



Empowered lives.
Resilient nations.

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 19, 2021

Office:	UNDP Libya
Description of the assignment:	Monitoring, Evaluation and Learning Expert
Project name:	Strengthening Local Capacities for Resilience and Recovery
Type of Appointment:	Individual Consultant (International)
Duty Station	Homebased
Expected start date	April 2021
Period of assignment:	45 workdays

Proposal should be submitted by email to tenders.ly@undp.org no later than **March 5, 2021, 15.00 hours Tunis**, Tunisia time ref. www.greenwichmeantime.com.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail address: procurement.ly@undp.org. UNDP Libya Procurement Unit 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 who express their interest.

1. Background

UNDP “Strengthening Local Capacities for Resilience and Recovery” project is part of the European Union (EU) programme “Recovery, Stability and Socio-Economic Development in Libya” (Baladiyati), funded under the EU Emergency Trust Fund for stability and addressing root causes of irregular migration and displaced persons in Africa. The project aims at enhancing provision of basic services at local level and increasing access for most vulnerable groups from host communities - including Internally Displaced Populations (IDPs) and returnees - as well as migrants and refugees.

UNDP “Strengthening Local Capacities for Resilience and Recovery” (SLCRR - top up) project, funded by the European Union, aims at supporting local authorities in Libya to respond to the many conflict and human mobility induced challenges that impact negatively people access to essential services, the social



*Empowered lives.
Resilient nations.*

cohesion and community security, and jobs and the sustainable livelihoods. The project is built around 3 specific objectives: (i) Strengthening responsiveness of local institutions in delivering essential public services to crisis-affected populations and in leading recovery processes; (ii) Enhancing communities and local stakeholders' capacity to improve social cohesion and community security; (iii) Strengthening economic opportunities for youth and vulnerable groups (including women) through inclusive and participatory local economic recovery.

A well-established MEAL system is key to effectively inform these projects as well as ensure transparency and accountability.

2. Scope of work

Under the supervision and guidance of the Project Manager, and in close consultation with the Project Specialist, the MEAL expert will ensure the development of monitoring and evaluation systems and tools, ensuring that monitoring and evaluation arrangements comply with donor agreements and project requirements (M&E framework design and planning, data collection and management, accountability, evaluation, learning). S/he will also contribute to building a constructive learning environment at all project levels, promoting good practices and key recommendations for ensuring sustainability, lessons learned and ideas for future interventions.

More specifically, the Expert will work with the project team to develop and promote the use of the MEAL system to ensure that:

1. Data on project activities is collected in a systematic way, consolidated, analyzed and shared to support project management.
2. Mechanisms for upwards (donors) and downwards (beneficiaries) accountability are in place.
3. Evidence-based data is available to measure the results and impact of the project's phases.
4. Learning from project is captured and is applied to improve ongoing & future activities and projects.

Expected outputs

The M&E expert is expected to design and deploy a comprehensive MEAL framework/system ensuring project quality and donor reporting, as well as promoting and fostering a culture of shared learning and accountability within the project team (including project's partners).



Empowered lives.
Resilient nations.

The MEAL expert will be responsible of the following tasks (not exhaustive list):

Design the project M&E system

- Update the Theory of Change of the project, in line with the updated logical framework;
- Evaluate the needs of the project in terms of monitoring systems, data collection and reporting;
- Harmonize UNDP's and donor's M&E requirements/indicators/targets;
- Develop a robust M&E plan, including adequate disaggregation, data collection tools and methodology, data flow maps for all project indicators;
- Set-up a baseline informing the initial value of project indicators that are lacking and fine-tune indicators listed in the original logical framework of the project documents;
- Set up a data collection system, and possibly data visualization software (such as PowerBI) to easily consolidate, disaggregate and manage M&E data;
- Build the capacity of the project team (and potential project partners) on the tools and processes put in place, including PowerBI;
- Collaborate with the UNDP Country M&E Specialist to ensure that target indicators are in line with the UNDP Libya Results Oriented Annual Reporting (ROAR).

Ensure implementation of M&E plan and framework

- Monitor project M&E plan with continuous updates of project indicators to systematically document performance and identify areas for improvement;
- Support project team in planning and implementing project reviews to analyze progress made against original targets, as well as relevance of activities according to the evolution of the context;
- Build the capacity of the Project staff to ensure that M&E tools and processes are understood, properly implemented and correctly used in the progress reports.

Contribute to a constructive learning environment, promote good practices and produce analysis

- Support the development of relevant accountability initiatives through the project as well as strengthen the effort to document the impact of SLCRR project activities;
- Build the capacity of the project team, in particular the M&E staff in sharing lessons learned from M&E data, communicating recommendations and regularly following up the implementation of these recommendations;
- Support the development of case studies, including descriptions of what changed, how the change came about, the contribution of the SLCRR project intervention, wider contributions and lessons learned.



Empowered lives.
Resilient nations.

Any other task related to the mission, at the request of UNDP Libya.

Timeframe and Estimated workday duration

The duration of the contract will be 45 working days over a period of five months, as per the below deliverables.

Duty Station:

The consultant will perform the assigned tasks remotely/ home based.

Deliverables and timeline

The deliverables are summarized in the table below.

