

## TERMS OF REFERENCE

**Portfolio: GOVERNANCE**

### A. GENERAL INFORMATION

**Title:** IC for Pro PALOP-TL SAI eLearning development & innovation mainstreaming – **Pro PALOP-TL SAI eLearning & innovation Specialist**

**Project:** Pro PALOP-TL SAI (Phase II) – Programme for Consolidating Economic Governance and Public Finance Management Systems (PFMS) in the PALOP-TL (Pro PALOP-TL SAI (Phase II))

**Type of Contract:** Individual Contract (international expertise)

**Direct Supervisor:** Pro PALOP-TL SAI Chief Technical Advisor

**Duty Station:** Praia, Cape Verde

**Estimated Start Date:** 06 July 2020

**Duration:** 23 months (320 days, with two travel mission to Duty Station)

### B. PROJECT DESCRIPTION OR BACKGROUND

The European Union (EU) is one of the major partners and funders of UNDP's work. Currently, the [EU and UNDP are partnering in 140 countries<sup>1</sup>](#) to deepen democratic governance, prevent or recover from conflict and natural disasters, build resilience and adapt to climate change. The EU and its Member States are jointly the world's largest donor of the development aid, with their Official Development Assistance (ODA) having reached €75.5 billion in 2016.

Communications and visibility are key for the EU to mobilize its citizens and governments to remain engaged in development aid and cooperation as well as for the EU - UNDP strategic partnership, including resource mobilization.

In the past decade, the Portuguese-speaking countries of Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome and Principe, and Timor-Leste have experienced significant progress in economic governance. Recent public finance management reforms are the main reason for this success.

However, weaknesses, including inadequate institutional capacity, skills and human resources, continue to hamper their public administration systems. This situation has undermined effective public finance management, budgetary oversight and control of public resources, which has significant adverse impacts on other governance and development sectors.

In order to support the above referred countries addressing such challenges, the European Union, UNDP and the National Authorizing Officers for the European Development Fund (NAO EDF) in the PALOP<sup>2</sup> and Timor-Leste partner to deliver the [Project for Strengthening technical and functional skills](#)

<sup>1</sup> [http://www.undp.org/content/brussels/en/home/partnerships\\_initiatives/overview.html](http://www.undp.org/content/brussels/en/home/partnerships_initiatives/overview.html).

<sup>2</sup> African Countries with Portuguese Official Language – Angola, Cabo Verde, Guinea Bissau, Mozambique, Sao Tome and Principe.

[of Supreme Audit Institutions, National Parliaments and Civil Society for the control of public finances in the PALOP and Timor-Leste \(Pro PALOP-TL SAI\)<sup>3</sup>.](#)

The Pro PALOP-TL SAI project was fully funded by the European Union to promote economic governance in ACP Portuguese Speaking Countries (5 PALOP countries and Timor-Leste) and strengthened the technical and functional competencies of the Supreme Audit Institutions, Parliaments, and Civil Society in the field of public financial management.

The project enabled the capacity-building of beneficiary institutions, the development of skills, know-how and knowledge of oversight stakeholders. Therefore, the project had a real impact on people's lives, and the overall framework of public finance management and budget oversight in PALOP and Timor-Leste. The project's implementation started in January 2014 and came to an end in December 2017. The [2017 Edition of the Global Parliamentary Report<sup>4</sup>](#), produced by the Inter-Parliamentary Union (IPU) and UNDP has selected the Pro PALOP-TL SAI approach and actions to showcase at global level how to best promote "*cooperation between parliament and supreme audit institutions*", so that legislatures can engage with SAIs to enhance control and oversight of public expenditure, and accelerate the delivery of SDG 5 and SDG 16<sup>5</sup>.

