

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 12 April 2020

Post Title:	Project Coordinator
Starting Date	15 May 2020
Duration:	135 working days over a period of 11 calendar months
Location:	New York (RBAS)
Project:	Fostering Capacities in the Arab States for Sustaining Peace and Preventing Conflict
Requisition Number:	R4710-0000003521
National or International consultants:	International Consultant
Is this a LTA (yes/no)?	No

CONTEXT/BACKGROUND

Over the last decades, the Arab region has been witnessing threats for human security facing Arabs that are multidimensional and interdependent with compound effects. They originate in a diverse array of sources, ranging from armed conflicts, violent extremism, deficits in governance, marginalization and discrimination to the environment and natural world. And they can be aggravated by universal phenomena such as globalization, which has increased the cross-border transmission of risk factors affecting development and security.

Since the volatility in the region is expected to continue, UNDP would like to respond with an integrated approach to realize more innovative solutions to foster people's knowledge, capacities, and capabilities to support resilient institutions that have the ability to anticipate and respond to shocks related to such volatility.

The Project "Fostering capacities in the Arab States for sustaining peace and preventing conflict" aims to contribute to the efforts of achieving peace and stability in the Arab states region through supporting The League of Arab States (LAS) by applying a comprehensive approach that enables the organization to strengthen its internal capacity to help its member states formulate regional responses to the challenges of human security that they are facing.

LAS, established in March 1945 is a regional organization of twenty-two-member states working in a wide range of issue areas from coordination of policy positions to economic integration to measure supporting literacy, Arabic language and cultural heritage.

UNDP's intervention is expected to contribute to the enhancement of LAS' role in initiating and facilitating the thinking of new modalities for cooperation among its member states through strengthening the

knowledge, capacities, frameworks and mechanisms of the League of Arab States (LAS) and its Member States, as well as other regional actors. A key result of this intervention is to deepen and enrich the Japan – Arab Political Dialogue, especially on issues pertaining to achieving peace, stability and accelerate economic growth which is a common high priority among LAS, the Government of Japan and the UN.

Within this framework, the project will work towards two specific objectives:

1. Support LAS and its member states in planning its responses to urgent challenges of human security including environmental threats, natural disasters and impacts of global economic and financial crises, and in enhancing their capacities to adopt a development approach with a particular focus on women and youth.
2. Establish a solid platform for Arab-Japanese cooperation through organizing a series of workshops and roundtables that provide a space for exchange of views and ideas about areas of common interest, which would culminate in a high-level meeting for senior officials.

SCOPE OF WORK AND DELIVERABLES

The scope of work of this project which was funded by Japan under two phases, is to support LAS through a comprehensive approach that enables the organization to strengthen its internal capacity to help its member states formulate regional responses to the challenges of human security that they are facing. To achieve the above, UNDP will work with LAS, in coordination with the Government of Japan, to enhance its capacities by designing activities in the link to a lead-up to the Japan-Arab Political Dialogue.

The project also aims to support and inform the process that will lead to the Japan-Arab Political Dialogue and enable capacity development for LAS to contribute to promoting human security in the Arab region.

The Project Coordinator will be hosted by UNDP RBAS in New York and will be responsible for day-to-day implementation of the project. Under the direct supervision of UNDP RBAS HQ Senior Partnership Advisor, s/he will closely coordinate with UNDP Regional Programme, the Government of Japan and relevant Japanese entities, supervise a Cairo-based Project Manager, and implement the relevant part of procurement, roundtable organization, commission and supervision of studies, reporting & financial management, and other aspects of the Project in an efficient, effective, and timely manner.

The three main outputs and related deliverables of this project are:

Output 1: Strengthen the League of Arab States institutional capacity and enhance the staff's relevant technical knowledge and skills:

The project aims to provide support to LAS Secretary General (SG)'s Executive Office by upgrading and enhancing its internal operations, including the provision of a digital strategy. This will help in strengthening the institutional capacity of LAS and enhance the relevant technical knowledge and skills of LAS staff. A specific implementation plan of this activity will be developed with LAS as part of the project activities.

Output 2: Establish a platform for dialogue between LAS, its member states as well as the Government of Japan:

This engagement was launched in Cairo in September 2019 to explore the areas of common interest in preparation for and follow up on the Japan-Arab Political Dialogue. This process will enable the prioritization of areas of common interest that is guided by the imperatives of ensuring

human security. To achieve this, it would be required to work in with a Think Tank in Japan preferably with knowledge about the Middle East.

Output 3: Support the preparation of the Japan-Arab Political Dialogue scheduled in September 2019:

The Japan-Arab Political Dialogue to be held in September 2020 would be an important opportunity to launch a new partnership to achieve peace and prosperity in the Arab region. The project will support the Dialogue through organizing a side event on a relevant theme and produce a follow-up document containing recommendations for the roundtable in Tokyo/its vicinity.

Under the guidance of RBAS Senior Partnership Advisor, the Project Coordinator will assist RBAS to implement the project through coordinating among UNDP RBAS and other relevant colleagues, the Government of Japan (Tokyo and Cairo), and LAS through Project Manager in the LAS (Cairo).

EXPECTED OUTPUTS AND DELIVERABLES

Milestone	Expected number of working days (expected due date)	Approvals
Output 1 – Deliverable 1: Supervise the relevant IT procurement and installment of procured items by guiding the Cairo based Project Manager and working with the Regional Programme.	<i>10 WDs (30 September 2020)</i>	RBAS Senior Partnership Advisor
Output 2 – Deliverable 2: Support in organizing the 2 nd , 3 rd and 4 th roundtable discussions and related training programmes in coordination with LAS and the Government of Japan in Cairo or any Arab country, while engaging UNDP's Regional Programme for necessary operational support. The consultant should guide the Cairo-based Project Manager to organize the roundtable in Cairo with LAS and lead the organization of the roundtable in Tokyo/ its vicinity, with support of Cairo-based Project Manager with regards to the part of LAS participation.	<i>45 WDs (15 WDs per meeting) (2nd roundtable by 31 December 2020 3rd and 4th roundtables by 19 March 2021)</i>	
Output 2 – Deliverable 3: Conduct the commission and supervision of 6 studies and produce a package of related discussion papers on relevant themes for each roundtable to address common areas of interest among LAS, the Government of Japan and UNDP.	<i>14 WDs (3 studies by 31 December 2020 and 3 studies by 19 March 2021)</i>	
Output 2 – Deliverable 4: Produce a report detailing the findings and conclusions of the roundtables and related trainings.	<i>6 WDs (2 WDs per report) (2nd roundtable by 31 December 2020 3rd and 4th roundtables by 19 March 2021)</i>	
Output 3 – Deliverable 5: Organize side events to support the Japan-Arab Political Dialogue.	<i>8 WDs (31 December 2020)</i>	

Output 3 – Deliverable 6: Prepare a background paper for the Japan-Arab Political Dialogue as well as a follow-up document containing recommendations for the roundtables.	7 WDs (31 December 2020)	
Output 4 – Deliverable 7: Produce 5 quarterly and 2 final project reports and conduct the financial management of the project with support of the Regional Programme.	10 WDs (1 WD per quarterly report and 2.5 WDs per final report) (4 quarterly and 1 final reports by 31 December 2020 + 1 quarterly and 1 final by 19 March 2021)	
Output 4 – Deliverable 8: Support RBAS in producing project visibility materials at each roundtable and side event, and any additional visibility opportunities as they arise, including web stories, social media, infographics.	5 WDs (19 March 2021)	
Output 4 – Deliverable 9: Support RBAS Senior Partnership Advisor to organize Project Board meeting(s) or other relevant meetings.	30 WDs (19 March 2021)	

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his/her full-time commitment to the Project Board comprised of UNDP Regional Director for Arab States, LAS Secretary-General's Office, and the Government of Japan (represented by the Embassy of Japan in Cairo).
- S/He shall perform tasks under the general guidance and direct supervision of the RBAS Senior Partnership Advisor. The supervision will include approvals/acceptance of the outputs as identified in previous sections;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, stakeholders and UN colleagues;
- The individual is required to maintain close communication with the 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. Delays that would affect the flow of the collaborative work and the delivery of outputs on schedule will lead to termination of contract; and
- 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 expected duration of the assignment is 135 workings days over a period of 11 calendar months, till the end of project which is expected to end on 19 March 2021.