Deliverable 1: SLCRR project M&E system designed	<ol style="list-style-type: none">1. Development and roll-out of a M&E mechanism to gather data and track results to respond to corporate and donor requirements (including populating the system with available data)¹;2. Update the existing Theory of Change of the project, in line with the updated logical framework;3. Develop a robust M&E plan, including adequate disaggregation, data collection tools and methodology, data flow maps for all project indicators.4. Set up a data collection system, and possibly data visualization software (such as PowerBI) to easily consolidate, disaggregate and manage M&E data;	18 working days	By 30 May 2021
Deliverable 2: SLCRR project M&E Plan and framework is implemented	<ol style="list-style-type: none">1. Provide trainings to project staff, including M&E staff, to monitor project M&E plan with continuous updates of project indicators to systematically document performance and identify areas for improvement;2. Provide trainings to project team (and potential project partners) on the tools and processes put in place, including PowerBI;3. Provide trainings to project team on how to	18 working days	By 30 June 2021

¹ The consultant should liaise with the UNDP Country M&E Specialist to ensure that SLCRR project target indicators are in line with the UNDP Libya Results Oriented Annual Reporting (ROAR)

	<p>regularly analyze progress made against original targets, as well as relevance of activities according to the evolution of the context;</p> <p>4. Provide training of the Project team to ensure that M&E tools and processes are understood, properly implemented and correctly used in the progress reports.</p>		
<p>Deliverable 3: Learning from project is captured to improve ongoing and future activities</p>	<p>1. Develop a draft document to show the impact of SLCRR project activities;</p> <p>2. Train the project team, in particular the M&E staff, in sharing lessons learned from M&E data, communicating recommendations and following up the implementation of these recommendations;</p> <p>3. Development of at least one case study, including descriptions of what changed, how the change came about, the contribution of the SLCRR project intervention, wider contributions and lessons learned.</p>	9 working days	By 31 July 2021

Disbursement of payments

Upon completion of deliverable I – 40%

Upon completion of deliverable II – 40%

Upon completion of deliverable III – 20%

3. Requirements for Experience and Qualifications

Education:

- Master's degree in law, political or social science, international development, monitoring and evaluation

Experience:

- A minimum of 7 years of relevant experience in international cooperation and project management and development
- At least 10 assignments in M&E framework design and implementation. Experience with European-Union funded projects will be an asset.
- At least 5 relevant assignments in MENA, Experience in Libya will be an asset
- Experience in projects related to resilience and recovery would be an asset



Empowered lives.
Resilient nations.

Language:

- Fluency in English language (spoken and written) is required

Competencies

Corporate Competencies:

Integrity, professionalism and respect for diversity.

Functional Competencies:

- Knowledge of the Libyan context and the current transition would be an advantage.
- Extensive experience in presenting in public forums including high-level national stakeholders.
- Strong communication and interpersonal skills demonstrated ability to build trust.
- Excellent organizational, team building and planning skill.
- Demonstrated ability to work effective in team, delivering through and with others.

Note:

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) Explaining why they are the most suitable for the work

2. Financial proposal

3. P11/Personal CV including experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

Contracts based on daily fee;

Financial Proposal should indicate the all-inclusive daily fee, supported by a breakdown of costs, as per template provided. The term “All inclusive” implies that all costs (professional fees, transportation costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal.



Empowered lives.
Resilient nations.

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 does 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

Individual consultants will be evaluated based on the following methodologies:

- Only those applications which are responsive and compliant will be evaluated;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation;
- The financial proposal shall specify an all-inclusive daily fee and hourly fee;
- The top applicant with the Highest Combined Scores and that have accepted UNDP's General Terms and Conditions will be awarded the Framework Agreements.

EVALUATION CRITERIA		
Technical evaluation (70 points).		70 POINTS
Academic Evaluation 10 General Experience 10 Specific Experience 50		MAX 70 POINTS
Academic Requirement	Advanced university degree (Master degree) in law, political or social science, international development, monitoring and evaluation	<u>10 Points</u>
General Experience	A minimum of 7 years of relevant experience in international cooperation project management and development	<u>10 Points</u>
Specific Experience	At least 10 assignments in M&E framework design and implementation. Experience with European-Union funded projects will be an asset.	<u>20 Points Max</u>



Empowered lives.
Resilient nations.

	At least 5 relevant assignments in MENA region. Experience in Libya will be an asset.	20 Points Max
	Proven experience with resilience/stabilization programming	10 Points Max.
Financial Evaluation		MAX 30 POINTS
<p>Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points</p> <p>Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according the following calculation:</p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> $FE = \frac{LFP}{FPI} \times 30$ </div> <p>FE= Financial Evaluation LFP = Lowest Financial Proposal FPI= Financial Proposal of bidder i</p>		
FINAL EVALUATION: TECHNICAL + FINANCIAL		MAX 100 POINTS

Note:

- Firms are not eligible for this consultancy assignment (open only for international individual consultants).
- An application through this website is not acceptable.
- Advertisement in this website is for circulation purposes only.
- Incomplete application will not be considered, it will be disqualified automatically.
- ANNEX
- ANNEX 1- TERMS OF REFERENCES (TOR)
- ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
- ANNEX 3- FINANCIAL PROPOSAL TEMPLATE