i>Target Due Dates</i></b>	<b><i>Review and Approvals Required</i></b>
<b><i>Deliverable 1:</i></b> Assist in organizing stakeholder meetings, preparing background materials, and developing and reporting on the YLP related activities;	1 month	30 May 2020	YLP Regional Project Manager
<b><i>Deliverable 2:</i></b> Facilitate partnership building with other UN agencies and partners to strengthen partnership for the upcoming new youth project.	1 month	30 June 2020	
<b><i>Deliverable 3:</i></b> Development of a region-wide youth mentorship programme that reflect country-windows and can be integrated into a larger youth empowerment platform	1 month	30 July 2020	
<b><i>Deliverable 4:</i></b> Implementation of Standard Mechanism and Guidance	1 month	30 August 2020	
<b><i>Deliverable 5:</i></b> Support the planning of YLP6 Launch: Event Agenda as well as list for resource people and participants; formulation of substance for forum sessions.	1 month	30 September 2020	
<b><i>Deliverable 6:</i></b> Coordinate with CO for required documents to enable successful participation at regional events.	1 month	30 October 2020	

<b>Deliverable 7:</b> Support the research and coordination with the Youth Empowerment Platform.	1 month	30 November 2020	
<b>Deliverable 8:</b> Support curriculum development process for new youth project	1 month	30 December 2020	
<b>Deliverable 9:</b> Participate in monthly UN-interagency meeting to support joint activities.	1 month	30 January 2021	

## **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS during the number of working days specified in the contract;
- S/He shall perform tasks under the general guidance and direct supervision of the Project Manager of the Youth Leadership Programme Regional Project. The supervision of the Project Manager will include approvals/acceptance of the outputs as identified in the previous section;
- 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.

## **DURATION OF THE WORK**

The duration of the work is expected to be 198 Working Days over a period of 9 Calendar Months from contract signature date.

## **DUTY STATION**

The consultant will be based at 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 or bachelor's degree in Social Sciences or any related field.

### **II. Years of Experience:**

- A minimum of 3 years of relevant work experience with a Master's Degree and a minimum of 5 years of relevant work experience with a Bachelor's Degree.

### **III. Technical experience:**

- Prior experience working in youth engagement programmes, preferably in the Arab states region.
- Experience in working with high level counterparts and engaging with international organization.

#### IV. Language Requirements

- Excellent reporting and writing skills. Fluency and working proficiency in written and spoken English. Arabic is a plus.

#### V. Key Competencies:

##### ○ *Corporate*

- Ethics and Values
- Organizational Awareness
- Working in Teams
- Communicating Information and Ideas
- Self-management and Emotional Intelligence
- Conflict Management / Negotiating and Resolving Disagreements
- Knowledge Sharing / Continuous LearningFunctional
- Excellent computer skills especially Word, Excel and Power Point.

##### ○ *Functional*

###### People Skills:

- Recognizes and responds appropriately to the ideas, interests, and concerns of others;
- Builds trust and engenders morale by displaying open, transparent, and credible behavior;
- Respect individual/cultural differences; utilizes diversity to foster teamwork;
- Ensures others' understanding of, involvement in, and adaptation to a change process;

###### Partnering and Networking:

- Initiates and sustains relationships with key constituents (internal /external /bilateral/ public/ private/ Government);
- Communicates sensitively and effectively across different constituencies;

###### Results-Orientation:

- Proactive, problem-solving and result-oriented attitude;
- Plans and produces quality results to meet established goals;
- Generates innovative, practical solutions to challenging situations;

###### Communication:

- Formulates written information clearly and persuasively

- Shares information openly with co-workers and partners while using discretion to protect confidences;

#### Job Knowledge and Expertise:

- Strong analytical skills, with the ability to deal with project implementation;
- Ability to work inclusively and collaboratively with the regional and national counterparts;
- Practical knowledge and experience in operational approaches;
- Ability to build strong relationships with counterparts, focus on impact and result for the counterparts and respond positively to feedback;
- Consistent approach to work with energy and a positive, constructive attitude;
- Openness to change and ability to manage complexities;
- Ability to lead effectively, mentoring and conflict resolution skills
- Strong oral and written communication skills
- Ability to remain calm and in control while under pressure in an unsecure, hardship environment;
- Ability to work on his/her own and take initiatives when and if needed.

### 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:

Expected Outputs and Deliverables	Expected number of working days for each deliverable	Targeted Due Dates	Payment
<b><i>Deliverable 1:</i></b> Assist in organizing stakeholder meetings, preparing background materials, and developing and reporting on the YLP related activities;	1 month	30 May 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 11% of total contract amount.</b>

<b>Deliverable 2:</b> Facilitate partnership building with other UN agencies and partners to strengthen partnership for the upcoming new youth project.	1 month	30 June 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 11% of total contract amount.</b>
<b>Deliverable 3:</b> Development of a region-wide youth mentorship programme that reflect country-windows and can be integrated into a larger youth empowerment platform	1 month	30 July 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 11% of total contract amount.</b>
<b>Deliverable 4:</b> Implementation of Standard Mechanism and Guidance	1 month	30 August 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 11% of total contract amount.</b>
<b>Deliverable 5:</b> Support the planning of YLP6 Launch: Event Agenda as well as list for resource people and participants; formulation of substance for forum sessions.	1 month	30 September 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 11% of total contract amount.</b>
<b>Deliverable 6:</b> Coordinate with CO for required documents to enable successful participation at regional events.	1 month	30 October 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 11% of total contract amount.</b>
<b>Deliverable 7:</b> Support the research and coordination with the Youth Empowerment Platform.	1 month	30 November 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment

			<b>(CoP) up to 11% of total contract amount.</b>
<b>Deliverable 8:</b> Support curriculum development process for new youth project	1 month	30 December 2020	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 11% of total contract amount.</b>
<b>Deliverable 9:</b> Participate in monthly UN-interagency meeting to support joint activities.	1 month	30 January 2021	After satisfactory completion of Deliverable one (1) and submission of duly certified Certification of Payment (CoP) <b>up to 12% of total contract amount.</b>

#### **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.

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 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;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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.

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 **23<sup>th</sup> 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

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:

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical Competence</u>	70%	100
<i>Master's degree in Social Sciences or related field with minimum 3 year of qualifying experience OR Bachelor's degree in combination with 5 years of qualifying experience</i>		30
<i>Prior experience working in youth engagement programmes, preferably in the Arab states region.</i>		30
<i>Experience in working with high level counterparts and engaging with international organizations</i>		30
<i>Fluency in English.</i>		10
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

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 or Bachelor's degree in Social Sciences or related field.
- A minimum of 3 year of relevant work experience with a Master's Degree and a minimum of 5 years of relevant work experience with a Bachelor's Degree
- Fluency and working proficiency in written and spoken English.

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

- Master's degree in Social Sciences or related field OR Bachelor's degree in combination with 3 years of qualifying experience to be accepted in lieu of the advanced university degree (30 points).
- Prior experience working in youth engagement programmes, preferably in the Arab states region (30 points).



- Experience in working with high level counterparts and engaging with international agencies (30 points).
- Fluency and working proficiency in written and spoken English. Arabic is a plus. (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 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.