

Consultant - Country Programme Document (CPD)

Location :	Algiers, Algeria
Application Deadline :	24 August 2020
Type of Contract :	Individual Contract
Post Level :	International Consultant
Languages Required :	French, English
Duration of Initial Contract :	September 2020 - February 2021
Expected Duration of Assignment :	45 working days

Background

Algeria's current Country Programme Document (CPD 2016-2020) will be extended until the end of 2021 to account for a UN repositioning effort in response to the transition in the country in 2019. A new UN Strategic Country Development Framework (previously known as UNDAF) 2019-2021 has been signed, and a process to rollout a new UNSCDF 2022-2026 has started.

UNDP Algeria has initiated the process for developing the new Country Programme Document for 2022-2026. Consultations and the write up process of the new CPD is scheduled for June 2020 – February 2021. The new CPD will be designed to fully align with the priorities of the new Government Action Plan 2020, the upcoming UNSCDF 2022-2026 for Algeria and the UNDP Strategic Plan 2018-2021 (or its successor). The new CPD is also to be aligned with SDGs and based on analysis and recommendations generated from past project evaluations and the consultations with UNDP, the UNCT, the Government, CSO partners and member states.

The new CPD is to be prepared based on a series of consultations with government partners other and in-country stakeholders and partners. The theory of change (ToC) and UNDP's programme quality standards will be adopted in the formulation and design of new CPD. UNDP Algeria will support the work of the consultant with analyses of development situation and priority engagement areas for the country office, based on the review of the current programmes. The finalization of the CPD should build on the lessons learned and the analytical work carried out thus far.

The new CPD needs to be ready by February 2021, to be presented at the UNDP Executive Board in June 2021

Duties and Responsibilities

Scope of Work:

The key tasks for which the Consultant will be responsible are as follows:

- Read all background documents provided by UNDP Algeria

- Document key development results under the current UNDP CPD 2016-2020
- Help articulate UNDP’s niche through consultations (online or in person) with a range of partners (GVT, CSOs, Member States, UN agencies, etc) to get a better understanding of the context
- Support UNDP CO in articulating a stronger strategic positioning during the process of developing a new CPD by (a) documenting results and lessons from consultations/workshops organized with UNDP partners to identify key development challenges, UNDP comparative advantages and possible key areas of support
- Support the articulation of UNDP’s inputs into the Theory of Change of the UNSCDF
- Develop a related theory of change for the UNDP CPD
- Discuss and analyze the key thematic issues for the new CPD, including sessions to conduct problem analysis and **formulate Theory of Change**, etc.;
- Prepare a first draft of the CPD and related annexes/attachments in line with the stipulated corporate guidance and templates.
- Finalize the CPD draft and related annexes after consultation and validation with key stakeholders after receiving final comments from programme units and UNDP Algeria management.

Expected Outputs and Deliverables¹:

	Deliverables/ Outputs	Estimated number of working days	Completion deadline	Payment
1	<ul style="list-style-type: none"> • Positioning Consultations report (3-6 pages) • Comments on the Theory of Change of the UNSCDF (up to 2 pages) 	10	Sep. 2020	15%
2	<ul style="list-style-type: none"> • Report from UNDP CPD Theory of Change Workshop (up to 3 pages) • One-page diagram – CPD theory of change 	5	October 2020	10%
3	<ul style="list-style-type: none"> • Comments on Draft UNSCDF (2 pages text) • First Draft CPD with the following contents (<i>should not exceed 6,000 words</i>): <ul style="list-style-type: none"> ▪ UNDP within the Cooperation Framework; 	10	End Nov. 2020	25%

¹ All official templates will be provided by UNDP. The consultant may be asked to develop specific templates for certain consultation processes

	<ul style="list-style-type: none"> ▪ Programme Priorities and Partnerships; ▪ Programme and Risk Management; ▪ Monitoring and Evaluation; ▪ Results and Resources Framework (RRF); 			
4	<ul style="list-style-type: none"> • Second Draft CPD • Resource Management target (RMT) Table (1 page) • Partnership and Communications Action Plan (PCAP) • Country Programme Summary - Statement of Challenges and Achievements under the previous CPD 2016-2021 (6 - 12 pages) • Fully Costed Evaluation Plan (1-2 pages) 	10	End Nov 2020	20%
5	<ul style="list-style-type: none"> • Final Draft CPD and annexes 	10	Jan-Feb 2021	30%

Institutional Arrangement:

- The IC will report directly to the Resident Representative and work closely with the Deputy Resident Representative;
- The IC is required to consult with the Resident Representative, the Deputy Resident Representative, and the programme Team Leaders in the UNDP country office. The consultant is also required attend working sessions with UNDP staff and document discussions related to developing theories of change, and to meet with relevant UNDP staff and stakeholders for consultations and presentation of findings;
- The IC will be provided with temporary working space in the UNDP CO as and when necessary. The IC is responsible for his/her own computer, but can use UNDP CO printing facilities as well as internet access as needed, while on the UN premises.

Contract Duration: September 2020 - February 2021 (Up to 45 working days).

Duty Station: Home based and Travel to Algeria is required for up to 25 working days, as requested by the country office, starting in September .

Competencies

- Strong understanding of CPD processes;
- Ability to organize and interpret data and present findings in both oral and written form;
- Plans and produces quality results to meet established goals;
- Ability to meet deadlines in a timely fashion;
- Demonstrates strong writing skills in French and English. In particular, has the ability to present persuasive, coherent and well-founded arguments and make messages accessible to a broad audience;
- Strong research and analysis abilities;
- Strong ability to lead and facilitate complex discussions and arrive at conclusions;
- Ability to translate strategic thinking and innovative ideas into practical operational recommendations;
- Solid analytical and presentation skills;
- Excellent interpersonal, communication skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

Required Skills and Experience

Education:

- Advanced university degree (Master's Degree or above) in social sciences, or other relevant disciplines, with proven track record in programme development and advanced social research and analysis.

Experience:

- At least 5-7 years of relevant professional experience and solid experience in programme development and implementation related to UNDP substantive areas (Economic Development, Governance, Environment, SDGs, etc)
- Prior experience drafting a UNDAF or UNDP country programme or UN Agency country programme document would be an asset;
- Facilitation and drafting skills is a requirement, and substantive knowledge of development issues relevant to UNDP programmes in Algeria particularly issues related to: Economic Development, Governance, Energy and Environment / Climate Change, SDG, and cross-cutting issues (gender, youth, capacity development, etc) will be an asset.
- Ability to write reports, make presentation.

Language:

- Proficient in French language, spoken and written;
- Proficient in English language, spoken and written.

Price Proposal and Schedule of Payments:

Consultant must send a financial proposal based on Lump Sum Amount.

The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to

be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration.

In general, UNDP will 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

Evaluation Method and Criteria:

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

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 weighted technical (70%) and financial criteria (30%) specific to the solicitation.

Technical Criteria for Evaluation (Maximum 500 points):

- Criteria 1 - Education - Max - 100 points;
- Criteria 2 - Relevant professional experience and solid experience in programme development and implementation related to UNDP Algeria thematic areas of work - Max -150 points;
- Criteria 3 - Facilitation and drafting skills, and substantive knowledge of development issues in Algeria particularly issues related to UNDP practice areas will be an asset - Max -200 points;
- Criteria 4 - Availability - Max - 50 points.

Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment. Only candidates obtaining a minimum of 350 points (70% of the total technical points) would be considered for the Financial Evaluation.

Documentation required :

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document.

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- 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;
- Brief description of why the applicant considers him/herself as the most suitable for the assignment, and a brief methodology on how the applicant will approach and complete the assignment;

- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided