



Procurement Notice

Date: 22 March, 2020

Post Title:	Monitoring & Evaluation (M&E) Consultant – Formulation of Resilience monitoring framework at Regional level and Jordan.
Starting Date:	22 April 2020
Location:	Home-based, 1 trip to attend the event tbc (possibly Amman)
Duration	30 June 2020 (20 days – 15 days for the formation, presentation and finalization of the regional resilience framework, 5 days for technical inputs to formulate Jordan resilience monitoring framework)
Project:	Sub-Regional Response Facility

CONTEXT/BACKGROUND

The conflict in Syria has caused over 5.6 million refugees in the neighboring countries. Neighboring countries and host communities have been hosting the refugees, however, they are struggling to cope with the massive flow of refugees and meet the financial, human and environmental capacity to support them. In response to the protracted nature of the crisis and needs to support the host governments' capacities, the Regional Refugee and Resilience Plan (3RP) was initiated in 2015. The 3RP offers a strategic, coordination, planning, advocacy, and programming platform for humanitarian and development partners to respond to the Syria crisis at the regional level and in host countries.

As the 3RP has been in implementation for 6 years, there is a need for formulating regional resilience monitoring framework to track progress on resilience outcomes. This would strengthen evidence-based policy and advocacy at the international events, which is a main role of the SRF. In addition, while Jordan Response Plan (JRP) contains strong resilience component, the achievements made to date is not systematically collected. The collection of resilience achievement within the JRP would highlight the efforts that the JRP partners are making during 2020.

I. Description of the assignment:

Under the guidance and direct supervision of the Monitoring and Evaluation specialist / UNDP Sub-Regional Response Facility, and in close collaboration with UNDP country offices, the consultant will assist in formulation of resilience monitoring framework at the regional level.

Specifically, the consultant will

- 1) Formulate the Regional Resilience Monitoring Framework to capture the support provided to build resilience by the 3RP partners.
- 2) Present the concept of the Resilience Monitoring Framework to the inter-sector coordinators, IM specialists and the RTC members at the Resilience measurement workshop (in April/May-TBC).
- 3) Validate the indicators for the Regional Strategic Directions and ensure that the reporting mechanism is established.
- 4) Provide technical inputs to strengthen resilience analysis of resilience programming in Jordan through developing resilience tracker.

II. Background and Specific Objectives

Nine years of crisis have left the region in dire need. Since 2011, over 250,000 people have lost their lives in Syria, and millions have been forced to find refuge wherever they can inside Syria and in neighboring countries. Vital infrastructure has been destroyed, leaving millions without water, electricity or sanitation. Neighboring countries and host communities have been hosting the refugees, however, they are struggling to cope with the massive flow of refugees and meet the financial, human and environmental capacity to support them.

The Syria crisis is not only a humanitarian crisis – it is also a development crisis. Vulnerable in their own respect, neighboring countries are severely strained, with development imperiled, unemployment on the rise and in-creasing competition for scarce resources including water and access to school and health services.

The UNDP Sub-Regional Response Facility (SRF) was established to bring a robust development response to the Syrian refugee crisis. The SRF supports the vision, definition and implementation of a resilience-based development response, to improve sub-regional coordination, enhance cost-effectiveness, and harmonize a comprehensive, multi-country response under the leadership of the governments neighboring Syria, which host the refugees. Through the Regional Refugee and Resilience Plan (3RP), the SRF works in mainstreaming resilience programming in the plan and extract best practice and lessons learnt from the on-going practice. The outcome of the inter-sector coordinator's meeting in July resulted in changes in the strategic directions for 3RP 2020-2021, in which resilience is mainstreamed (Resilience for all) and emphasis is placed on linking the 3RP to the SDGs and the Global Compact on Refugees (GCR).

As the 3RP has been in implementation for 6 years, there is a need for formulating regional resilience monitoring framework to track progress on resilience outcomes. This would strengthen evidence-based policy and advocacy at the international events, which is a main role of the SRF. In addition, while Jordan Response Plan (JRP) contains strong resilience component, the achievements made to date is not systematically collected. The collection of resilience achievement within the JRP would highlight the efforts that the JRP partners are making during 2020.

Output and deliverables:

Part 1. Assist in the formulation of the Regional Resilience Monitoring Framework

The consultant will work closely with the SRF and assist in formulating the regional resilience monitoring framework (resilience tracker) to better track and communicate on progress made by the 3RP partners, which will be in alignment with the resilience lens. The tracker should also include financial tracking (if possible).

