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Resilient nations.*

Procurement Notice
Inclusive Participation and Institutional Strengthening consultant

Location:	Home Based
Type of Contract:	Individual Contract
Post Level:	international Consultant
Duration of Initial Contract:	20 October 2020 to 20 March 2021
Expected Duration:	100 days over a period of 5 months

Background

UNDP Jordan delivers direct policy and technical support to provide effective solutions to the development challenges of exclusion and vulnerability. In partnership with the Government of Jordan and other developmental partners, UNDP promotes a resilience-based approach that ensures sustainability, coherence and complementarity of results in support of national priorities and the 2030 Agenda and achievement of the Sustainable Development Goals (SDGs). In its programmes on Inclusive Participation and Institutional strengthening, UNDP develops effective mechanisms to promote inclusive, accountable, transparent institutions at all levels to ensure decision-making that is participatory, representative and responsive to the needs and priorities of citizens, and which contributes to peace and security. This work includes engagement with the Jordanian Parliament, governmental ministries, independent commissions and decentralised bodies as well as enabling grassroots initiatives that provide opportunities for access to justice, rule of law, human rights, community security, and prevention of violent extremism. This assignment will focus on promoting the effective participation of youth into decision-making at all levels in Jordan in line with UN Security Council Resolution 2250 and also SDG 16+. This work will support engagement with, and capacity building, of national platforms on youth participation with a specific focus on making the voice of youth heard in political and consultative processes, including electoral processes. Key governmental partners in this area will include the Parliament, governorate councils and municipal bodies, as well as the Ministry of Political and Parliamentary Affairs, Ministry of Youth and Independent Election Commission. Key nongovernmental partners will include the Crown Prince Foundation and the extensive civil society networks on youth participation. Key international partners will include UN agencies (especially the UN Resident Coordinator's Office, UNICEF, UN Women and UNESCO), donors and a range of international implementing partners.

Task description

Under the direct supervision of the Team Leader for Inclusive Participation and Institutional Strengthening Pillar, the consultant will undertake the following tasks:

- Support the development and implementation of programmes/projects promoting youth and gender participation in decision-making in Jordan to enhance youth's participation at the

- governmental, parliamentary and decentralised levels, and on issues relevant to human security, peace, social cohesion, elections and democratization;
- Conduct research and analysis on relevant topics including: gathering and reviewing specialist reports; monitoring and tracking political and thematic developments of human security and democracy;
 - Prepare briefings, concept notes, project proposals and project and programme related reports;
 - Support to communications & knowledge sharing through contributing to the internal and external communications including social media content development; participation in team meetings and knowledge building events;
 - Preparation of content for knowledge materials; maintaining knowledge archive and establishing effective knowledge sharing structures with partners, including facilitation and/or moderation of community of practice networks;
 - Ensure reporting, monitoring, evaluation through contributing to programme reports, note-taking of key meetings, data collection and analysis;
 - Development of infographics, drafting and publication of resource materials;
 - Support effective programme and project management implementation and administrative related activities.
 - Support the UNDP corporate and donors reporting requirements including narrative and financial reporting providing recommendations regarding the alignment with UNDP rules and regulations;
 - Provide support to the elections and democracy portfolio, in particular to the implementation of the UNDP/UN Women joint programme on women, including drafting situation and analytical reports on women and political participation;
 - Support the research for a repository of Jordanian women in the national parliament and reports on elections and vulnerabilities in Jordan;
 - Support the design and implementation of baseline assessments of environmental impact on elections and assessing risks, implications and opportunities for the introduction of new technology in elections;
 - Perform other administrative, facilitation and coordination functions requested by the Team-Leader of IPIS-Governance in support of programme activities.

Results/Expected Outputs

The consultant assignment is expected to contribute to the achievement of the following results: enhanced participation of youth (young men and women) in decision-making in Jordan through the design, development and implementation of effective activities on inclusive participation and institutional strengthening that contribute to national priorities, the achievement of SDG 16+ and the realisation of UNSCR 2250; engagement on youth (young men and women) participation in decision-making is made more efficient and effective through UN/UNDP coordination mechanisms, partnership development and the conduct of quality research and reporting on social cohesion, human security, elections and democratization.

Expected Outputs and Deliverables

	Deliverables	% of payment (US\$)	Target date
1.	Monthly Progress Report	20%	November 30,2020
2.	Monthly Progress Report	20%	December 30,2020

3.	Monthly Progress Report	20%	January 30,2021
4.	Monthly Progress Report	20%	February 28,2021
5.	Monthly Progress Report	20%	March 30,2021

Institutional Arrangements

- The Consultant will report to the Team Leader
- The Consultant will work closely with the UNDP Jordan Inclusive Participation and Institutional Strengthening Team Leader, including team members working with the democratization unit
- The Consultancy will be home based.

Competencies

- Strong understanding of the process for the formulation of the related UNDP programming standards and principles;
- 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 particular, has the ability to present persuasive, coherent and well-founded arguments and make messages accessible to a broad audience;
- 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 research, analytical and presentation skills;
- Excellent interpersonal, communication skills;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates strong knowledge of Monitoring and Evaluation
- Substantive knowledge of development issues in the Arab region and Jordan
- Substantive knowledge of issues related to UNDP practice areas: Democratic Governance, Energy and Environment, Sustainable Economic Development and Social Strategies, SDG attainment, Crisis Prevention and Recovery, Gender mainstreaming and Capacity Development will be an asset.
- Ability to write reports and prepare and deliver presentations.

Required Skills and Experience

Education:

- Bachelor's degree in economics, political science, social sciences, or other relevant disciplines, with proven track record in programme development and advanced social research and analysis.

Experience:

- At least 5 years of relevant professional experience and solid experience in programme development and implementation related to UNDP practice areas;
- Prior experience in working with UN Agencies

Language:

- Fully proficient in English and Arabic languages, spoken and written;

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:

- a) Being responsive/compliant/acceptable, and
- b) 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
Bachelor's degree in economics, political science, social sciences, or other relevant disciplines	20%
A minimum of 5 years of functionally related relevant professional experience.	20%
Prior experience working with UNDP	10%
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 18,2020, at 18:00 hrs (Jordan time) by email to: ic.jo@undp.org, with subject: **(Consultant on Inclusive Participation and Institutional Strengthening)**

Approved by:
Majida AlAssaf
Deputy Resident Representative

Sara Ferrer Olivella
Resident Representative