Building from the previous success story of the Pro PALOP-TL SAI, the **Programme for Consolidating Economic Governance and Public Finance Management Systems (PFMS) in the PALOP-TL (Pro PALOP-TL SAI (Phase II))** covers the second priority area of the 11<sup>th</sup> EDF PALOP-TL Multi-Annual Indicative Plan (MIP) "*Governance capacity Development*". The programme intends to **improve economic governance in the PALOP-TL**, with the specific objective to **improve the performance of PALOP-TL countries on Public Finance accountability, effectiveness and transparency**.

The proposed programme aims to expand and consolidate Pro PALOP-TL SAI's initiatives and successes of South-South and Triangular<sup>6</sup> Cooperation by supporting capacity development, further develop regional dialogue and deliver technical assistance in the above referred domain. Within this scope, it is proposed to focus the intervention on three domains for consolidating PFMS, where cooperation among PALOP-TL/EU is already underway and showed positive impacts, as well a regional added value, to obtain the following expected results:

1. The executives' capacities to ensure fiscal and budget transparency in the PALOP-TL are improved.
2. The supreme audit institutions and other relevant external control institutions' capacities to ensure external audit/control over PFMS in the PALOP-TL are enhanced.
3. The capacities of Parliaments and CSO to ensure effective legislative oversight and social monitoring of PFMS in the PALOP-TL are strengthened.

The programme will develop a Facility to support and broker initiatives for capacity development, south-south and triangular cooperation, exchanges of experiences and "peer2peer" learning, with the expectation to foster institutional-based, process-based and human resources-based change and transformational dynamics.

<sup>3</sup> <https://www.agora-parl.org/pro-palop-tl-sai>.

<sup>4</sup>

[http://www.undp.org/content/dam/undp/library/Democratic%20Governance/Parliamentary%20Development/global%20parliamentary%20Report\\_EN.pdf](http://www.undp.org/content/dam/undp/library/Democratic%20Governance/Parliamentary%20Development/global%20parliamentary%20Report_EN.pdf).

<sup>5</sup> Idem, pg. 79, Box 37.

<sup>6</sup> The UN's working definition for triangular cooperation is "Southern driven partnerships between two or more developing countries, supported by a developed country or multilateral organisations".

The programme's beneficiaries were identified through the relevant 10<sup>th</sup> EDF programmes (PALOP-TL RIP and NIPs), as well as by means of a thorough mapping, analysis and diagnostic carried out along the implementation of the Pro PALOP-TL SAI between 2014 and 2017<sup>7</sup>, complemented by an ad-hoc mapping consultation process in the 6 countries in 2016-2017. Given its successful experience in implementing the Pro PALOP-TL SAI, as well as in developing/providing institutional capacity development tools and processes, the EU and the United Nations Development Programme (UNDP) have agreed to renew their partnership.

### **C. DESCRIPTION OF THE ASSIGNMENT**

UNDP hosted the AGORA secretariat from 2010 until 2018. The secretariat was composed of an AGORA manager, and full-time consultants (thematic areas), IT consultants and other consultants responsible for translation and specific content development. Interns and UN volunteers oversaw communication and social media. Resource mobilisation was a big part of the staff's and consultants' work – making sure there was funding to continue with AGORA. UNDP expressed its will to further engage in AGORA but agrees to handover the hosting of the secretariat to another organization.

From 2015 to 2018, the EU-funded Pro PALOP-TL SAI (Phase I) project, implemented by UNDP Cabo Verde, invested a total of 308,710 USD in order to ensure high-quality products that would stay available in a sustainable manner to the public in general, the project beneficiaries and supplier (EU). Due to this investment, Pro PALOP-TL SAI stakeholders would be able to access the project's Website hosted in the AGORA Portal (including sub portals for extractive industries and library), LMS platform (eLearning courses) available in Portuguese language.

This investment was part of an exit strategy by the project's first phase and is being continued in the second phase of the Pro PALOP-TL SAI, the Programme for the Consolidation of Economic Governance and Public Finance Management Systems in the PALOP-TL countries. During the AGORA meeting referred above, the Board members decided that continue the collaboration with the project hosting Pro PALOP-TL SAI project's website and the PALOP-TL Portuguese Corner, as well as the LMS for eLearning courses, hosted in the AGORA platform.

