

PROCUREMENT NOTICE

FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date : February 18, 2021

Procurement Notice Title:	Individual Contractor (IC) – Research and Data Analysis Consultant
Starting Date:	Upon Contract Signature Date
Duration:	(30) working days over a period of six (06) calendar months
Location:	Home-based assignment
Project:	Digital Lighthouse Initiative (DLI) – Monitoring Hate Speech
Requisition Number:	IRQ10-0000026526
National or International individuals:	International Consultant
Is this a LTA (yes/no):	No

CONTEXT/BACKGROUND

This project aims to understand how Iraqis' envision the social contract and to give analysis and recommendations for policy changes to help bridge the gap between the social contract as it stands and the population's desires. The project also aims to understand the state of the social contract as well as key issues hampering its development. This project provides a unique opportunity to understand how the various segments that make up the population envision a reimagined social contract through dialogue with the population. Moreover, it provides the opportunity to bring these views together in a concrete manner and to create dialogue with the government on how to redefine the social contract, thus bridging the current divide in communication.

In this regard, big data analytics and AI will be used to complement the analytical work undertaken by UNDP. This will provide an understanding of how the social contract is discussed over time on social media platforms (mainly Twitter) as well as of the various issues that relate to the subject matter, such as, employment, service provision, security and so on. The analysis of Twitter use in Iraq will focus on the 2018-2021 period, and it will look into the perceptions of the users as well as the language used to word their opinions on selected topics that have been identified as relevant within the conceptual framework developed by UNDP, and in parallel, the analysis of the content and volume of tweets will offer a descriptive analysis over time and in reaction to specific events or incident.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

Under the supervision of the Chief Technical Advisor of the Digital Lighthouse Initiative, UNDP is recruiting a Research Consultant and Data Analyst to lead the process of developing a social media analytical model and conducting primary research based on big data analytics generated on issues that relate to the social contract in Iraq. The analytical model should be based on the conceptual model developed by UNDP's Research Team and identify specific pillars and dimensions that fall under the overarching concept of social contract. The analytical model will then be translated into a social media listening tool, which the Research Consultant contribute to in

cooperation with a Big Data Analyst and UNDP Research Team, to gather and structure big data (primarily Twitter data) within the UN Big Data Principles on data protection and privacy.

The listening tool will produce quantitative analysis (volume of tweets, outreach, engagement metrics, etc.) and qualitative analysis to monitor the change in the perception of the Iraqi Twitter users over the period of 2018-2021. The analysis will run over specific periods, offering a comparative analysis of how perceptions and priorities are changing and will also look into specific timeframes with an attempt to offer differentiated analysis across groups (youth, women, specific cities, etc.) to the extent that the Twitter metadata allows.

The Research Consultant will have an advanced academic degree in social sciences with proven experience in designing and conducting quantitative analysis and analyzing social media content in a structure and systematic manner. The candidate should be familiar with big data analytics and machine learning models and have excellent analytical and writing skills.

Duties and Responsibilities

- Based on a social contract conceptual framework, develop a big data analytical model to analyze perceptions of Iraqis on various issues;
- Contribute to translating the operational/analytical model into a “social media listening tool” that will generate aggregated analysis;
- Contribute to the design of an online survey on the emergency of a new social contract in Iraq and support the team in identifying the optimal means of analyzing open-ended answers;
- Conduct primary data analysis based on the outputs of the social media listening tool; and
- Lead the process of drafting 4 short monthly reports (4 pages) on perceptions of Iraq and a consolidated report covering the 2018-2021 period.

EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
<u>Deliverable 1:</u> Production of a big data analytical model on perceptions of Iraqis towards the country’s social contracts;	Up to (03) working days from contract signature date	Within (02) calendar weeks from contract signature date	Digital Lighthouse Initiative (DLI) Chief Technical Advisor
<u>Deliverable 2:</u> Provision of input on the mechanics of the social media listening tool and survey instrument;	Up to (03) working days following satisfactory completion of deliverable (1)	Within (02) calendar weeks from satisfactory completion of Deliverable (1)	
<u>Deliverable 3:</u> Conduct primary analysis and draft a short briefing note consisting of four (04) pages analyzing perceptions of Iraqis in 2018;	Up to (02) working days following satisfactory completion of deliverable (2)	Within (02) calendar weeks from satisfactory completion of deliverable (2)	

Deliverable 4: Submission of four (04) monthly reports analyzing data for April, May, June and July consisting of 2-3 pages each;	Up to (12) working days following satisfactory completion of deliverable (3)	Within (04) calendar months from satisfactory completion of deliverable (3)	
Deliverable 5: Submission of a consolidated report on 2018-2021 consisting of thirty (30) pages.	Up to (10) working days following satisfactory completion of deliverable (4)	Within (02) calendar weeks from satisfactory completion of deliverable (4)	

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP Regional Bureau for Arab States (RBAS);
- S/He shall perform tasks under the general guidance and the direct supervision of the Digital Lighthouse Initiative (DLI) Chief Technical Advisor;
- The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK

The expected duration of the assignment is expected to be up to thirty (30) working days over a period of six (06) calendar months from the contract signature date.

DUTY STATION

This is a home-based assignment.

