



Procurement Notice on the Governance and Peace Consultant Jordan Country Office

1. **Job title:** Governance and Peace Consultant
2. **Duty station:** Home based
3. **Practice area:** Governance and Peace pillar at UNDP Jordan Country Office
4. **Optional additional practice area:** N/A
5. **Brand:** UNDP
6. **Type of contract:** Individual Contract
7. **Post type and level:** IC International
8. **Languages required:** English
9. **Starting date:** 11.3.2021
10. **Ending date:** 31.12.2021
11. **Expected duration of assignment:** 10 Months

1. BACKGROUND AND INTRODUCTION

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.

2. TASK DESCRIPTION

- Under the direct supervision of the Elections and Democratization and External Relations Units Coordinator and the overall supervision of the Governance and Peace Pillar Team Leader, the consultant will undertake the following tasks:
 - Support the development and implementation of programmes/projects promoting civic and political participation at the governmental, parliamentary and decentralized levels, and on issues relevant to human security, peace, social cohesion, elections and democratization.
 - Provide technical 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 resource mobilization, implementation and reporting on initiatives under the Joint UNDP/ UN Women Programme.
 - 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 related to the Election and democracy portfolio.
 - 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.
 - Provide support to the External Relations Unit in seeking partnerships through research and regular tracking of donor interventions inside Jordan and resource mobilization, including donor countries, development agencies, the Regional Hub and the UN agencies, including UNDP's funding window and actively participate in the design and development of related programmes/projects;.
 - Prepare 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.
 - Develop 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.
 - Support the research for a media repository of Jordanian women in the national parliament and reports on elections and vulnerabilities in Jordan.
- 3. - Perform other administrative, facilitation and coordination functions requested by the Team-Leader of IPIS-Governance in support of programme activities.

4. EXPECTED OUTPUTS/ DELIVERABLES

Deliverable	Due Date	Amount USD
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<ul style="list-style-type: none"> - Concept Note on Political Participation in supporting women's participation in the local and decentralized Elections. - Project proposal for Governance at the Local Level - Prepare a draft document on donor mapping - Briefing Paper on the dialogue on reform of electoral legal framework for local and national elections 	May 15,2021	20%
<ul style="list-style-type: none"> - Position Paper on Establishing a Media Observatory covering women's leaders and political aspirants and women MPs and councillors - Concept Note on the scale-up of networks for women in public and political spheres - Concept Note on UNDP Support to the Independent Election Commission for 2021 - Concept Note on Enhancing Parliament's Role in Protecting Human Rights and the Interlinkages with the Human Right Machinery in Jordan - Concept note on the Breaking Barriers Campaign 	August 1,2021	20%
<ul style="list-style-type: none"> - Support the Independent Election Commission on Local and Decentralized Elections 	August 31,2021	10%
<ul style="list-style-type: none"> - Prepare and publish a Post-Election Report on Local and Decentralized Elections - Database over electoral participation and developments in the local and decentralized elections 	October 28,2021	10%
<ul style="list-style-type: none"> - Briefing Note on the electoral developments and risks using ERM-Tool, including analysis of the new electoral legal framework for national and subnational elections. - Support end of year reporting and planning for 2022 	Dec 15,2021	40%

5. DURATION

The duration of the Consultancy is 10 Months covering the period from March 11, 2021 to December 31st, 2021.

6. Institutional Arrangements

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

7. 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.

8. 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 language, spoken and written.

9. 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	Weight	Max. Point
<u>Technical</u>	70%	
A minimum of 5 years of functionally related relevant professional experience.		20 points
Assessment of technical proposal based on documentation provided (methodology for undertaking the assignment)		20 points
Timeline and approach		10 points
Gender equity and women's empowerment approach will be evaluated		10 points
Prior experience working with UNDP		10 points
<u>Financial</u>	30%	
Financial Proposal		30 points

10. 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 Feb 28,2021, at 18:00 hrs (Jordan time) by email to: ic.jo@undp.org, with subject: (Consultant on Governance and Peace)

Approved by: Majida AlAssaf
Deputy Resident Representative



Sara Ferrer Olivella
Resident Representative



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