DUTY STATION

The Project Coordinator will be hosted by UNDP RBAS in New York.

TRAVEL PLAN

- If 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 international development, political science, or any relevant field.

II. Years of Experience:

Minimum 5 years of experience in the field of government relations. working/partnering with the Government of Japan is a plus.

Minimum of 3 years of experience in project coordination/management.

III. Language Requirements:

Fluency in both written and spoken English is required.

IV. Technical Expertise

- Experience in coordinating/partnering with International/Regional Governmental organization.
- Experience in working on advocacy campaign, media relations, and donor visibility work

Overall project coordination

- Knowledge of UN procurement activities, rules, regulations, policies and strategies including elaboration of the effective internal control, proper design and functioning of a client-oriented PSM system and Quality Assurance requirements;
- Management and supervision of project implementation, assurance of successful completion of the project with the stated outcomes and performance indicators summarized in the Project Results Framework;
- Regular communication and coordination with the implementing partners, and all other partners and interested stakeholders, with regard to the project activities;
- Tracking of work outputs throughout the year in light of the Project Annual Work Plan;
- Tracking and managing of Project spending in accordance with the project budget, as well as UNrules and procedures, to ensure transparency, responsibility, and timely fulfilment of both program targets and budget targets;

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.

o *Functional*

Promoting Organizational Learning and Knowledge Sharing

- Researches best practices and poses new, more effective ways of doing things;
- Strong analytical, negotiation and communication skills, including ability to produce high quality

reports and knowledge products;

Job Knowledge/Technical Expertise

- Understands the main processes and methods of work regarding to the position;
- Possesses basic knowledge of organizational policies and procedures relating to the position and applies them consistently in work tasks;
- Demonstrates good knowledge of information technology and applies it in work assignments;

Promoting Organizational Change and Development

- Demonstrates ability to identify problems and proposes solutions;

Design and Implementation of Management Systems

- Uses information/databases/other management systems;

Client Orientation

- Reports to internal and external clients in a timely and appropriate fashion;
- Organizes and prioritizes work schedule to meet client needs and deadlines;
- Responds to client needs promptly;

Promoting Accountability and Results-Based Management

- Gathers and disseminates information on best practice in accountability and results-based management systems;

o *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;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

SCOPE OF THE FINANCIAL 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>Milestone</i>	<i>Estimated Due Date</i>	<i>Payment</i>
<u>Milestone 1:</u> After satisfactory delivery of Deliverables 3 and 4.	31 December 2020	Up to 25% of total contract amount disbursed following the satisfactory delivery of specified outputs

Milestone 2: <u>After satisfactory delivery of Deliverable 2.</u>	31 December 2020	Up to 25% of total contract amount disbursed following the satisfactory delivery of specified outputs
Milestone 3: After satisfactory delivery of Deliverables 1, 5 and 6.	31 December 2020	Up to 25% of total contract amount disbursed following the satisfactory delivery of specified outputs
Milestone 4: After satisfactory delivery of Deliverables 7, 8 and 9.	19 March 2021	Up to 25% of total contract amount disbursed following the satisfactory delivery of specified outputs

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.

- 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 Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided for 95 working days over period of 9 months. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances,, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If there is any travel during the contract period, it will be covered by unforeseen travel. 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 **22nd April, 2020**

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

CRITERIA FOR SELECTION OF THE BEST OFFERS

Individual consultants will be evaluated based on the following methodologies:

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:

- Master's Degree in international development, political science, or any relevant field.
- Minimum of 3 years of experience in project coordination/management;
- Fluency in both written and spoken English is required.

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria.

Technical evaluation Criteria max 100 points (Weighted 70):

- Minimum 5 years of experience in the field of government relations (30 points);
- Minimum of 3 years of experience in project coordination/management (30 points);
- Experience in coordinating/partnering with International/Regional Governmental organizations. Working/partnering with the Government of Japan is a plus (30 points);
- Experiences in working on advocacy campaigns, media relations, and donor visibility work (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.

