



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 26 March 2021

Country: Japan (Home based)

Description of the assignment: TICAD Reporting Consultant

Project name: Support to TICAD Process

Period of assignment/services (if applicable): 1 April 2021 to 30 June 2021

Proposal should be submitted by email to undptokyo.hr@undp.org no later than 10:00 am, 2 April 2021 (Friday, Japan Time).

Any request for clarification must be sent by standard electronic communication to chika.kondoh@undp.org. UNDP will respond by standard electronic mail and will send 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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With the extensive network of Country Offices, expertise in key development areas such as Poverty Eradication and Inclusive Growth, Good Governance, Environment and Climate Change, Crisis Prevention and Recovery, and Gender, as well as the integrator role for UN development assistance, UNDP has been partnering with Japan to support and enhance the Tokyo International Conference on African Development (TICAD), initiated in 1993, as one of the key forum for the advancement of dialogue and collaboration on African development. UNDP, as one of the co-organizers of TICAD along with Japan, UN-Office of Special Adviser on Africa (OSAA), the World Bank and African Union Commission (AUC), has hosted a Special Unit for TICAD, which has been progressively integrated into the UNDP Regional Bureau of Africa (RBA) with a view to enhancing integrated UNDP support for the TICAD process. Through the Special Unit for TICAD, UNDP has consistently supported the successful expansion and evolution of the TICAD process and provided critical support in all relevant areas, including strategic, substantive, programmatic, technical and operational.

Since the first TICAD welcomed 1,000 participants in Tokyo in 1993, TICAD has steadily grown into a major global platform for African development. Most recent TICAD VI, the first TICAD summit held in Africa (Nairobi, Kenya), brought together 11,000 high level participants, the largest ever recorded. Since then, two follow-up Ministerial meetings were held respectively in Maputo, Mozambique in August 2017 and in Tokyo, Japan in October 2018. UNDP's contributions to this success, including the critical role it played to ensure the success of TICAD VI, are highly appreciated by wide-ranging stakeholders.

The successful TICAD VII co-organized by the government of Japan, AUC, UNOSAA, World Bank and UNDP, that closed on the 30th August 2019 in Yokohama showcased the consolidation of partnerships between Japan and African countries. Japan welcomed around 10,000 representatives from 53 African Union Member States, including 42 Heads of States, regional and international organizations, the private sectors of both Africa and Japan, parliamentarians, civil society organizations and development partners from around the world.

The Yokohama Declaration 2019 endorses the theme of TICAD 7, “Advancing Africa’s Development through People, Technology and Innovation”. It also reinforces the three pillars of TICAD 7: i) accelerating economic transformation and improving business environment through innovation and private sector engagement; ii) deepening sustainable and resilient society; and iii) strengthening peace and stability. For each of these pillars, the Declaration commends achievements, highlights outstanding issues, and promotes continued collaboration and actions to advance progress.

The Yokohama Plan of Actions 2019 (YPA2019) which accompanies the Declaration, lists actions expected to be implemented by the TICAD partners in order to promote focus areas of the three main pillars of the Yokohama Declaration 2019 adopted at TICAD 7. The Yokohama Plan of Action 2019 is an evolving document which will be updated at any time after TICAD 7 by each TICAD partner.

Currently, UNDP is tasked to lead the development and operationalization of the monitoring website to update the progress made under the YPA 2019, which expects to receive inputs from the TICAD co-organizers and partners in the coming months. During the upcoming TICAD Joint Monitoring Committee to be organized around the end of June 2021, a progress needs to be consolidated and summarized in a form of report.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the supervision of the TICAD Partnership Specialist in Tokyo, and in close collaboration with the M&E team in the Regional Service Centre for Africa based in Addis Ababa, Ethiopia, as well as the consultant in charge of developing and operationalizing the monitoring website and in charge of communications, the TICAD Monitoring Consultant is expected to perform the following duties.

1. Coordinate and consolidate UNDP’s inputs to update the YPA 2019
2. Coordinate TICAD co-organizers and partners for their quality-assured and timely inputs to update the YPA 2019
3. Analyze the progress from the consolidated inputs and draft a progress report
4. Support the operationalization of the monitoring website

Please refer to ANNEX1 TOR for details.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:	<ul style="list-style-type: none"> University’s degree in Public Administration, Economics, Law, Social Sciences or related field.
Experience:	<ul style="list-style-type: none"> Minimum of 3 years of relevant experience in international development in reporting and monitoring Experience in monitoring and project management at international organizations is a strong asset Working experience in UN agencies is a strong asset Familiarity with TICAD is a strong asset
Language Requirements:	<ul style="list-style-type: none"> Fluency in English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Proposals

- The following documents may be requested: Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- CV
- **Technical proposal** outlining the proposed methodology and approach for completing all the tasks outlined in the TOR.
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP .

5. FINANCIAL PROPOSAL

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

6. EVALUATION

Cumulative analysis:

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

When using this weighted scoring method, the award of the contract may 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 weighting: 70%

* Financial Criteria weighting: 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals

Criteria	Points	Percentage
Technical criteria		70%
i. Qualification		10%
<ul style="list-style-type: none"> University's degree in Public Administration, Economics, Law, Social Sciences or related field.. 	10	
ii. Experience		60%
<ul style="list-style-type: none"> Minimum of 3 years of relevant experience in international development in reporting and monitoring 	15	
<ul style="list-style-type: none"> Experience in monitoring and project management at international organizations 	15	
<ul style="list-style-type: none"> Working experience in UN agencies 	10	
<ul style="list-style-type: none"> Familiarity with TICAD 	10	
<ul style="list-style-type: none"> Excellent spoken and written English 	10	
Financial Criteria – Lowest Price		30%
Total		100%

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER (FINANCIAL PROPOSAL)