



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15.09.2020

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**REF No.:** IC/010/20

**Country:** Uzbekistan

**Description of the assignment:** International Consultant for Final Evaluation of EU Water project

**Project name:** “Technical Capacity Building” (hereinafter Project) of the EU “Sustainable Management of Water Resources in rural areas in Uzbekistan” Programme

**Period of assignment/services (if applicable):** 30 days within 2 months (October – November)

**Application Process:**

Interested candidates need to apply online at [www.jobs.undp.org](http://www.jobs.undp.org) and upload requested documents (*Technical Proposal/Methodology, CV/P11 form, Offeror's Letter of confirmation and Financial Proposal*) in Part 6 of Procurement Notice **no later than end of September 29, 2020** (New York time). Please combine all your documents into one (1) single PDF document as the system only allows to upload maximum one document. Your on-line applications submission will be acknowledged to your email address provided in application. If you do not receive an e-mail acknowledgement within 24 hours of submission, your application may not have been received. In such cases, please resubmit the application, if necessary.

Link to application at the UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=94050](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=94050)  
(cut and paste into browser address bar if the link does not work).

You can review detailed Procurement Notice, Terms of Reference and download templates from the UNDP Procurement Notices Site following the link [http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=70200](http://procurement-notices.undp.org/view_notice.cfm?notice_id=70200). (cut and paste into browser address bar if the link does not work).

Application submitted via email, incomplete applications or received after the closing date (September 29, 2020) will not be given consideration.

For more detailed information about UNDP Uzbekistan please visit our website at [www.uz.undp.org](http://www.uz.undp.org). UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

Requests for clarification must be sent in writing to [pu.uz@undp.org](mailto:pu.uz@undp.org), ensuring that the reference number above is included in the subject line. UNDP shall endeavor to provide such responses to

clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary.

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## 1. BACKGROUND

UNDP Uzbekistan implements the Component 2 on “Technical Capacity Building” (hereinafter Project) of the “Sustainable Management of Water Resources in rural areas in Uzbekistan” Programme funded by the European Union. The Project is implemented jointly with the Ministry of Agriculture and Water resources of Uzbekistan (MAWR) and aims at strengthening institutional frameworks and technical capacities for water management at basin, water user association and farm levels while increasing awareness on efficient management and use of water resources.

The project has three interlinked components:

Component 1: National Policy Framework for Water Governance and Integrated Water Resources Management (IWRM);

Component 2: Technical Capacity Building;

Component 3: Awareness Raising.

Expected project Output: Water management services, practices and techniques are strengthened and harmonized within a national framework.

The evaluation will cover the activity results conducted within the Component 2: Technical Capacity Building.

For reaching the above-mentioned output change, the project aims to achieve the following activity results:

Activity result 1: Enhanced capacities of national entities in charge of training provision;

Activity result 2: Strengthened organizational set-up of the water management players and improved advisory mechanisms for improved water supply services;

Activity result 3: Development and implementation of a unified model and approach of capacity building for water management players;

Activity result 4: Enhanced links and networks with EU institutions and practitioners;

Activity result 5: Piloting community development plans with water management as a cross cutting issue.

The project contributes to UNDAF 2016-2020 and CPD 2016-2020 outcome: By 2020, rural population benefit from sustainable management of natural resources and resilience to disasters and climate.

As per the Description of the Action of the “Technical Capacity Building” Component of the EU Program, the Project is subject to final review (FR) at the end of its implementation. The FR will determine the progress being made towards the achievement of project outcomes, as well followed the identified course correction made by the MTE at available items. The FR will focus on the effectiveness, efficiency, sustainability, impact and timeliness of project implementation; will highlight issues requiring decisions and actions; will present initial lessons learned about the project design, implementation and management. The organization and timing of the FR will be confirmed after consultation between the Environment and Climate Action Cluster (ECAC) of UNDP CO in Uzbekistan and the Consultant.

The details of the project activities are available at:

<https://www.undp.org/content/uzbekistan/en/home/projects/sustainable-management-of-water-resources-in-rural-areas-in-uzbe0.html>

<https://open.undp.org/projects/00080810>

[https://eeas.europa.eu/delegations/uzbekistan/55145/sustainable-management-water-resources-rural-areas-uzbekistan-technical-capacity-building\\_en](https://eeas.europa.eu/delegations/uzbekistan/55145/sustainable-management-water-resources-rural-areas-uzbekistan-technical-capacity-building_en)

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

For detailed information, please refer to Annex 1 – Terms of Reference for International Consultant

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

- A Master or Graduate Degree in the field of water resources management, economy, finance, business, management, public administration and finance.

### II. Years of experience:

- A minimum of 5 years of relevant work experience with government, international development organizations or private sector in water management;
- Proven track record of application of results-based management evaluation methodologies to development programs/projects in areas of water management or environmental management including gender sensitive evaluations. (relevant experience in the Central Asia and/or CIS region would be an asset);
- Familiarity with water resources management development principles and capacity building approaches, and relevant international best-practices;
- Project evaluation/review experiences within United Nations system will be considered an asset.

### III. Competencies:

- Strong communication skills, client-orientation, ability to work in a team;
- Initiative, analytical judgment, ability to work under pressure, ethics and honesty;

### IV. Language requirements:

- Fluency in English is required; knowledge of Russian is an asset but not a requirement.

## **4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

1. Proposal:

- (i) **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (Annex 3);
- (ii) **CV** with indication of the e-mail and phone contact or Personal History Form (P11 form), but successful consultant will be requested to submit filled in and signed a **Personal History Form (P11 form)** before contract issuance
- (iii) Provide a brief methodology on how they will approach and conduct the work (max. two pages or 4000 characters with spaces and enters )

2. Financial proposal that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP (Annex 3).

UNDP is an equal opportunity employer. Qualified female candidates, people with disabilities, and minorities are highly encouraged to apply. UNDP Balance in Manage Policy promotes achievement of gender balance among its staff at all levels.

## 5. FINANCIAL PROPOSAL

### Lump sum contracts

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 installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR and acceptance by Supervisor. 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 (including travel, per diems, and number of anticipated working days).

#	Deliverables	Timeframe	Payment
1	Evaluation Inception Report	October 19, 2020	25%
2	Draft Evaluation report, including Annex on analysis of validation results for preliminary findings with stakeholders	November 15, 2020	30%
3	Final Evaluation Report	November 30, 2020	45%

### 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 and will be reimbursed

## 6. EVALUATION

### Cumulative analysis

*When using this weighted scoring method, the award of the contract should 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 points]*

*\* Financial Criteria weight; [30 points]*

*Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		
<ul style="list-style-type: none"> <li>Relevant education: <ul style="list-style-type: none"> <li>PHD - 13;</li> <li>MA degree – 11;</li> <li>MA degree – 9</li> </ul> </li> </ul>	13%	13
<ul style="list-style-type: none"> <li>Relevant professional experience: <ul style="list-style-type: none"> <li>5 years - 20;</li> <li>6-10 years – 22;</li> <li>10+years – 24</li> </ul> </li> </ul>	24%	24
<ul style="list-style-type: none"> <li>Proven track record of application of results-based management evaluation methodologies to development programs/projects in areas of water management or environmental management including gender sensitive evaluations.</li> </ul>	8%	8
<ul style="list-style-type: none"> <li>Project evaluation/review experiences within United Nations system will be considered an asset.</li> </ul>	5%	5
<ul style="list-style-type: none"> <li>Language requirement <ul style="list-style-type: none"> <li>-fluency in written and spoken English.-4</li> <li>-knowledge of Russian-1</li> </ul> </li> </ul>	5%	5

<ul style="list-style-type: none"> <li>Methodology (document which contains brief explanation on approach to conduct the work)</li> <li>-fully responsive -15;</li> <li>-partially responsive -15;</li> <li>-minimal responsive -5;</li> <li>- no responsive -0</li> </ul>	15%	15	
<u>Financial</u>	30%	30	

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS** (available at [https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP\\_POPP\\_DOCUMENT\\_LIBRARY/Public/AC\\_Anti-Fraud\\_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default](https://popp.undp.org/layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/AC_Anti-Fraud_General%20Conditions%20of%20Contract%20for%20Individual%20Contracts.pdf&action=default) )

**ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT AND FINANCIAL SUBMISSION FORM (BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL)**