The AGORA Portal for Parliamentary Development has played a central role in the project's 1<sup>st</sup> phase distant learning, communications and visibility, as well as in its exit strategy. The project's 2<sup>nd</sup> phase is also putting the portal at the core of these elements.

At the core of this exit and sustainability strategy was the Pro PALOP-TL SAI AGORA hosted eLearnings. Since the project's first phase, the project executive used training actions as a tool to enhance skills and provide credible credentials to the beneficiaries, while establishing eLearning platforms in Portuguese (with English translation) that ensure durable access to best practices, database and information in Portuguese on PFM domains – such as fiscal openness, legislative budget oversight, external control of PFM, social monitoring of PFMS and budget transparency, among others.

Between 2015 and 2017, the Pro PALOP-TL SAI project developed a strong partnership with the AGORA Portal spanning multiple knowledge management, learning products and communications products. During this period, the project established and made available to the public an eLearning platform in Portuguese Language hosted on the AGORA Global Parliamentary Platform, thus ensure means of durable access to database and information in Portuguese Language produced by and with the support

---

<sup>7</sup> Information regarding all actions carried out within the framework of the Pro PALOP-TL SAI can be found at the website (<http://www.propaloptl-sai.org/index.php/en/>), AGORA Portal (<https://www.agora-parl.org/palop>) , YouTube Channel ([https://www.youtube.com/channel/UCqQShed9k1\\_1tQqgduF\\_tcg](https://www.youtube.com/channel/UCqQShed9k1_1tQqgduF_tcg)) and Facebook page (<https://www.facebook.com/propalop.tl>).

of the project and its beneficiary institutions. Transversal to all the Pro PALOP-TL SAI outputs aiming to foster joint-learning, peer2peer exchanges of experiences for capacity development, communities of practices to share best practices and foster development and strategic agendas in the domain of PMF, these online courses reached 3,450 persons from the PALOP-TL countries. Among them, SAI judges and auditors, MPs, parliamentary staff and members of the civil society.

By the end of the project's 1<sup>st</sup> phase, the AGORA e-Learning Portal featured five online courses based entirely on the content of the project's training workshops and seminars on the ground. Free of charge, widely publicised and available in English and Portuguese, the e-learning courses allow the global audience to get to know and benefit from Pro PALOP-TL SAI's innovative approach to and expertise on various aspects of public financial management.

All courses developed by the Pro PALOP-TL SAI became especially relevant for members of parliaments and staff, supreme audit institutions and civil society but are also a valuable resource for development partners, practitioners and academics. Official accreditation was awarded to those who complete the course successfully. In 2015, upon the launching of the Pro PALOP-TL SAI eLearnings, AGORA LMS registered 700 registered course-takers; in 2016 there was an increase of 236% in the registered course-takers (1,650 in total) and, by the end of 2017, this number had increased to 3,209 registered course-takers (195% increase in relation to 2016). This increase was also reflected in the growth of Africa users of AGORA website: from 7% in 2015-16 (the last among the regions using the platform) to 36% in 2016 (the first among the regions).

In 2018, due to potential legal and financial implications related to entry into force of the [EU General Data Protection Regulation \(GDPR\)](#)<sup>8</sup>, the AGORA Learning Management System (LMS) Platform, where the Pro PALOP-TL SAI eLearning courses are hosted, took transitory measures to ensure compliance with the regulation. These measures included, essentially, the temporary suspension of the "sign in" and "sign up" functions for the courses and potentially the elimination of the existing database of practitioners enrolled in the courses. Since August 2019, after alignment with the GDPR was ensured, 345 additional course-takers were registered in the LMS platform – out of which, 102 were registered in the PALOP and Timor-Leste (30% of the course-takers) and 238 were using the courses developed by the Pro PALOP-TL SAI (69% of the course-takers).

This potential is being capitalized in the project's 2<sup>nd</sup> phase in order to update existing eLearnings with more innovative learning methodologies and to develop additional ones on the basis of learning events delivered by the project.

To this end, UNDP Cabo Verde is recruiting a consultant (**Pro PALOP-TL SAI eLearning & innovation specialist**) to design, develop the Pro PALOP-TL SAI eLearning courses; setup and ensure the technical maintenance of its Learning Management System (hosted in AGORA Platform); and to streamline innovation into the project's interventions. The consultant will work from home – except for travel foreseen in Products 13 and 14 (See section F).

#### D. PURPOSE

The Pro PALOP-TL SAI eLearning & innovation specialist main purpose is to reshape the project's distant learning offer and to streamline innovation into the project's interventions. To achieve this, He/She shall redesign existing Pro PALOP-TL SAI eLearning courses and develop new eLearning courses using new tools in order to provide a modern and more engaging user experience for the learners. In addition, he/she shall setup and ensure the technical maintenance of the Learning Management System (hosted

<sup>8</sup> [https://ec.europa.eu/info/law/law-topic/data-protection\\_en](https://ec.europa.eu/info/law/law-topic/data-protection_en).

in [AGORA Platform](#)<sup>9</sup>) and support the Pro PALOP-TL SAI management team streamlining innovation into the project's interventions.

#### E. SCOPE OF WORK

The Pro PALOP-TL SAI eLearning & innovation specialist shall be responsible for:

- Creating storyboards and designs for eLearning tools on the three (3) new courses based on content provided by the Pro-PALOP TL SAI management team.
- Upgrading three (3) of the Pro PALOP-TL SAI existing eLearning courses<sup>10</sup> (Public Financial Management: Parliaments, Supreme Audit Institutions and Civil Society; Open Budgets: Building Accountable Oversight Institutions; and SDGs, Parliaments and Budgets) in order to provide a modern and more engaging user experience for the learners.
- Providing Backoffice support and technical implementation of the 6 online eLearning courses described above, accessible to the major desktop and mobile platform and providing basic content management functionalities.
- Ensuring setup and technical maintenance of the LMS (learning management system) for these courses.

#### F. EXPECTED OUTPUTS / DELIVERABLES

Item	Deliverables		Qty	June 2020/May 2022		Payments in %
	Products	Services		Due Date	Estimated Time to complete	
1	<b>PRODUCT 1. *</b> Detailed work plan available and approved by the supervisor.	The IC will prepare a detailed and workplan with a calendar identifying all different phases of the consultancy and specific products to be delivered. Each task will outline the number of days and cost related.	1	13/07/2020	5 working days after signature of contract	1.56%
2	<b>PRODUCT 2. *</b> e-Learning course Open Budgets: Building Accountable Oversight Institutions (EN & PT versions) upgraded, based on input from PALOP-TL SAI management team.	The IC will provide the following services:  ✓ Upgrading three (3) of the Pro PALOP-TL SAI existing eLearning courses in order to provide a modern and more engaging user experience for the learners;	1	10/08/2020	16 working days.	15.00%
	<b>PRODUCT 3. *</b> e-Learning course Public Financial Management: Parliaments, Supreme Audit Institutions and Civil Society (EN & PT	✓ Providing Backoffice support and technical implementation of the 3 online eLearning courses described above, accessible to the major desktop and mobile platform and providing	1	07/09/2020	16 working days.	

<sup>9</sup> <https://learn.agora-parl.org/?lang=pt>.

