

## PROCUREMENT NOTICE FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES



**Date:** June 22, 2020

<b>Procurement Notice Title:</b>	Individual Contractor (IC) – Youth Futures Initiative
<b>Starting Date:</b>	Upon Contract Signature Date
<b>Duration:</b>	(30) working days over a period of (2.5) calendar months
<b>Location:</b>	Home-based assignment
<b>Project:</b>	Youth Leadership Project (YLP)
<b>National or International individuals:</b>	International Individual
<b>Is this a LTA (yes/no):</b>	No

### CONTEXT/BACKGROUND

As the pandemic has shaken our collective understanding of how things are and can be, this is a moment to rethink, reimagine, and reshape our ways of being, thinking and doing before we settle (or “freeze”) into new normals. UNDP’s #NextGenNormals initiative will aim to engage young women and men in the Arab region in shifting mindsets from the immediate COVID-19 response into longer-term visions and the possibility to “reset” trajectories. The initiative will offer a platform and mechanism for young people to develop skills and tools for (re)imagining the future and contributing actively in the shaping of #NextGenNormals. What kind of futures do young people across the region want to see; what are plausible, possible and probable futures; and what will young people’s role be in shaping their desired futures? These are the questions we want to engage young people across the region in answering. The initiative will anchor itself in the two themes of the sixth edition of the UNDP’s Youth Leadership Programme (YLP):

1. ***Climate action:*** Progress made following the Paris Agreement will be at risk as shorter-term economic priorities begin to dominate the recovery effort, despite the fact that tackling climate change can help avert future pandemics and crises including loss of livelihoods and food insecurity. Climate action could trigger \$26 trillion in economic benefits by 2030 and create over 65 million new jobs. What might an Arab region founded on sustainable and regenerative models look like, and how can young people make it a reality?;
2. ***Political and Civic Engagement:*** Young people have stepped up in the pandemic response, contributing as scientists, entrepreneurs and innovators; running awareness campaigns and hand-washing campaigns; and volunteering to support the elderly and vulnerable populations. COVID-19 has also raised important questions around citizen-state trust and new avenues of democratic participation, including digital. How do young people envision the future of political and civic engagement and their role in making it a reality?

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

The initiative will begin with an online call for multimedia submissions by young people, presenting specific visions and ideas on what #NextGenNormals could look like in the years to come. Following the launch of the call for submissions, a one hour Q&A session will be organized to answer questions and introduce the basics of foresight and futures thinking to youth across the region. Up to 30 young people will be selected from among the submissions to participate in an online futures fellowship during which they will be supported to advance their ideas.

In collaboration with and under the supervision of the UNDP Amman Regional Hub Innovation and Youth Teams, the consultant will be asked to:

- ✓ Participate in refining the objectives, format and structure of the fellowship;
- ✓ Contribute to the design of the call for submissions (application form, selection criteria, type of application portal, messaging to be used in disseminating the call);
- ✓ Prepare and deliver (1) hour Q&A session upon launch of the call for submissions, with introductory content on foresight and futures thinking;
- ✓ Support the UNDP team in evaluating submissions received;
- ✓ Prepare and deliver up to (5) fellowship workshops (2 hours for each workshop) including training material;
- ✓ Assist in identifying and preparing possible guest speakers;
- ✓ Respond to fellows' queries in between workshop sessions; facilitate an online discussion space where fellows can interact; and
- ✓ Distill actionable intelligence of relevance for UNDP's programming in the Arab States (5-10 pages).

## EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
<b><u>Deliverable 1:</u></b> Inputs provided on the objectives, format and structure of the fellowship, and the design of the call for submissions.	Up to (03) working days from contract signature date	Within (02) calendar weeks from contract signature date	- Regional Innovation Team Leader; and - Regional Youth Leadership Programme Manager
<b><u>Deliverable 2:</u></b> Deliver online Q&A session	Up to (02) working days following satisfactory completion of deliverable (1)	Within (01) calendar months from contract signature date	- Regional Innovation Team Leader; and - Regional Youth Leadership Programme Manager
<b><u>Deliverable 3:</u></b> Evaluation of submissions completed, welcome material drafted and sent out to participants;	Up to (05) working days following satisfactory completion of deliverable (2)	Within (1.5) calendar months from contract signature date	- Regional Innovation Team Leader; and - Regional Youth Leadership Programme Manager
<b><u>Deliverable 4:</u></b> Design and delivery of a series of 5 workshops (approx. 2 hours each) for participants and provision of support between sessions:	Up to (15) working days following satisfactory	Within (02) calendar months from	- Regional Innovation Team Leader; and

