



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 June 2020

REF No.: IC/006/20

Country: Home based

Description of the assignment: International Consultant to Conduct Mid-term Review of UNDP's "Preventing corruption through effective, accountable and transparent governance institutions in Uzbekistan" Project (International Consultant)

Project name "Preventing corruption through effective, accountable and transparent governance institutions in Uzbekistan" # 00110170

Period of assignment/services (if applicable): 30 working days

Application Process:

Interested candidates need to apply online at https://jobs.undp.org/cj_view_job.cfm?job_id=92203 and upload requested documents (*Technical Proposal/Methodology, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 6 of Procurement Notice **no later than end of June 30, 2020** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?job_id=92203 (*cut and paste into browser address bar if the link does not work*).

Application submitted via email, incomplete applications or received after the closing date (June 30, 2020) will not be given consideration.

Failure to submit the *Financial Proposal* by the deadline or without reference to the subject above will result in disqualification.

For more detailed information about UNDP Uzbekistan please visit our website at www.uz.undp.org. UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to pu.uz@undp.org, ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on

the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

1. BACKGROUND

Uzbekistan has put forward an ambitious goal to become an upper-middle-income country by 2030 with a specific focus on promoting decent work and improved well-being of the most disadvantaged groups. Resilient, agile and adaptive government institutions are needed to cope smartly with current social and economic transformations, and to ensure sustainable development and the inclusion of the entire society in the benefits of development. Therefore, in 2016-2017 the President of the Republic of Uzbekistan initiated a full scale reform in Uzbekistan's governance system. The need for an efficient, responsive, transparent and accountable public administration was acknowledged by the Government of Uzbekistan as one of the main preconditions for sustainable development and a key component for achieving the Action Strategy 2017-2021. The new leadership of the country has set forth the mid-term priorities on public administration reform, access to quality public services and public information, and judicial and legal reform. The Government adopted the Concept of Administrative Reform that outlines steps to create an effective and transparent public administration system. The UN Development Assistance Framework (2016-2020), as well as the Action-oriented Roadmap (2017-2020) signed between the Government of Uzbekistan and United Nations are guided by the Government's people-centered development vision "to build an open democratic and law-governed state with a stable developing economy".¹

Prevention of Corruption through Effective, Accountable and Transparent Governance Institutions in Uzbekistan (PCEAT) Project was launched by UNDP Country office in Uzbekistan jointly with the Ministry of Justice of Uzbekistan on March 22, 2018, with policy and advisory support of UNDP's Global "Anti-Corruption for Peaceful and Inclusive Societies" (ACPIS) project and UNDP's Istanbul Regional Hub (IRH).

The PCEAT project is the largest UNDP initiative on anti-corruption in Europe and CIS region funded by the Government of Uzbekistan with a total budget of \$8mln. The project aims to provide anticorruption policy and program support to Uzbekistan to prevent and curb corruption countrywide. The key output of the project is "**Anti-corruption solutions, principles and tools are integrated in the public administration systems, public service delivery, civil service performance, system of lawmaking and rule-making**". The implementation of the PCEAT project is supported by UNDP's global and regional anti-corruption teams, who provide policy and programme support.

In line with Uzbekistan's Action Strategy 2017-2021 and commitments under the 2030 Agenda, the PCEAT project focuses on strengthening the national corruption prevention system and monitoring the implementation of the UNCAC and OECD Istanbul Plan of Action in an integrated manner.

In particular, the PCEAT project:

1. Provides legislative and policy support to integrate anti-corruption solutions in the process of

¹ Uzbekistan, UN Development Assistance Framework (UNDAF) 2016-2020.

law-making, rule-making, and policy advice.

2. Strengthens the capacity, knowledge and skills of civil servants to prevent corruption.
3. Supports the digitalisation of public service delivery and interaction in government entities to ensure effective flow of documents and transparency of public services.
4. Promotes a culture of intolerance towards corruption in the society through knowledge and advocacy, and active cooperation between government, civil society and private sector.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	<ul style="list-style-type: none">• Master’s degree in public administration, law, political science, finance, economics, international relations, development studies, or related field.
Experience:	<ul style="list-style-type: none">• At least 10 years of working experience in monitoring and evaluation and (in addition) policy support, programme management or design of governance and anti-corruption programmes/projects;• A prior record of producing research studies (preferably in governance and anti-corruption),• A prior record of conducting mid-term or final evaluations related to governance and preferably anti-corruption
Language requirements:	<ul style="list-style-type: none">• Strong writing skills in English. Commanding Russian is desirable as the majority of interviewees may not speak English.
Others:	<p>Functional competencies:</p> <ul style="list-style-type: none">• Excellent analytical skills;• Ability to work independently;• Ability to perform tasks in a timely manner and produce quality final product;• Strong interpersonal, communication and diplomacy skills;• Openness to change and ability to receive and integrate feedback. <p>Corporate Competencies:</p> <ul style="list-style-type: none">• Demonstrates integrity by modeling the UN’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;• Treats all people fairly without favoritism;• Fulfills all obligations to gender sensitivity.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);

(ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed a **Personal History Form (P11 form)** before contract issuance

(iii) Provide a brief methodology on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters)

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Application process: To submit your application online, please follow the steps below:

- Download and complete the UN Personal History Form (P11).
- Merge your P11, Proposals and other relevant documents into a single file.
- Click on the Job Title.
- Click "Apply Now" button, fill in necessary information on the first page, and click "Submit Application".
- Upload your application.

You will receive an automatic response to your email confirming receipt of your application by the system.

5. FINANCIAL PROPOSAL

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).

#	Deliverables	Timeframe	Payment
1	Mid-term inception report—an inception report should be prepared by the consultant before going into the full-fledged data collection exercise. It should detail the evaluators’ understanding of what is being evaluated and why, showing how each evaluation question will be answered by way of: proposed methods, proposed sources of data and data collection procedures. The inception report should include a proposed schedule of tasks, activities and deliverables	08 July 2020	20%
2	First draft evaluation report which should be reviewed and approved by UNDP Uzbekistan senior management and ACPIS programme advisor on anti-corruption	14 August 2020	30%
3	Presentation of findings and recommendations of mid-term evaluation to UNDP (global, regional and country office respective staff) and the Government of Uzbekistan (Ministry of Justice and Prosecutor’s Office respective officials) (<i>due date: to be agreed with UNDP but no later than one week after submission of the first draft</i>)	21 August 2020	
4	Final evaluation report, incorporating all the comments and inputs made to the previous drafts	15 September 2020	50%

The consultant will work closely with the ACPIS programme team and under direct supervision of the Global Anti-Corruption Programme Advisor and in close coordination with the ACPIS programme manager. The ACPIS team will provide all the necessary documents and facilitate the work of the consultant.

Time frame:

The consultancy will start on 1 July 2020 and the final product should be submitted no later than 15 September 2020. Total number of working days is 30

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their 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

6. EVALUATION

Qualifications as stated in the ToR

Criteria:	Points
Relevant Education	max 13 points– will be assessed as: 10 points allocated for MA degree 3 points for PhD
Relevant professional experience	max 24 points – will be assessed as: max 20 points if 10 years; max 22 points if 10-12 years; max 24 points if 13+ years;
A prior record of producing research studies	max 5 points
A prior record of conducting mid-term or final evaluations related to governance and preferably anti-corruption.	Max 8 points
Knowledge of Languages	max 5 points - will be assessed as: 4 points if with fluency in written and spoken English. 1 point if with knowledge of Russian

Technical Evaluation Criteria

Criteria:	Points
Rating based on Qualifications	Max 55 that will be assessed based on the evaluation results above
Methodology (document which contains brief explanation on approach to conduct the work)	Max 15 - will be assessed as: 15 if fully responsive; 10 if partially responsive; 5 if minimal responsive 0 if no responsive

Evaluation

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.
 - * Technical Criteria weight-70%
 - * Financial Criteria weight- 30%

Only candidates obtaining a minimum of 70 % of technical evaluation would be considered for the Financial Evaluation

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS (available at [https://popp.undp.org/ layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default](https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default))

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)

ANNEX 4 FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)