

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 16 July 2020

Country: Tunisia

Description of the assignment: Political and Constitutional Affairs Advisor

Project name: UNDP Libya Country Office

Type of Appointment: Individual Consultant (International)

Period of assignment: Six (6) months duration for **131 working days**

Number of Position(s): One (01)

Proposal should be submitted by email to tenders.ly@undp.org no later than 29 July 2020, 13.00 hours Tunis, Tunisia time, ref. www.greenwichmeantime.com.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Libya Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who express their interest.

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1. BACKGROUND

The Consultant will be engaged to perform critical tasks UNSMIL and UNDP Libya under the Political Dialogue Project.

The Project is working closely with UNSMIL and UNDP Senior Management to assess the technical and programmatic priorities of the Intra-Libyan Dialogue for the short, medium and long-term. Notwithstanding delays linked to the operational complications caused by the COVID-19 pandemic, continued project implementation remains crucial for the political process in Libya. On 1 June 2020, UNSMIL welcomed the acceptance by the GNA and the LNA to resume talks on the ceasefire and associated security arrangements based on the draft agreement submitted by UNSMIL to the parties during the JMC talks in February. Additionally, work continues through the Economic and Political Tracks.

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

Within delegated authority, and under the supervision of the Head of the UNSMIL Political Team and in coordination with the UNDP Political Dialogue Project Manager, the senior consultant expert shall be responsible for the following duties:

- Develop an integrated approach towards addressing the Intra-Libyan Dialogue as well as the political and constitutional processes and legal reforms. This includes analytical and strategic documents on the background of the Constitution-Drafting Assembly, its Draft Constitution and the way forward in the context of the UNSMIL-facilitated Libyan Political Dialogue;
- Participate in the discussion and formulation of political and technical strategies in the context of the UNSMIL-facilitated/UNDP-supported Libyan Political Dialogue (on all tracks);
- Provide technical advice and operational support in the mediation efforts especially in the legal and constitutional affairs;
- Actively contribute to the daily work of the Political Team in support of the senior leadership and their work linked to the Political Dialogue Process, including through drafting background and briefing notes, discussion papers, policy and strategic documents, and talking points;
- Review, monitor, and report on activities, including legal and political developments in Libya, identifying and assessing emerging trends which might affect the Libyan Political Process and recommending solutions and possible actions by UNSMIL and the international community;
- Liaise with Libyan stakeholders, including representatives of state institutions, academia, legal community and civil society;
- While imbedded with the UNSMIL Political team, actively coordinate project activities with UNDP through close cooperation with the UNDP Political Dialogue Project Manager;
- Other related duties as required, including frequent interaction with counterparts from the UNCT, the broader UN system, and liaise with representatives of International NGOs.

Institutional Arrangements

In the role of **Political and Constitutional Affairs Advisor**, the consultant will work primarily with the UNSMIL Political Affairs Division, reporting to the UNSMIL Political Affairs Division Director. The consultant will also coordinate programmatic activities with the UNDP Political Dialogue Project Manager. For all administrative purposes related to the assignment, the Consultant will report to the UNDP Political Dialogue Project Manager.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Advanced university degree (Master's degree or equivalent) in political science, international relations, law, or related fields.

II. Years of experience:

A minimum of 10 years of progressively responsible experience in democratic governance, rule of law, peace processes, mediation or relevant fields, with a minimum of three years of experience working on constitution-making and mediation in the Middle East and North Africa (MENA) Region.

III. Specific Experience

- Experience working on Political Affairs in Libya.
- Proven advisory experience and track record of engaging on topics related to national reconciliation, conflict resolution, and peaceful dialogue.

- Proven intellectual and practical capacity to understand and interpret national and local development and political issues, particularly in recovery situation/post crisis settings. If considered how are we going to evaluate it.
- Exceptional written and verbal communications.

IV. Language Requirements

Fluency in English & Arabic (both oral and written) is required.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- 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 in the UNDP format – Annex 3 and 3A.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

5. FINANCIAL PROPOSAL

Lump sum contract

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 instalments or upon completion of the entire contract). Payments are based 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.

The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment. UNDP Libya (temporarily based in Tunis) will provide office accommodation, printing, stationary, incurred in this assignment.

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.

6. EVALUATION

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method –where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation;
- The top applicant with the Highest Combined Scores and that have accepted UNDP's General Terms and Conditions will be awarded the Framework Agreements.

Evaluation Criteria

EVALUATION CRITERIA			
Technical evaluation (70 points).			70 POINTS
Academic Evaluation 10 General Experience 10 Specific Experience 30 Interview 20			MAX 70 POINTS
Academic Requirement	Advanced university degree (Master's degree or equivalent) in political science, international relations, law, or related fields.	10	10 Points Maximum
General Experience	A minimum of 10 years of progressively responsible experience in democratic governance, rule of law, peace processes, mediation or relevant fields, with a minimum of three years of experience working on constitution-making and mediation in the Middle East and North Africa (MENA) Region.	10	10 Points Maximum 1-3 yrs: up to 3 points 4-8 yrs: up to 8 points 8-9 yrs: up to 9 points 10 yrs or more: 10 points
Specific Experience	A minimum of 10 years relevant experience, including (but not limited to): <ul style="list-style-type: none"> - Experience in mediation, political, legal and constitutional affairs - Experience working on Political Affairs in Libya. - Experience in project implementation especially in relation to mediation, 	30	30 Points Maximum 1-3 yrs: up to 5 points 4-8 yrs: up to 10 points

	peacebuilding and conflict resolution. Fluency English and Arabic: compliance or non-compliance.		8-9 yrs: up to 20 points 10 yrs or more: 30 points
Interview	<p><i>Candidates obtaining a minimum of 35 points (70% of the total technical points - 50) would be considered for the Interview;</i></p> <p>Areas to consider:</p> <p>A minimum of five years:</p> <ul style="list-style-type: none"> - Knowledge of Libya and the current political, legal/constitutional issues. - Knowledge of the UN System and political affairs support structures, tools and processes. 	20	
Financial Evaluation			MAX 30 POINTS
<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according to the following calculation:</p>			
<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> $FE = \frac{LFP}{FPI} \times 30$ </div>			
<p>FE= Financial Evaluation</p> <p>LFP = Lowest Financial Proposal</p> <p>FPI= Financial Proposal of bidder i</p>			
FINAL EVALUATION: TECHNICAL + FINANCIAL			MAX 100 POINTS

Firms are not eligible for this consultancy assignment (open only for international individual consultants).

An application through this website is not acceptable.

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Incomplete application will not be considered, it will be disqualified automatically.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE