



PROCUREMENT NOTICE

Date: 13 August 2020

Country: Kenya

DESCRIPTION OF THE ASSIGNMENT: REVIEW AND UPDATING OF KENYA COMMON COUNTRY ASSESSMENT(CCA).

Period of assignment/services: 40 working days spread between 2nd week of October 2020 to 31 December 2020,

Firms are not eligible for this consultancy assignment. Open to individual consultants only.

Background

The Common Country Analysis (CCA) is the UN system's mandate-based independent, impartial, and collective integrated analysis that provides a holistic picture of the country context. It sets a baseline and direction for a strategic, human rights-based and risk-informed UNDAF, hence becomes a critical reference document for benchmarking and assessing the relevance of the UNDAF at the country level during UNDAF implementation and evaluation. To accurately report on progress against goals and targets, as well as to capture the UNCT's contributions, the priority of the CCA is to establish baselines across the SDG framework, to the extent possible. The UNDAF Strategic Results Groups will use these baselines to track progress against clearly defined outcome level indicators.

The new UN Cooperation framework requires the CCA to be kept light and regularly updated to track and reflect situational developments. There is therefore the need to embark on the process of reviewing and updating the CCA data informed by rigorous analysis to inform evidence-based programming -especially within the COVID-19 Pandemic and the UN comparative advantage.

Objective

Individual Consultant to provide technical support to the UNCT and facilitate analysis and finalization of the Common Country Analysis (CCA) review and update for Kenya.

Expected Deliverables

Specific deliverables of the consultancy include:

1. Analytical report of disaggregated data/information available as well as gaps that need to be filled to inform the analysis (Based on Task 1 above)
2. An outline of the CCA analytical report
3. First draft of the CCA analytical report with a specific focus on analytical findings, disaggregated data across themes, leave no one behind root cause analysis as an integrated framework and in reference to the socio-economic analysis.

4. Second draft CCA analytical report with input from the CCA task team –
5. First final preliminary CCA draft report based on input on the second draft report
6. A formal presentation to broader
7. Final CCA draft report Based on input from the stakeholder's validation workshop
8. Final CCA report submitted to RCO .

Experience and qualifications requirements

Education
Post-graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field
Experience
<ul style="list-style-type: none"> • Minimum 15 years' experience working in the field of development in developing countries (Working in the UN and Delivering as One is an added advantage). • Documented international experience in developing, managing, and working on Common Country Assessments (CCA), broad based situation analysis, including substantive knowledge of development issues and the SDGs framework (Agenda 2030) – sample work done on CCA will be required • Demonstrated capacity in strategic thinking, problem solving, high level facilitation of visioning exercises and policy advice • Strong inter-personal, teamwork and organizational skills demonstrated by working with multi-disciplinary teams, broad stakeholder including Government • Excellent presentation and drafting skills, especially writing programme documents, drafting strategic plans among others (Sample documents done from previous evaluations is a mandatory requirement)
Language
Fluency in written and spoken English is essential

Technical Evaluation Criteria (Minimum 70 points)

Criteria	Weight	Max. Point
	100%	100
Post-graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field	5%	5
Minimum 15 years' experience working in the field of development in developing countries	20%	20
Documented international experience in developing, managing, and working on Common Country Assessments (CCA), broad based situation analysis, including substantive knowledge of development issues and the SDGs framework (Agenda 2030) – sample work done on CCA will be required	40%	40

Demonstrated capacity in strategic thinking, problem solving, high level facilitation of visioning exercises and policy advice	20%	20
Excellent presentation and drafting skills, especially writing programme documents, drafting strategic plans among others (Sample documents done from previous evaluations is a mandatory requirement) ,including fluency in written and spoken English	15%	15
Total (Maximum obtainable points)	100%	100

Financial Proposal

Applicants are instructed to submit their all-inclusive fee proposal in USD. For Consultants based in Kenya, if successful, payment will be made in the local currency. Please use the provided financial proposal template to submit your proposal.

The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses if applicable, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Evaluation

Cumulative analysis

The award of the contract will 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 the total technical evaluation will be considered for the Financial Evaluation.

Application process

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment – template provided
3. Offerors letter to UNDP – template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications must be received through the UNDP e Tendering Portal on or before Monday, 31 August 2020 by 11.59 P.M (GMT+3.00)

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Incomplete applications will be disqualified automatically.

Applying through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:
Business Unit: **UNDP1**

Event ID:
- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:
Username: **event.guest**

Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Email submission of applications will not be accepted. Queries about the position can be directed to undp.kenya.procurement@undp.org