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## PROCUREMENT NOTICE

### FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date : March 27, 2021

<b>Post Title:</b>	Individual Contractor (IC) – Developing a Human Mobility and Sustainable Development Project Document for the Arab Region
<b>Starting Date:</b>	From Contract Signature Date
<b>Duration:</b>	60 working days for over period of Four (4) Calendar Months
<b>Location:</b>	Home-based assignment
<b>Project:</b>	Conflict Prevention and Peacebuilding regional project
<b>Requisition Number:</b>	R4710- 0000003918
<b>National or International consultants:</b>	International Consultant
<b>Is this a LTA (yes/no):</b>	No

#### CONTEXT/BACKGROUND

The Arab region is home to only five percent of the world's population, yet it hosts half of the world's conflicts.<sup>1</sup> It is estimated that 32 million people from across the Arab region lived outside their countries of origin in 2019, accounting for 12 percent of the total international migration stock.<sup>2</sup> The Arab States<sup>3</sup> are also highly dependent on international labour. Inflow of migrants to the Arab region and within the region in 2019 has reached more than 40.2 million (15 percent of total international migration stock).<sup>4</sup> The six GCC countries alone hosted 30 million international migrants in 2019 (75 percent of the total migrants in the region), out of whom 6.3 million migrants come from the Arab Region.<sup>5</sup> Additionally, the Arab region includes several migration corridors mostly used by migrants from Africa to reach Europe.

The context in the Arab region is one of mixed migration, involving asylum seekers and refugees fleeing conflict and persecution, irregular and regular migrants, persons who are trafficked and smuggled and people seeking better lives and opportunities. In 2019, the number of refugees and asylum seekers in the region increased to 9.3 million (33 percent of total refugees globally) and the region still accounts for a significant number of internally displaced people (IDPs), reaching 17.5 million in 2019 as a result of conflicts, violence and disasters.<sup>6</sup>

Forced displacement in the region is posing a serious threat to the overall peace infrastructure on a regional, national and sub-national level, particularly in those countries experiencing protracted conflicts (such as in Libya,

<sup>1</sup> Pathway for Peace Report, 2018 [Link](#)

<sup>2</sup> International migrant stock 2019, UNDESA, Accessed June 2020. [Link](#)

<sup>3</sup> For the purpose of this ToR the Arab state is understood to be comprised of: Bahrain, Iraq, Jordan, Kuwait, Lebanon, State of Palestine, Oman, Qatar, Saudi Arabia, Syrian Arab Republic, United Arab Emirates, and Yemen, Algeria, Egypt, Libya, Morocco, Sudan, Somalia, Tunisia and Djibouti.

<sup>4</sup> International migrant stock 2019, UNDESA, Accessed October 2020. [Link](#)

<sup>5</sup> International migrant stock 2019, UNDESA, Accessed October 2020. [Link](#)

<sup>6</sup> Internal displacement figures by country, 2019, IDMC, Accessed October 2020. [Link](#)

Syria and Yemen). Climate change across the region also contributes to both economic and forced migration and it is increasingly becoming a root cause of internal displacement potentially fueling conflict. Forecasts estimate that the number of environmental migrants might increase to 200 million by 2050 around the world.<sup>7</sup>

The intense scale of displacement and number of refugees in countries such as Libya, Syria and Yemen, have generated complex demographic changes, and it needs to be addressed in a comprehensive manner. One serious issue is that forcibly displaced people are becoming disconnected from their social, economic and local assistance networks. Prolonged displacement is creating a marginalized population without access to peaceful ways of addressing their grievances.

Vulnerable migrants across the region, including female domestic workers, suffer exploitation and potential lack of access to healthcare. In 2019, it is estimated that women comprised 13.3 (33 percent) million of the total migrant population in the region, with 63 percent in the GCC countries.<sup>8</sup> Strict lockdowns and curfews in the region have serious implications for female migrant domestic workers in terms of health and safety, but also of their exposure to gender-based violence at work and in their communities.

In addition, geopolitical tensions are rising, trade and technological conflicts are fracturing world markets, and with the recent onset of the COVID-19 pandemic, progress towards the Sustainable Development Goals is threatened to be further undermined if not reversed in many parts of the region, while inequalities risk to be exacerbated. These global trends are creating barriers for safe, orderly and regular migration.