<ul style="list-style-type: none"> <li>- Introductory workshop;</li> <li>- 3x workshops (<i>possible topics: understanding the present and how youth can affect the conditions for change to take place; signals mapping; designing futures scenarios from a systems perspective</i>);</li> <li>- Closing workshop;</li> <li>- Provision of support between sessions, namely setting up and moderating a discussion group for participants to exchange and ask questions between workshops; and</li> <li>- Prepare the curriculum and materials for all workshops.</li> </ul>	completion of deliverable (3)	contract signature date	- Regional Youth Leadership Programme Manager
<b>Deliverable 5:</b> Submission of synthesis report on actionable intelligence emerging from the fellowship;	Up to (05) working days following satisfactory completion of deliverable (4)	Within (2.5) calendar months from contract signature date	<ul style="list-style-type: none"> <li>- Regional Innovation Team Leader; and</li> <li>- Regional Youth Leadership Programme Manager</li> </ul>

## 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 Innovation Team Leader and the Youth Leadership 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 progress reports on regular and needed basis 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 (30) working days over a period of (2.5) 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 Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences, or other related fields.
- II. Work experience:
  - At least 5 years of previous relevant working experience; including at least 3 years of working experience in social innovation, ideally in the context of international development and/or youth engagement;
  - Proven track record in foresight practice or research is required;
  - Demonstrated experience in delivering workshops and developing training materials is required;
  - Previous working experience in the Arab States region is an advantage;
- III. Language Requirements:
  - Language proficiency in both written and oral English is required. Knowledge of any other UN language is, specifically Arabic, 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/or knowledge products;
    - Excellent public speaking and presentation skills;
    - Focus on impact and result for the beneficiary;
    - Proficiency in the use of relevant digital collaboration tools.
  - 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><u>Deliverable 1:</u></b> Inputs provided on the objectives, format and structure of the fellowship, and the design of the call for submissions.	Up to (03) working days from contract signature date	Within (02) calendar weeks from contract signature date	After satisfactory completion of deliverable(s) (01, 02 and 03) and submission of duly certified Certification of Payment (CoP) <b>up to 30% of total contract</b>
<b><u>Deliverable 2:</u></b> Deliver online Q&A session	Up to (02) working days following satisfactory completion of deliverable (1)	Within (01) calendar months from contract signature date	
<b><u>Deliverable 3:</u></b> Evaluation of submissions completed, welcome material drafted and sent out to participants;	Up to (05) working days following satisfactory completion of deliverable (2)	Within (1.5) calendar months from contract signature date	
<b><u>Deliverable 4:</u></b> Design and delivery of a series of 5 workshops (approx. 2 hours each) for participants and provision of support between sessions: <ul style="list-style-type: none"><li>- Introductory workshop;</li><li>- 3x workshops (<i>possible topics: understanding the present and how youth can affect the conditions for</i></li></ul>	Up to (15) working days following satisfactory completion of deliverable (3)	Within (02) calendar months from contract signature date	After satisfactory completion of deliverable(s) (04 and 05) and submission of duly certified Certification of Payment (CoP) <b>up to 70% of total contract</b>

<i>change to take place; signals mapping; designing futures scenarios from a systems perspective);</i> - Closing workshop; - Provision of support between sessions, namely setting up and moderating a discussion group for participants to exchange and ask questions between workshops; and - Prepare the curriculum and materials for all workshops.			
<b><u>Deliverable 5:</u></b> Submission of synthesis report on actionable intelligence emerging from the fellowship;	Up to (05) working days following satisfactory completion of deliverable (4)	Within (2.5) calendar months from contract signature date	

## 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) **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;
- 2) **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.

Interested candidates shall submit above documents to the Job Advertisement Website:

[https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 04<sup>th</sup> July, 2020

Interested candidates can find Procurement notice, and P11 on <http://procurement-notice.undp.org/>

**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**

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 Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences, or other related fields;
- **Criteria B:** At least 5 years of previous relevant working experience; including at least 3 years of working experience in social innovation, ideally in the context of international development and/or youth engagement; and
- **Criteria F:** Language proficiency in both written and oral English is required.
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### **Step II : Technical evaluation Criteria max 100 points (Weighted 70):**

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 A:** Master's degree in Development Studies, Public Administration, International Affairs, Economics, Political Sciences, Social Sciences, or other related fields (20 points);
- **Criteria B:** At least 5 years of previous relevant working experience; including at least 3 years of working experience in social innovation, ideally in the context of international development and/or youth engagement (20 points);
- **Criteria C:** Proven track record in foresight practice or research is required (20 points);
- **Criteria D:** Demonstrated experience in delivering workshops and developing training materials is required (20 points);
- **Criteria E:** Previous working experience in the Arab States region (10 points);
- **Criteria F:** Language proficiency in both written and oral English is required (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.