Activities:

- Assist in the development of a sub-regional 'Resilience tracker' based on the 'Resilience Lens'
 - o This would include mapping and consolidation of resilience-relevant regional indicators at output level, which are provided by the country chapters. If required, the consultant will go over the country level output indicators. The indicators should be grouped based on the four key elements of the resilience lens. In addition, the resilience tracker should take into consideration of the Public Institutions Strengthening Tracking (PIST) that was done in Lebanon, Turkey and Jordan.
 - o The resilience tracker should also include financial tracking of resilience component using the existing reporting mechanism.

- Once the indicators are grouped, the consultant will draft a concept and present the regional resilience framework at the Resilience monitoring workshop to UNDP and UNHCR inter-sector coordinators and IM personnel and incorporate the comments into the framework.
- The tracker should be functional by the end of July so that the achievements of the resilience component can be reported to the 3RP 2020-2021 Mid-Year Review.

Part 2. Validation of the Monitoring framework for the Regional Strategic Directions.

- Review the regional indicators and ensure that indicators that are placed under each Regional Strategic Directions captures progress made by the 3RP partners.
- Ensure that reporting mechanisms are established.

Part 3. Strengthening resilience monitoring within the Jordan Response Plan (JRP)

- Review the JRP indicators and identify resilience related indicators (based on the resilience lens).
- Participate and present resilience monitoring framework (tracker) to a small group of Resilience Partners and MoPIC for consultation, validation and to nurture ownership of the system.
- Consult with UNHCR Jordan in how the resilience tracker can be incorporated into existing Activityinfo.
- Ensure that the resilience system is in place and functional.

Deliverables	Due date	Review and approvals
<u>Deliverables for Part 1:</u> Review regional and country level indicators and draft framework: 15 May 2020 In consultation with UNDP-UNHCR Inter-sector coordinators draft Final framework: 30 May 2020 Present the regional resilience framework at the Resilience Measurement Meeting and submit agreed framework: 30 June 2020	Draft resilience framework: 30 May 2020 Resilience framework implemented: 30 June 2020	Nathalie Bouche, SRF Manger. Nathalie Bouche, SRF Manager
<u>Deliverables for Part 2:</u>	30 May 2020	

The activity info captures resilience achievements		Nathalie Bouche, SRF manager
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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 Sub-Regional Facility. 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 20 Working Days over a period of 3 Calendar Months from contract signature date.

DUTY STATION

This consultancy will be Home-based service.

TRAVEL PLAN (OPTIONAL)

The consultant is expected to conduct one travel to Amman **upon travel approval by Jordanian Government due to Covid 19 crisis** to 1) present regional resilience framework to 3RP Intersector coordinators, IM specialists and RTC members and 2) discuss with UNHCR Jordan data management unit to formulate resilience tracker into the Activity info. Total of 4 working days are expected.

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).

REQUIRED EXPERIENCE AND QUALIFICATIONS

Academic Qualification:

- Master's degree of equivalent in international relations and/or development.

Years of Experience:

- At least 4 year of work experience in international development/policy research or project implementation with international organizations (after completing Master's degree);
- Experience in coordinating inter-sector crisis response with UN, I/NGO and National government;
- Familiarity with 3RP and Syria response especially monitoring framework in Turkey and Lebanon;
- Previous research and report experience;
- Outstanding writing skills; drafting, formulation, reporting skills.

Language requirements:

- Fluency and working proficiency in both written and spoken English.

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*
 - Excellent quantitative skills
 - Good teamwork and interpersonal skills;
 - Flexibility and ability to handle multiple tasks and work under pressure;
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
- *Judgment/Decision-Making*
 - Mature judgment and initiative

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:

Milestone	Estimated Time to Complete	Payment terms
Milestone 1: Successful delivery of deliverable 1	30 June 2020	Upon successful delivery of draft resilience framework – 35% 30 May 2020) When completing both Milestone 1 and 2: 65% (30 June 2020)
Milestone 2: Successful delivery of deliverable 2	30 May 2020	

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**, 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;
- 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 as one document not later than **28th 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

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 of equivalent in international relations and/or development.
- At least 4 year of work experience in international development/policy research or project implementation with international organizations (after completing Master's degree)
 - Fluency and working proficiency in both written and spoken English.

Technical evaluation Criteria max 100 points (Weighted 70):

- At least 4 year of work experience in international development/policy research or project implementation with international organizations (after completing Master's degree) – 25%
- Experience in coordinating inter-sector crisis response with UN, I/NGO and National government; - 25%
- Familiarity with 3RP and Syria response especially monitoring framework in Turkey and Lebanon; - 20%
- Previous research and report experience with the UN and/or International organizations; -15%
- Fluency and working proficiency in both written and spoken English. 15%

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.