With public health crises increasing in the Arab region since the onset of the COVID pandemic, governments find themselves increasingly unable to sufficiently support peoples' livelihoods and protect their citizens, which could lead to eruption/renewal of unrest across the region. Economic downturn has also led to further reduction of fiscal space caused by low oil prices and the impact of the pandemic. There is a fair concern about the welfare of the huge number of migrant workers and refugees in the region, who are living in overcrowded camps with limited access to medical services, making them vulnerable to discrimination, stigmatization and possible revenge by local communities. A contraction in local labour markets, where they already had limited opportunities, coupled with reduced access to services provided by CSOs, such as legal and medical support are putting refugees and migrant workers at deeper risks of exploitation. It is paramount for the governments of the region to include options in health and socio-economic policy support that would ensure the inclusion of vulnerable groups, such as economic migrants and forcibly displaced people to leave no one behind.

Applying the leave no one behind (LNOB) lens to development in the region requires evaluating human mobility based on three classifications: origin, transit and destination. Although the impact and effects of migration are different for each of those typologies, the responses, though linked, are not similar. There has been a tendency of focusing work on migration on the destination countries/regions, thus not addressing the root causes in the countries of origin and transit. In this vein, it is vital to analyze and identify particular vulnerable groups that are forced to move.

Based on current numbers and trends, linking human mobility with long-term development has never been as timely and urgent as today. UNDP, through the humanitarian, peace and development nexus, has been complementing immediate relief efforts with a perspective of and solutions to sustainable development. The socio-economic (re)integration of migrant workers and forcibly displaced populations is an important component of any peace and development plan, at local, national and regional levels. UNDP will support social

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<sup>7</sup> Institute for Environment and Human Security of the United Nations University.

<sup>8</sup> Forthcoming UNDP study on "Compounded Crisis, will COVID-19 and Lower Oil Prices Lead to a New Development Paradigm in the Arab Region?"

cohesion initiatives in areas hosting migrants, and the displaced to guarantee effective integration into local dynamics and to maintain good relations with host communities..

While UNDP will continue promoting a representation mechanism for IDPs, refugees and asylum seekers to enable them to directly take part in any negotiation that concerns them, UNHCR role in supporting those refugees who fear persecution is paramount. Additionally, UNDP will work with UNRWA as refugees and forcibly displaced people under UNHCR's protection often live in camps together with those under UNRWA's protection (e.g. Syrians in Lebanon).

UNDP is committed to support Arab States to achieve their objectives and commitments under both the Global Compact for Safe, Orderly and Regular Migration (GCM) and the Global Compact on Refugees (GCR). Furthermore, UNDP will develop action-oriented research to identify entry points for programmatic interventions, and support capacity development of national and local-level institutions to allow for better integration of migrant workers and forcibly displaced people in national development plans, while also facilitating an enabling environment for the voluntary return and reintegration of displaced people and other migrants.

### **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

The overall objective of the assignment is to develop a full-fledged regional project for the Arab States to allow UNDP expand its human mobility portfolio in the region and identify programmatic entry points that are of interest to several UNDP country offices fostering regional exchange and efficiency, as well as activities requiring regional partnerships, including on cross-cutting and cross-border issues that benefit from a coordinated approach. The human mobility initiative in the Arab Region should be in line with the global UNDP approach on human mobility and sustainable development implemented and coordinated by the Crisis Bureau.

Additionally, the project aims at streamlining the fragmented efforts on migration and forced displacement of UNDP in the Arab region. Four focus areas have been established that should form the pillars of the regional project, including:

- a) Develop regional resources, tools, networks and platforms to facilitate coordination and knowledge exchanges on cross-border migration issues;
- b) Produce knowledge to identify policy and programming entry points for meaningful regional interventions related to migration and forced displacement;
- c) Building on the two points above, provide coherent tailored and gender-sensitive country support through UNDP country offices who are engaged on human mobility issues at the national level; and,
- d) Advocate to re-focus the policy and public debate on human mobility around leaving no one behind and the interrelated themes of human rights, sustainable development and human security.

The regional project on migration and displacement will support and further efforts at the country and regional levels to prevent and respond to the drivers and consequences of migration and displacement. This will include support to the Arab States to achieve their objectives and commitments under The Global Compact for Safe, Orderly and Regular Migration (GCM).

