



*Empowered lives.  
Resilient nations.*

**TERMS OF REFERENCE  
HUMAN SECURITY AND DEMOCRACY CONSULTANT**

**I. PROJECT TITLE**

Human Security and Democracy consultant

**II. DURATION**

**Number of working days:** 70 working days (Over a period of five months)  
**Contract start date:** 28 September 2020  
**Contract end date:** 15 February 2021  
**Duty station:** AMMAN

**III. BACKGROUND**

Established in 1976, the United Nations Development Programme (UNDP) is one of the United Nations Agencies working in Jordan and is the main convener of sustainable human development.

UNDP partners with people at all levels of society (government, NGOs, private sector and communities) to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. In more than 170 countries and territories, UNDP offers global perspective and local insight to empower lives and build resilient nations. As partner countries develop local capacity, they draw on the people of UNDP and our range of partners.

UNDP is guided by its strategic plan and moving away from implementing stand-alone projects to a programme based approach. By using the programme approach, UNDP country office will: a) promote a holistic and comprehensive method for dealing with development challenges; b) participate in a more meaningful policy dialogue with the national actors; c) ensure better focus in supporting national development objectives; d) enhance its support for aid coordination by working with other development partners within the national planning documents; e) in the context of the new programming arrangements, achieve greater impact in the focus areas than would be possible under the project-by-project approach; and f) empowered to strengthen programme design, as well as implementation, monitoring and evaluation arrangements for successful implementation of its new Country Programme Document (CPD), its support to national priorities, and the 2030 development agenda.

The concept of human security has evolved since the landmark 1994 report. General Assembly resolution 66/290 of 2012 was an important milestone as it described human security as, “the right of people to live in freedom and dignity, free from poverty and despair”. Democratic practice is key to the attainment of 21st century human security aims. Democracy matters for human security

because well-designed and inclusive political institutions and processes are the key to both preventing violence and managing conflict constructively, and because respect for human rights and public participation are essential for meeting human development objectives. Human security relates to much more than security from violence and crime. Human security can also be used to look into personal, community and political security.

In Jordan, Vulnerability to socioeconomic challenges and political exclusionary factors, coupled with the impact of overspill from regional instability, has exacerbated risks to social cohesion and citizen-state relations and intensified concerns over the threat to Jordan's sustained peace and human security.

The Country Programme Document 2018-2022 states that to achieve the development outcomes of inclusion and resilience, UNDP will implement a programme of three priority areas: inclusive participation and social cohesion; resilient communities, livelihoods and environment; and enabling an institutional framework for the realization of the 2030 Agenda. In the meanwhile, three joint outcomes fall under The United Nations Sustainable Development Framework (UNSDF)( 2018-2022): (a) institutions in Jordan at national and local levels are more responsive, inclusive, accountable, transparent, and resilient; (b) people, especially the most excluded and vulnerable, proactively claim their rights and fulfil their responsibilities for improved human security and resilience; and (c) enhanced opportunities for inclusive engagement of people living in Jordan in the social, economic and political spheres.

UNDP holds an integrated programme to promote and enhance inclusive and participatory political processes in Jordan in line with Sustainable Development Goal 16. With an overall objective of strengthening the effectiveness and transparency of Jordan's democratic governance institutions to be more responsive to the needs of citizens and to promote participation and inclusion in political processes, the programme supports democratic governance institutions including Parliament and electoral processes, to achieve both specific and crosscutting institutional objectives, and also to engage on traversal issues related to building inclusive political processes that facilitate dialogue, consultation and the effective participation of women and youth.

Also, complementary to SDG 16 and inclusive, participatory and representative institutions, UNDP supports Goal 5 of the SDGs which aims to achieve gender equality and empower all women and girls, including, as Target 5.5, to "ensure women's full and effective participation and equal opportunities for leadership at all levels of decision-making in political, economic and public life" and, as Target 5.9, to "adopt and strengthen sound policies and enforceable legislation for the promotion of gender equality and the empowerment of all women and girls at all levels." To that end, a joint UNDP UN Women programme has been launched recently entitled: "Enhancing women's Political Participation and Representation in Leadership Positions".

UNDP has provided comprehensive electoral assistance in Jordan for the 2013 and 2016 parliamentary elections and the 2017 local elections. It has agreed with the Independent Election Commission on a set of activities to support inclusive participation of CSOs, women, youth, political parties in elections. It has also offered to support eco-friendly elections and support effective coordination providing specialized assistance to IEC on setting up a national coordination mechanism and reporting system.

In line with Goals 5 and 16, UNDP and UN-Women will jointly programme initiatives in partnership with the Ministry of Political and Parliamentary Affairs (MOPPA) and the Jordanian National Commission for Women to address exclusion of women from political and decision-making processes and promote inclusive participation in responsive, representative decision-making at all levels. UNDP will also work with Parliament and elected subnational bodies in enhancing democratic oversight and

improved legislation relevant to the achievement of the Goals and in facilitating opportunities for committees to consult with citizens, especially youth, including through South-South and triangular cooperation. UNDP will also engage with relevant stakeholders to mobilize efforts to improve citizens' participation in the legislative elections scheduled to take place in 2020.