TRAVEL PLAN (OPTIONAL)

If any unforeseen travel outside the individual home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the individual shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

- I. Education:
 - PhD in Sociology, Political Science or Psychology and strong computer skills (SPSS is a requirement).
- II. Work experience:

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- At least (07) years of relevant research on relevant topics using quantitative methods;
 - Demonstrated experience in machine learning models and big data analytics, especially data gathered from social media platforms;
 - Track record in drafting reports and publishing articles in scientific and/or academic journals on relevant topics;
 - Demonstrated experience working with leading academic institutions and research centers;
 - Previous working experience with the United Nations is an advantage.
- III. Language Requirements:
- Language proficiency in both written and oral English and Arabic is required. Knowledge of any other UN language is an asset.
- IV. Key Competencies:
- a) *Corporate*
- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
 - Promotes the vision, mission and strategic goals of UNDP;
 - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- b) *Functional*
- Demonstrated ability to meet deadlines and work under pressure;
 - Ability to communicate insights, expertise and trends in a way that non-specialists can comprehend;
 - Ability to visualize data using various tools and software;
 - Solid quantitative and analytical skills;
 - Strong interpersonal skills and able to coordinate with diverse team members;
 - Good presentation skills in a workshop setting.
- c) *Knowledge Management and Learning*
- Ability to strongly promote and build knowledge products;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- d) *Judgment/Decision-Making*
- Mature judgment and initiative.

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be "all-inclusive". Please note that the terms "all-inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Payment Terms/Schedule
<u>Deliverable 1:</u> Production of a big data analytical model on perceptions of Iraqis towards the country's social contracts;	Up to (03) working days from contract signature date	Within (02) calendar weeks from contract signature date	After satisfactory completion of deliverable(s) (01) and submission of duly certified Certification of Payment (CoP) up to 10% of total contract
<u>Deliverable 2:</u> Provision of input on the mechanics of the social media listening tool and survey instrument;	Up to (03) working days following satisfactory completion of deliverable (1)	Within (02) calendar weeks from satisfactory completion of Deliverable (1)	After satisfactory completion of deliverable(s) (02) and submission of duly certified Certification of Payment (CoP) up to 15% of total contract
<u>Deliverable 3:</u> Conduct primary analysis and draft a short briefing note consisting of four (04) pages analyzing perceptions of Iraqis in 2018;	Up to (02) working days following satisfactory completion of deliverable (2)	Within (02) calendar weeks from satisfactory completion of deliverable (2)	After satisfactory completion of deliverable(s) (03) and submission of duly certified Certification of Payment (CoP) up to 15% of total contract
<u>Deliverable 4:</u> Submission of four (04) monthly reports analyzing data for April, May, June and July consisting of 2-3 pages each;	Up to (12) working days following satisfactory completion of deliverable (3)	Within (04) calendar months from satisfactory completion of deliverable (3)	After satisfactory completion of deliverable(s) (03) and submission of duly certified Certification of Payment (CoP) up to 25% of total contract
<u>Deliverable 5:</u> Submission of a consolidated report on 2018-2021 consisting of thirty (30) pages.	Up to (10) working days following satisfactory completion of deliverable (4)	Within (02) calendar weeks from satisfactory completion of deliverable (4)	After satisfactory completion of deliverable(s) (03) and submission of duly certified Certification of Payment (CoP) up to 35% of total contract

RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;

- 2) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- 3) **Financial Proposal** that indicates the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror 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 Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit required documents to Job Advertisement Website (https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than **01 March, 2021**

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: <http://procurement-notices.undp.org/>

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

CRITERIA FOR SELECTION OF THE BEST OFFERS

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Criteria	Weight	Max. Point
<i><u>Technical Competence</u></i>	70%	100
Criteria A: PhD in Sociology, Political Science or Psychology and strong computer skills (SPSS is a requirement);		10
Criteria B: At least (07) years of relevant research on relevant topics using quantitative methods;		30
Criteria C: Track record in drafting reports and publishing articles in scientific and/or academic journals on relevant topics;		30
Criteria D: Demonstrated experience in machine learning models and big data analytics, especially data gathered from social media platforms;		20
Criteria E: Previous working experience with the United Nations;		10
<i><u>Financial</u></i> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** *PhD in Sociology, Political Science or Psychology and strong computer skills (SPSS is a requirement);*
- **Criteria B:** *At least (07) years of relevant research on relevant topics using quantitative methods; and*
- **Criteria F:** *Language proficiency in both written and oral English and Arabic is required.*

Step II : Technical Review

Shortlisted candidates will undergo a technical evaluation and a submission of a proposal to tackle the assignment.

Technical evaluation Criteria max 100 points (Weighted 70):

- **Criteria A:** *PhD in Sociology, Political Science or Psychology and strong computer skills (SPSS is a requirement); (10 points)*
- **Criteria B:** *At least (07) years of relevant research on relevant topics using quantitative methods; (30 points)*
- **Criteria C:** *Track record in drafting reports and publishing articles in scientific and/or academic journals on relevant topics; (30 points)*
- **Criteria D:** *Demonstrated experience in machine learning models and big data analytics, especially data gathered from social media platforms; (20 points)*
- **Criteria E:** *Previous working experience with the United Nations; (10 points)*

Financial Criteria - 30% of total evaluation

For 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: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step II: Final evaluation

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.