<sup>10</sup> <https://learn.agora-parl.org/?lang=pt>.

	versions) upgraded, based on input from PALOP-TL SAI management team.	<ul style="list-style-type: none"> <li>✓ basic content management functionalities;</li> <li>✓ Designing and implementing web and eLearning applications;</li> <li>✓ Applying innovative learning methodologies like game-based learning;</li> <li>✓ Developing an LMS and a CMS using server-side scripting technologies like PHP (preferred), Ruby or Python, as well as object-oriented programming.</li> </ul>				
	<b>PRODUCT 4. *</b> e-Learning course SDGs, Parliaments and Budgets (EN & PT versions) upgraded, based on input from PALOP-TL SAI management team.		1	06/10/2020	16 working days	
<b>3</b>	<b>PRODUCT 5. *</b> Storyboarding and development of one new e-Learning course (EN & PT versions) ensured, based on input from PALOP-TL SAI management team.	The IC will be responsible for the following services: <ul style="list-style-type: none"> <li>✓ Creating storyboards and designs for eLearning tools on the three (3) new courses based on content provided by the Pro-PALOP TL SAI management team;</li> <li>✓ Providing Backoffice support and technical implementation of the 3 online eLearning courses described above, accessible to the major desktop and mobile platform and providing basic content management functionalities;</li> </ul>	1	20/11/2020	33 working days	
	<b>PRODUCT 6. *</b> Storyboarding and development of one new e-Learning course (EN & PT versions) ensured, based on input from PALOP-TL SAI management team.	<ul style="list-style-type: none"> <li>✓ Designing and implementing web and eLearning applications;</li> <li>✓ Applying innovative learning methodologies like game-based learning;</li> <li>✓ Developing an LMS and a CMS using server-side scripting technologies like PHP (preferred), Ruby or Python, as well as object-oriented programming;</li> <li>✓ Creating new e-Learnings using video, sound and animation techniques, as well as interactive</li> </ul>	1	08/01/2021	33 working days	30.94%
	<b>PRODUCT 7. *</b> Storyboarding and development of one new e-Learning course (EN & PT versions) ensured, based on input from PALOP-TL SAI management team.		1	24/02/2021	33 working days	

		techniques, graphical design, Photoshop, Illustrator and video production.				
4	<b>PRODUCT 8. *</b> e-Learning course Parliaments, SAI and the oversight of Extractive Industries (EN & PT versions) upgraded, based on input from PALOP-TL SAI management team.	The IC will provide the following services: same than item 2.	1	19/03/2021	16 working days.	10.00%
	<b>PRODUCT 9. *</b> e-Learning course Parliaments & ICT (EN & PT versions) upgraded, based on input from PALOP-TL SAI management team.		1	12/04/2021	16 working days.	
5	<b>PRODUCT 10. *</b> Storyboarding and development of one new e-Learning course (EN & PT versions) ensured, based on input from PALOP-TL SAI management team.	The IC will provide the following services: same than item 3.	1	21/05/2021	33 working days.	30.94%
	<b>PRODUCT 11. *</b> Storyboarding and development of one new e-Learning course (EN & PT versions) ensured, based on input from PALOP-TL SAI management team.		1	07/07/2021	33 working days	
	<b>PRODUCT 12. *</b> Storyboarding and development of one new e-Learning course (EN & PT versions) ensured, based on input from PALOP-TL SAI management team.		1	20/08/2021	33 working days	
6	<b>PRODUCT 13. **</b> One Hackathon involving the	The IC will be responsible for the following services:	1	TBD	15 working days	4.69%

	project's beneficiaries, Tech Innovation companies and Academic institutions in the PALOP-TL.	✓ Designing and supporting in conducting hackathons involving multiple stakeholders (private sector, academia, etc.)				
7	<b>PRODUCT 14. **</b> One training on design thinking delivered to the Pro PALOP-TL SAI management team (with SoP on design thinking applied to product design)	The IC will be responsible for the following services: Preparing the agenda and supporting materials of a training on design thinking processes; Facilitating a training on design thinking processes; Developing a SoP to streamline design thinking into the project's processes.	1	TBD	10 working days	3.13%
8	<b>PRODUCT 15. *</b> Maintenance of all eLearning courses in all languages (English and Portuguese) ensured effectively.	The IC will be responsible for the following services: ✓ Providing Backoffice support and technical implementation of the 6 online eLearning courses described above, accessible to the major desktop and mobile platform and providing basic content management functionalities; ✓ Ensuring setup and technical maintenance of the LMS (learning management system) for these courses.	1	July 2020 / May 2022	12 working days	3.74%

\*Products to be delivered from home.