#### IV. PURPOSE OF THE CONSULTANCY

##### **Objective:**

Under the direct supervision of the Jordan Country Office Programme Manager, the Human Security and Democracy Expert will work for the Inclusive Participation and Institutional Strengthening Pillar (IPIS). The Human Security and Democracy Expert will be responsible for conceptualization, implementation and follow-up topics related to the Human Security and Democracy, with specific responsibilities for:

- Maintain channels of communication with government counterparts on Human Security and Democracy, including the Independent Electoral Commission, the Ministry of Political and Parliamentary Affairs, Parliament, Jordanian National Commission for Women (JNCW) and local government officials, on behalf of UNDP and support the design and implementation of projects and programmes to be offered by the Country Office in particular IPIS- governance pillar;
- Support the formulation, preparation and implementation of a range of project related activities concerning Human Security and Democracy, as well as with the implementation of initiatives in coordination with, and support from the IPIS pillar;
- Support the Country Office in developing effective coordination and working relations between the IPIS-Governance pillar and UNWomen, to the consolidation and implementation of the joint programme: Enhancing Women's Political Participation and Representation in Leadership Positions in Jordan;
- Draft reports, policy and position papers, as needed on themes related to human security and democracy mainstreaming gender, in particular, draft an analytical report on women's participation in the parliamentary elections in Jordan, in coordination with JNCW and UN Women;
- Provide technical support and advance with the support and advise of UNDP the principles, in particular SDG16 and SDG5 as well as applications of Human Development and Human Security across the different layers of the central and local governments with a special focus on women political participation;
- Support the transfer and localization of knowledge related to human security and democracy, best governance practices to government counterparts, and ensure their effective engagement and substantive involvement in programme activities;
- Support UNDPs corporate and donors reporting requirements including narrative and financial reports and providing recommendations;
- Assist in the formulation of various governance support projects, where appropriate;
- Perform other administrative, facilitation and coordination functions requested by the Team-Leader of IPIS-Governance in support of programme activities,

#### V. EXPECTED OUTPUTS AND DELIVERABLES:

	<b>Deliverables</b>	<b>% of payment (US\$)</b>	<b>Target date</b>
1.	Monthly report of September 2020	10%	30 September 2020
2.	Monthly report of October 2020	25%	30 October 2020

3.	Monthly report of November 2020	25%	30 November 2020
4.	Women's participation in the Parliamentary elections in Jordan	40%	31 February 2020
	TOTAL	100%	

All deliverables should accompany a monthly progress report. The Consultant will agree on the format and content of each deliverable and output (task order) with the IPIS team leader.

Specific deliverables and calendar will be agreed within the contract financial envelope and time frame (some deliverables might be changed or disregarded).

## VI. DURATION OF THE WORK

The duration of the Consultants' assignment is maximum of 70 working days to be conducted during the period 28 September to 15 February 2020. The work will require presence in country.

## VII. QUALIFICATIONS

Education:

- Master's degree in law, business, economics, development, political sciences and other relevant area.

Experience:

- At least 7 years of relevant working experience in the areas of human security, democratization, gender and social cohesion or related areas;
- Understanding of the overall political, administrative and institutional set-up in Jordan;
- Understanding of development trends in Jordan;
- Familiarity with key public documents, strategies and trends related to gender;
- Previous experience with the United Nations is an asset.

Language:

- Fluency in written and spoken English, Arabic language is an asset.

**Core Competencies:**

- Demonstrates integrity by modelling the UN'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;
- Treats all people fairly without favoritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

## VIII. CRITERIA FOR SELECTION OF BEST OFFER

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

- Being responsive/compliant/acceptable, and
- Having received the highest score based on the following weight of technical and financial criteria for solicitation as per the schedule below:

\* Technical criteria weight: 70%

\* Financial criteria weight: 30%

Only candidates obtaining a minimum of 49 points (70%) in the technical evaluation shall be considered for the financial evaluation.

Of 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:  $(P_n / P_l) * 30$  where  $P_n$  is the financial offer being evaluated and  $P_l$  is the lowest financial offer received.

criteria	Maximum points
An advanced University degree business, economics, development, political sciences, engineering	10%
A minimum of five (7) years of functionally related relevant professional experience.	20%
Familiarity with key public documents, strategies and trends related to capacity development of local governments in Jordan.	20%
Prior experience of working in Jordan or in Arabic-speaking countries.	10%
Communication skills, research and analytical skills, familiarity with international assessment toolkits.	10%
Financial offer, submitted in accordance with the price schedule set out in the procurement notice	30%

#### IX. DOCUMENTS TO BE SUBMITTED

Interested consultants are invited submit the following documents/information to be considered:

1. Offeror's letter, as per the attached form
2. Personal History Form (P-11), including 3 references
3. Technical proposal
  - i. Explaining why they are the most suitable for the work
  - ii. Providing a brief methodology (not more than 3 pages) on how they would approach and conduct the work.
4. Financial proposal in accordance with the attached schedule

Please submit above information no later than SEPTEMBER 19,2020, at 18:00 hrs (Jordan time) by email to: [ic.jo@undp.org](mailto:ic.jo@undp.org), with subject: **Human Security and Democracy consultant**.

Approved by:

Majida Alassaf

Programme Manager



Sara Ferrer Olivella

Resident Representative

