**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date 12.10.2020

**Consultancy Title:** International Consultant

**Project name:** African Women Leaders Network – AWLN

**Description of the assignment:** The Objective of this assignment is to accelerate the process of establishing AWLN national chapter and strengthening the women's movement in Sao Tome and Principe including the establishment of AWLN Youth Caucuses in the country as it will strengthen the efforts in advancing the cause of women leaders in the continent in a more comprehensive way.

**Duty station:** Sao Tome,Sao Tome and Principe

**Period of assignment/services (if applicable):** 60 days from 1st November to 31st December 2020.

Proposal should be submitted by email to [bidsstp@undp.org](mailto:bidsstp@undp.org) no later than 23 October 2020 at 5h30 PM Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail [procurement.st@undp.org](mailto:procurement.st@undp.org) . *The procurement team* will respond in writing or 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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| The "African Women Leaders Network" (AWLN) is an innovative movement of African women leaders, which is jointly supported by the African Union Commission (AUC) and the United Nations (UN), under the leadership of the Chairperson of the AUC, H.E. Moussa Faki Mahamat, and the Secretary-General of the United Nations, Mr. Antonio Guterres. It is supported by the offices of the AU Special Envoy for Women, Peace and Security and the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and is supported by the Federal Republic of Germany through their representations in New York and Addis Ababa. The initiative aims to strengthen women's leadership in the transformation of Africa in line with the Africa Agenda 2063 and the Sustainable Development Goals 2030. Aspiration 6 of the Africa Agenda 2063, "The Africa We Want," envisions a people-centred Africa with gender equality where women are empowered and play their rightful role in all spheres of life. This aspiration is also reflected in goal 5.5 of the Sustainable Development Agenda for 2030, which affirms the importance of equal leadership opportunities for women at all levels of decision-making in political, economic and public life.  The AWLN initiative is being led under the dynamic and joint leadership of the Special Envoy of the Chairperson of the African Union Commission (AUC) for Women, Peace and Security, Ms. Bineta Diop, and the UN Assistant Secretary-General and Executive Director of UN Women, Dr. Phumzile Mlambo-Ngcuka. It enjoys the dedicated support of the Deputy Secretary-General of the United Nations, H.E. Ms. Amina J. Mohammed and is led by AU President H.E. Moussa Faki Mahamat.  AWLN was officially launched in New York on 2 June 2017 and in the call for action that was adopted, the establishment of a national chapter of the network at the level of each African country was retained. |

**2. RESPONSIBILITIES, EXPECTED OUTCOMES AND DELIVERABLES**

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| **Responsibilities**  The selected consultant will be responsible for:  Conduct consultations with key stakeholders: national authorities, United Nations, Women and Girls' Organizations, diplomatic missions, on the process of setting up AWLN;  Draft, develop and discuss a roadmap for the establishment of the national chapter;  Organize a women's briefing meeting on AWLN;  Present strategic directions for identifying potential partners and funders to support the network;  Manage and oversee the quality and timely implementation of the activities;  Prepare the release date;  Any other tasks deemed necessary to achieve the objectives.  **EXPECTED OUTCOMES AND DELIVERABLES**  **Outcomes**  1. AWLN National Chapter established in STP  2. Awareness raised on the AWLN – National Chapter in STP  3. Increase knowledge among AWLN about conflict resolution and peace- making interventions with a specific focus on the facilitative role of women’s groups and networks  4. The AWLN Youth Caucus established in STP  **Deliverables**:  1. A Guide developed on establishing the AWLN National Chapter in STP  2. AWLN priorities for women’s economic and social development identified  3. Steps identified to link AWLN National chapter to key regional and continental networks including on conflict prevention and peacemaking  4. Key lessons and best practices on operationalization of networks  Institutional Arrangement  5. A timetable for the launching of the Youth Caucus drawn up in order to allow that inter-generational discussions can begin at the national and grassroots levels for contributing to the regional and continental programs of AWLN  The Consultant will report to the Resident Coordinator Office. All deliverables shall be approved by the UN Coordination Officer.  **Time frame of Activities**  The consultant will be hired between October to December, based in Sao Tome and Principe |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| 1. Academic Qualifications:   Holds a postgraduate degree and relevant experience in leadership and gender commensurate with the job. The position requires work of a conceptual, analytical and advisory nature at the higher professional level, require substantive innovation and may involve some functions that are supervisory in nature to oversee activities.   1. Technical Competencies required:  * Ability in developing liaison with governmental and diplomatic authorities as well as with international institutions; * Sound knowledge of program implementation and familiarity with financial and business administration; * Coaching and mentoring ability; * Strong background in institutional and capacity building  1. Personal/Interpersonal Skills required  * Stamina, determination, commitment and adaptability in the workplace * Excellent communication and negotiation skills * Drive for results and effective resource management skills * Sensitivity toward other cultures and dedication to the promotion of inter-ethnic cooperation and tolerance * Ability to work under difficult conditions * Flexibility and focus on processes and their improvements * Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds * Portuguese or French language is a requirement, |

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

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Motivation letter Explaining why you are the most suitable for the work  (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)  2. Financial proposal  3. Personal CV including past experience in similar projects and at least 3 references |

**5. FINANCIAL PROPOSAL**

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| **Contracts based on daily fee**  The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.  **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**

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| Individual consultants will be evaluated based on the following methodologies:  *1. Lowest price and technically compliant offer*  *When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*  *a) responsive/compliant/acceptable, and*  *b) offering the lowest price/cost*  *“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.*  *2. 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%*  *\* Financial Criteria weight; 30%*  *Only candidates with ability to speak Portuguese or French language and obtaining a minimum of 70 points would be considered for the Financial Evaluation*   |  |  |  | | --- | --- | --- | | ***Criteria*** | ***Weight*** | ***Max. Point*** | | *Technical* | *70%* | *70* | | * ***Criteria A - Academic Qualifications*** * *Holds a postgraduate degree and relevant experience in leadership and gender commensurate with the job.* | *20%* | *20* | | * ***Criteria B - Technical Competencies required*** * *Ability in developing liaison with governmental and diplomatic authorities as well as with international institutions (10)* * *Sound knowledge of program implementation and familiarity with financial and business administration; (10)* * *Coaching and mentoring ability; (5)* * *Strong background in institutional and capacity building (5)* | *30%* | *30* | | * ***Criteria C - Personal/Interpersonal Skills required*** * *Excellent communication and negotiation skills (5)* * *Ability to work effectively and harmoniously with colleagues from varied cultures and professional backgrounds (5)* | *10%* | *10* | | * ***Criteria D – Methodology*** * *Understanding of TOR (5)* * *Methodology (5)* | *10%* | *10* | | *Financial* | *30%* | *30* | |

**ANNEX**

**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**