\*\*Travel to Duty Station. Travel costs will be covered by the consultant.

#### G. INSTITUTIONAL ARRANGEMENTS

The IC will be supervised by the Chief Technical Advisor of the Pro PALOP-TL SAI (Phase II) project with technical oversight of the AGORA coordinator (platform hosting the LMS). All costs shall be included in the financial proposal – including all travel costs foreseen under products 13 and 14 (travel destination will be Praia City, Cabo Verde).

#### **Mission Travel:**

- Potential travel for product 13 and 14; and must be approved in advance and in writing by the Supervisor;



- The [BSAFE course](#) must be successfully completed prior to commencement of travel, These permits may be obtained at [www.undss.org](http://www.undss.org) ;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries;
- Consultants are also required to comply with the UN security directives;
- Consultants are responsible for obtaining any visas needed in connection with travel;
- The consultant will be responsible for making his/her own mission travel arrangements in line with [UNDP travel policies](#);
- All related travel expenses will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. Costs for mission travel (including air tickets, living allowances) should not be included in the financial proposal;
- UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources.

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.

All information pertaining to this project as well as outputs produced under this contract shall remain the property of UNDP, who shall have exclusive rights over their use.

#### A. Methodology

The IC will determine the most appropriate methodology in the technical proposal.

#### B. Reporting Requirements

- Before each payment, the consultant will produce a progress report on the work and deliverables;
- Before the final payment, the expert team will produce a final report compiling all deliverables.

### H. DURATION OF THE WORK

320 working days for a period of 23 months – from 06 July 2020 to 06 May 2022.

### I. DUTY STATION

The duty station is in Cabo Verde, but the IC will work from home. The IC will perform the services from his/her location. The project management unit and UNDP CO will make available to the IC the necessary documentation and information for the production of the expected products. There should be continuous communication with the PMU.

### J. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

- ✓ **CORE COMPETENCIES:**
  - Demonstrates integrity by modelling the UN's values and ethical standards;
  - Promotes the vision, mission and strategic goals of the UN system;
  - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- ✓ **FUNCTIONAL COMPETENCIES:**

- Proven experience of design and implementation of web applications
- Proven experience of design and implementation of eLearning applications
- Experience with innovative learning methodologies like game-based learning
- Strong knowledge of server-side scripting technologies like PHP (preferred), Ruby or Python
- Experience with LMS and CMS
- Excellent knowledge of JavaScript, HTML, CSS and XML
- In-depth knowledge of object-oriented programming
- Experience with database systems (MySQL and PostgreSQL)
- Good knowledge of software architecture patterns (MVC and ORM)
- Experience in Linux server environments
- Experience in conducting hackathons involving multiple stakeholders (private sector, academia, etc.)
- Good knowledge of design thinking processes
- Good communication and interpersonal skills, ability to foster networks and partnerships.
- Experience in video, sound and animation techniques as well as interactive techniques.
- Attention to detail
- Ability to work in a team and to communicate in a clear fashion.
- Experience in software testing is a plus
- Experience in graphical design, Photoshop, Illustrator and video production is a plus
- Preferably have a creative/multimedia background.
- Preferably experience in developing/designing of the same and/or similar products.

✓ **ACADEMIC BACKGROUND:**

- Minimum Bachelor's Degree (or related Diploma) in Information Technology/Computer Science, Multimedia, or related field.

