

**PROCUREMENT NOTICE INDIVIDUAL** **NATIONAL CONSULTANT FOR UN75**

**PROCUREMENT NOTICE No.** **IC/UNDP/NATL/RCO/2020/050**

**Date: October 9, 2020**

**Country: Liberia**

**Country:** Liberia

**Duty Station: Monrovia**

**Description of the assignment:** **NATIONAL** **CONSULTANT FOR UN75**

**Project name: UN RESIDENT COORDINATOR’S OFFICE**

**Duty Station Monrovia, Liberia**

**Start Date:**  **Immediate**

**Duration of Assignment: 20 working days over a period of four weeks**

**Contract type: National Individual Contractor**

**Languages: English**

Proposals should be submitted at the following address: by email to bids.lr@undp.org (**Please include procurement notice number in the subject area-** **No. IC/UNDP/NATL/RCO/2020/050**) All bids should be submitted no later than **Thursday, 15 October 2020 at 12:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. **Background**

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| This year marks the 75th anniversary of the United Nations. A global dialogue was launched by the Secretary General in January 2020 to have the most inclusive and furthest reaching conversation on the role of global cooperation in shaping a better future for all by the organization’s 100th birthday in 2045.  Across the world discussions have been had in all settings, from classrooms to boardrooms, reaching out to as many people as possible and building partnerships with youth, civil society, business and media to discuss our priorities in the face of serious challenges to humanity globally such as the climate crisis, inequality and sustainability under the banner of UN75.  UN75 is being marked at a time of great disruption in the world, with an unprecedented global health crisis creating severe economic and social impacts. The present COVID-19 pandemic focuses our mind on the socio-economic impact of the outbreak on the ability of Member States to fulfil the ambitions of the 2030 Agenda. The pandemic has connected humanity in a common goal in a way that has not occurred in our living memory. Our collective defining of the future that we want cannot be more critical than now.  UN Day 2020 is a time for reflection in Liberia - to look back at how far the world has come since the conception of the UN 75 years ago, but critically, a time to commit ourselves to a brighter, greener, healthier, more equal and peaceful future for all. |

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| **III. Scope of Work** |
| This Consultant is expected to support the Office of the Resident Coordinator, the UN Country Team and the UN Communications Group on the high-profile delivery of UN 75 anniversary related events across Liberia. The primary responsibility of the consultant will be to lead and take ownership of all the events-planning related to the advocacy and outreach of the UN 75. S/he will work to ensure that all the necessary elements for each activity are in place, and that all events are successfully organized in a smooth and efficient manner.  The Consultant is expected to support the following activities:  1. Support to the Office of the Resident Coordinator, UN Country Team and the UN Communications Group (UNCG)  2. Lead on events planning and execution  3. Partnership Building  4. Communication and Advocacy |

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| **IV. Deliverables** |
| 1. Approved Plan for the event, including individual plans for each activity, with clearly stated key functions, roles & responsibilities and milestones;  2. Full implementation of the approved plan;  3. Communication products for UN visibility (social media, website etc)  4. Short close-out report for the event, with lessons learned from event-management perspective;  5. Communications matrix and outreach plan;  6. Partnerships/key influencer plan. |

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| **V. Impact of Results** |
| Successful implementation of all necessary elements and events for the 75th Anniversary of the UN in Liberia |

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| **VI. Recruitment Qualifications** | |
| Education: | Minimum university degree in social sciences, international relations, development studies, business, communications or a related field |
| Experience: | * Sound relevant experience in coordinating complex, multi-stakeholder, multi-country events in Liberia. * Familiarity with and previous experience with the UN or similar environment; * Previous experience working with and engaging the diplomatic community and donors across Liberia; * Excellent writing, planning, research, communication and reporting skills and demonstrated ability to perform well in a multi-cultural environment; |
| Language Requirements: | * Fluency in English, excellent oral and written communication skills and outstanding interpersonal skills |

**Core Competencies**

• Demonstrates integrity by modeling UN values and ethical standards;

• Respects the vision, mission, and strategic goals of the UN

• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

• Treats all people fairly without favoritism.

**Documents to be included when submitting the proposals:**

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

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

1. **Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

1. **Evaluation**

Individual consultants will be evaluated based on the following methodologies:

*Cumulative analysis*

*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*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation*

**The technical revision of CVs will consider the following criteria:**

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

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

**ANNEX 2**- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3** – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT