

## PROCUREMENT NOTICE

### FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date: June 20, 2020

<b>Procurement Notice Title:</b>	Individual Contractor (IC) – Individual for the development of a Curriculum on Youth Civic and Political Participation
<b>Starting Date:</b>	Upon Contract Signature Date
<b>Duration:</b>	(86) working days over a period of (5.5) calendar months
<b>Location:</b>	Home-based assignment
<b>Project:</b>	Youth Leadership Project (YLP)
<b>Requisition Number:</b>	
<b>National or International individuals:</b>	International Individual
<b>Is this a LTA (yes/no):</b>	No

#### CONTEXT/BACKGROUND

The Arab region is home to the youngest population in the world, with over 100 million youth between the ages of 15 and 29<sup>1</sup>. Unemployment among youth in the Arab States is the highest in the world, 30 percent in 2016, comparing to 13 percent worldwide<sup>2</sup>. The region struggles with an ongoing exclusion of young women and restricting their capabilities and opportunities. Women in the region still face discrimination - the issue is exaggerated even more in countries facing conflict or post-conflict transition. The implementation of the Sustainable Development Goals in the region is vital for the young people to progress and become effective leaders and social innovators.

These young men and women have the potential to drive significant change and promote the Sustainable Development Goals (SDGs). However, they face several challenges making it difficult for them to reach their potential as change-makers including an overall constraining working-environment and lack of access to resources and support.

While positive steps have already been taken to foster youth inclusion in a number of Arab States, much more work remains to be done. The recently released UN Youth Strategy (2018-2021) has prioritized promoting the civic and political engagement of youth, noting that the UN must leverage its capacity in order to promote youth participation in public affairs at all levels<sup>3</sup>. As a natural space for UNDP, more work has to be done to bring the youth in the Arab region to the policy making corridors and table.

<sup>1</sup> "Expanding Youth Opportunities in the Arab Region." United Nations Development Programme (UNDP). <http://www.undp.org/content/dam/rbas/doc/poverty/ExpandingYouth%20Opportunities%20AHDR%20research%20paper.pdf>

<sup>2</sup> [https://www.ilo.org/beirut/media-centre/news/WCMS\\_514537/lang-en/index.htm](https://www.ilo.org/beirut/media-centre/news/WCMS_514537/lang-en/index.htm)

<sup>3</sup> UN Youth Strategy. 2018.

In response, UNDP’s Regional Bureau for the Arab States is seeking an individual to develop a curriculum on youth civic and political participation. The curriculum is intended to be used by local organizations that work with youth, and for an age group 18 – 29. The curriculum will consist of training manuals for the training of trainers.

### SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under the direct supervision of the Regional Electoral Policy Specialist and YLP Project Manager, the individual will support the development of a *Youth Civic and Political Participation Curriculum* aimed at enhancing the participation of youth groups in civic and political life in the Arab states, and equipping them with tools to train and build their own ideas around this topic.

This curriculum will serve as a tool to further enhance youth engagement and empowerment as social innovators and change-makers contributing to the achievement of the SDGs through civic participation.

The individual should carry out the following tasks over a period of (86) working days extended throughout (5.5) calendar months :

- ✓ **Task (1):** Take stock of existing curriculums and training materials on youth civic and political participation in the Arab countries. Produce a comprehensive mapping of existing materials;
- ✓ **Task (2):** Provide an outline for a proposed curriculum for youth civic and political participation;
- ✓ **Task (3):** Consult with UNDP regional and country-offices (CO) staff and conduct partner consultations to feed into the curriculum development; Conduct interviews and consult with a wide range of stakeholder and beneficiaries agreed on together with the Project managers; and
- ✓ **Task (4):** Develop a civic and political participation curriculum that consists of training manuals (for the training of trainers to be used by organizations serving youth).

### EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
<b>Deliverable 1:</b> Co-develop a detailed work-plan with the Project managers for the development of a civic and political participation curriculum; Conduct a mapping of existing training resources on the topic, including region-specific tools and resources.	Up to (10) working days from contract signature date	Within (02) calendar weeks from contract signature date	- Najia HASHEMEE (Ms.), Regional Electoral Policy Specialist; <i>and</i> - Linda HADDAD (Ms.), Regional Project Manager
<b>Deliverable 2:</b> Co-develop a detailed work-plan with the Project managers for the development of a civic and political participation curriculum; Conduct a mapping of existing training resources on the topic, including region-specific tools and resources.	Up to (10) working days following satisfactory completion of deliverable (1)	Within (02) calendar months from contract signature date	- Najia HASHEMEE (Ms.), Regional Electoral Policy Specialist; <i>and</i> - Linda HADDAD (Ms.), Regional Project Manager

<b>Deliverable 3:</b> Consult with UNDP regional and country-offices (COs) staff and conduct partner consultations to feed into the curriculum development; Conduct interviews and consult with a wide range of stake-holder and beneficiaries agreed on together with the Project managers.	Up to (22) working days following satisfactory completion of deliverable (2)	Within (04) calendar months from contract signature date	- Najia HASHEMEE (Ms.), Regional Electoral Policy Specialist; <i>and</i> - Linda HADDAD (Ms.), Regional Project Manager
<b>Deliverable 4:</b> Develop a civic and political participation curriculum that consists of training manuals and resources around the topic.	Up to (44) working days following satisfactory completion of deliverable (3)	Within (5.5) calendar months from contract signature date	- Najia HASHEMEE (Ms.), Regional Electoral Policy Specialist; <i>and</i> - Linda HADDAD (Ms.), Regional Project Manager

### **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNDP Regional Bureau for Arab States (RBAS);
- S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the direct supervision of the Regional Electoral Policy Specialist and the Youth Regional Project Manager;
- The supervision will include approvals/acceptance of the outputs and deliverables 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 the 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;
- The individual is required to provide periodical weekly progress reports and when requested on any period of time throughout the assignment to monitor progress;
- 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; 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 expected to be up (86) working days over a period of (5.5) calendar months from the contract signature date.

### **DUTY STATION**

Home Based Assignment.

### **TRAVEL PLAN (OPTIONAL)**

If any unforeseen travel outside the individual 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 individual 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. Education:
  - Master’s degree in international relations, political science, or other related fields.
- II. Work experience:
  - At least 7 years of progressively responsible experience in development, civic and political participation;
  - At least 2 years of professional experience and knowledge about development issues at the global and/or regional levels;
  - Demonstrated knowledge of the Arab region, civic and political participation, and preferably also of the region’s youth population;
  - Proven track record in developing curriculum for trainers aimed at a youth population;
- III. Language Requirements:
  - Language proficiency in both written and oral English and Arabic is required. Knowledge of any other UN language is an asset;
- IV. Key Competencies:
  - a) *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.
  - b) *Functional*
    - Strong substantive knowledge of youth engagement and local development issues and ability to link knowledge to UN/UNDP frameworks;
    - Capacity to interact with varying stakeholders in UNDP Programme countries and other international development organizations;
    - Strong analytical and communication skills, including ability to produce high quality project documents and knowledge products.
  - c) *Leadership:*
    - Demonstrated ability to think strategically;
    - Demonstrated intellectual leadership and ability to integrate knowledge with broader strategic overview and corporate vision;
    - Ability to conceptualize and convey strategic vision from the spectrum of development experience;
  - d) *Managing Relationships:*
    - Demonstrated well developed people management and organizational management skills;
    - Excellent networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area;
    - Strong partnering skills
  - e) *Managing Complexity:*
    - Substantive knowledge and understanding of youth engagement and empowerment and development cooperation with the ability to support the practice architecture of UNDP and inter-disciplinary issues.

## 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 No. of working days for each deliverable	Targeted Due Dates	Payment Terms/Schedule
<b>Deliverable 1:</b> Co-develop a detailed work-plan with the Project managers for the development of a civic and political participation curriculum; Conduct a mapping of existing training resources on the topic, including region-specific tools and resources.	Up to (10) working days from contract signature date	Within (02) calendar weeks from contract signature date	After satisfactory completion of deliverable(s) (01) and submission of duly certified Certification of Payment (CoP) <b>up to 25% of total contract</b>
<b>Deliverable 2:</b> Co-develop a detailed work-plan with the Project managers for the development of a civic and political participation curriculum; Conduct a mapping of existing training resources on the topic, including region-specific tools and resources.	Up to (10) working days following satisfactory completion of deliverable (1)	Within (02) calendar months from contract signature date	After satisfactory completion of deliverable(s) (02) and submission of duly certified Certification of Payment (CoP) <b>up to 15% of total contract</b>
<b>Deliverable 3:</b> Consult with UNDP regional and country-offices (COs) staff and conduct partner consultations to feed into the curriculum development; Conduct interviews and consult with a wide range of stake-holder and beneficiaries agreed on together with the Project managers.	Up to (22) working days following satisfactory completion of deliverable (2)	Within (04) calendar months from contract signature date	After satisfactory completion of deliverable(s) (03) and submission of duly certified Certification of Payment (CoP) <b>up to 25% of total contract</b>
<b>Deliverable 4:</b> Develop a civic and political participation curriculum that consists of training manuals and resources around the topic.	Up to (44) working days following satisfactory completion of deliverable (3)	Within (5.5) calendar months from contract signature date	After satisfactory completion of deliverable(s) (04) and submission of duly certified Certification of Payment (CoP) <b>up to 35% of total contract</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.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **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;
- 3) **Brief Description** of why you consider yourself as the most suitable candidate for this assignment;
- 4) **Technical Proposal consisting of** at least a half page technical proposal detailing how the individual will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner);
- 5) **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. 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. 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.

All necessary information including: Complete Procurement Notice, the Selection Criteria, and Annexes are found on the following link under Procurement <http://procurement-notice.undp.org/>

Interested individual consultants must submit the following documents/information to demonstrate their qualifications **to Job advertisement website ([https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm)) and should submit their proposal by e-mail to the following address: [proc.contract.rscjo@undp.org](mailto:proc.contract.rscjo@undp.org) not later than **04 July 2020**. Candidates that fail to submit the required information on or before the set deadline (01 July 2020) will not be considered.**

**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

This selection criteria will follow the 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

Criteria	Weight	Max. Point
<i>Technical Competence</i>	70%	100
<b>Criteria A:</b> Master’s degree in international relations, political science, or other related fields.		20
<b>Criteria B:</b> At least 7 years of progressively responsible experience in development, civic and political participation;		25
<b>Criteria C:</b> At least 2 years of professional experience and knowledge about development issues at the global and/or regional levels;		15
<b>Criteria D:</b> Demonstrated knowledge of the Arab region, civic and political participation, and preferably also of the region’s youth population;		10

<b>Criteria E:</b> Proven track record in developing curriculum for trainers aimed at a youth population;		10
<b>Criteria F:</b> Language proficiency in both written and oral English and Arabic is required.		05
<b>Criteria G:</b> Technical Proposal		15
<b>Financial</b> (Lower Offer/Offer*100)	<u>30%</u>	100
<b>Total Score</b>	<b>Technical Score * 0.7 + Financial Score * 0.3</b>	

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 requirements will progress to the pool for shortlisting:

- **Criteria A:** Master’s degree in international relations, political science, or other related fields;
- **Criteria B:** At least 7 years of progressively responsible experience in development, civic and political participation; and
- **Criteria F:** Language proficiency in both written and oral English and Arabic is required.

**Step II : Technical Review**

Shortlisted candidates will undergo a technical evaluation and a submission of a proposal to tackle the assignment.

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

- **Criteria A:** Master’s degree in international relations, political science, or other related fields (20 points);
- **Criteria B:** At least 7 years of progressively responsible experience in development, civic and political participation (25 points);
- **Criteria C:** At least 2 years of professional experience and knowledge about development issues at the global and/or regional levels (15 points);
- **Criteria D:** Demonstrated knowledge of the Arab region, civic and political participation, and preferably also of the region’s youth population (10 points);
- **Criteria E:** Proven track record in developing curriculum for trainers aimed at a youth population (10 points);
- **Criteria F:** Language proficiency in both written and oral English and Arabic is required (05 points);
- **Criteria G:** Technical Proposal (15 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:  $(PI / Pn) * 30$  where Pn 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.