✓ **WORK EXPERIENCE:**

- Minimum 10 years of work experience in the fields of: software engineering, web applications design and implementation;
- Minimum 7 years of work experience in educational technologies like eLearning design and development;
- Experience with providing tech and innovation consultancy to international organizations (knowledge of design thinking process and previous experience with conducting hackathons for international organisations is a must)
- Experience/familiarity with the UN system is a must;
- Experience/familiarity with governance matters is an asset;
- Creative background is an asset.

✓ **REQUIRED LANGUAGES:**

- Written and spoken communication skills in English.

**K. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS**

• **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial

proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

The expert will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

Signed contracts in the individual agreement mode do not entail any advance fees either at the contract start date or at the start of the specific consulting periods.

#### L. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents may be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV and 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) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a **methodological proposal** on how they will approach and complete the assignment.
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided – except travel costs, as per reference in previous points. If an Offer or 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 Offer or must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

The Proposal should be submitted to the following email address: [procurement.cv@cv.fo.un.org](mailto:procurement.cv@cv.fo.un.org) indicating the following reference ***“IC for Pro PALOP-TL SAI eLearning development & innovation mainstreaming – Pro PALOP-TL SAI eLearning & innovation Specialist”*** no later than **12/06/2020** (4:30 pm Cabo Verde time).

The selected consultant will have the obligation to:

1. Before any travel, obtain the security permits for traveling to the countries where the services will be required. These permits may be obtained at [www.undss.org](http://www.undss.org).
2. Have the contract signed by the country office and the expert before starting the work and before starting any travel. If the expert travels and starts the work without having signed the contract, the work and travel will be at the expert’s own risk and responsibility.
3. All background compiled and deliverables produced by the expert are the property of the UN agency. The expert must obtain written permission from the UN agency to use all or part of the documents for any other consulting or work.

#### M. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodology:  
Cumulative analysis

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

A. \* Technical Criteria weight; [70]

B. \* Financial Criteria weight; [30]

Only candidates obtaining a minimum of 70 points in the Technical Evaluation would be considered for the Financial Evaluation.

The financial score for the financial proposal will be calculated in the following manner:

$S_f = 100 \times F_m/F$ , in which  $S_f$  is the financial score,  $F_m$  is the lowest price and  $F$  the price of the proposal under consideration.

(Total Financial Maximum points = 100 points)

**Total Score**

The technical score attained at by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are:  $T= 0.7$ ,  $F=0.3$

The Total score will be calculated by formula:  $TS = S_t \times 0.7 + S_f \times 0.3$

$TS$  - Is the total score of the proposal under consideration?

$S_t$  - is technical score of the proposal under consideration.

$S_f$  - is financial score of the proposal under consideration.

Criteria	Weight	Max. Point
<b>Technical</b>		<b>70</b>
<i>Criteria A (Candidate profile):</i>		20
(1) Minimum Bachelor's Degree (or related Diploma) in Information Technology/Computer Science, Multimedia, or related field;		
(2) Written and spoken communication skills in English.		
<i>Criteria B (Candidate profile):</i>		30
(1) (1) Minimum 10 years of work experience in the fields of: software engineering, web applications design and implementation;	70%	
(2) Minimum 7 years of work experience in educational technologies like eLearning design and development;		
(3) Experience/familiarity with the UN system is a must;		
(4) Experience/familiarity with governance matters is an asset;		
(5) Creative background is an asset.		
<i>Criteria C (Methodological Proposal)</i>		10
Clear methodology with all steps specified.		
<i>Criteria D (Methodological Proposal)</i>		10
Quality assurance of deliverables (M&E mechanisms and criteria)		
<b>Financial</b>	<b>30%</b>	<b>30</b>
<b>Total</b>	<b>100%</b>	<b>100</b>

**N. ANNEXES to the TOR**

This TOR is approved by:

Signature Ricardo Godinho Gomes  
 Name and Designation Ricardo Godinho Gomes  
 Date of Signing 25/05/2020