Under the regional project, UNDP will develop action-oriented research that identifies entry points for programmatic interventions, support a regional platform for the integration of migrants and forcibly displaced people, and facilitate an enabling environment for return and reintegration, fostering social cohesion, strengthening the social fabric and ensuring peaceful co-existence by addressing the needs of host communities and displaced populations in an equal, timely and efficient manner. Efforts will aim at promoting representation mechanisms for people on the move that allow them to actively and directly engage in negotiations and decision-making that concern them, and develop local and national mechanisms that support migrant workers, IDPs, refugees and asylum seekers, as well as their communities of origin, transit and destination, to address their grievances in a peaceful way and ensure the provision of justice services.

This will be possible by enhancing regional initiatives and developing a framework to mainstream the needs of migrant workers and forcibly displaced people in national development plans; and enhance existing national and regional networks and partnerships to improve cross-border cooperation and efficiency and effectiveness of coordinating human mobility related work.

The project should also take into consideration and build on existing research to identify root causes and impact of economic migration and forced displacement on development, conflict and peace dynamics, while looking into further studies needed, especially in the different sub-regions (Horn of Africa, Maghreb/North Africa, Levant, Gulf) to inform decision making in a very diverse region. Where possible the views of people on the move themselves, especially women, should be taken into account.

#### Duties and responsibilities:

- Work closely with the country office, RBAS desk, governance and peacebuilding team, the inclusive growth team and livelihoods and economic recovery team at the Regional Hub to develop a substantial project document, utilizing UNDP templates, while building on UNDP's "Regional Approach to Migration and Displacement in the Arab States";
- Conduct an extensive desk review of relevant documents, academic studies, policies and recommendations on migration and forced displacement in the region;
- Identify entry points for expanding the work on human mobility for UNDP in the Arab region, including but not limited to (i) networks, tools and platforms; (ii) knowledge products for policy, programming and advocacy purposes, allowing UNDP to position itself as a thought leader in the Arab region (iii) national and regional-level initiatives; (iv) opportunities for advocacy whilst at the same time ensuring that any recommendations take into account the different needs of different types of migrants, men, women, young and older;
- Coordinate consultations and technical meetings with country offices, RBAS desk and relevant stakeholders, including regional institutions (e.g. LAS, GCC, etc.) the UN Network on Migration in the Arab region, and regional UN Agencies (such as IOM, ILO, ESCWA, UNICEF and the World Bank), civil society groups, and other potential project partners to assist project definition;
- Build on the work done by the region's Issue Based Coalition on Migration (IBC/M) and consult with its members. The IBC/M facilitate effective, timely and coordinated efforts to promote a better understanding of current and emerging issues on migration in the Arab region, foster dialogue and collaboration between different relevant stakeholders to ensure a whole-of-government and whole-of-society approach to migration governance;
- Gather and analyze data in an age and gender disaggregated manner to be incorporated into baselines and indicators for the proposed project activities. Identify the project baseline in terms of current policies, stakeholders, and a preliminary gender sensitive needs assessment as relevant to migration and displacement in the Arab region;
- Ensure all potential project partners are engaged and their inputs reflected in the project document;
- Engage representatives of people on the move and their communities to inform the project's initiatives and strategy;
- Help identify funding opportunities and mechanisms;
- Identify and articulate areas of comparative advantage for UNDP in the Arab region in the areas of economic migration and forced displacement vis-à-vis other key stakeholders at national and regional levels;
- Ensure that cross-cutting issues, including gender, youth, partnerships, data and innovation are duly incorporated in the project document and that reference is made to the impacts of the COVID-19 pandemic in relation to the pillars and thematic areas of the project.

## EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected duration for each deliverable	Targeted Due Dates	Review and Approvals Required
<b>Deliverable 1:</b> Inception report to include a detailed workplan, outline of the methodology and timeline for the deliverables including research to be conducted for baselines and indicators, stakeholder consultations and focus group discussions	Up to 1 calendar week from contract signature date	By 26 April 2021	Conflict Prevention and Peacebuilding, Programme Advisor
<b>Deliverable 2:</b> A document outlining output of the desk review	Up to 3 calendar weeks after successful completion of Deliverable 1	By 17 May 2021	
<b>Deliverable 3:</b> A document summarizing the stakeholder consultations to inform the project document	Up to 5 calendar weeks after successful completion of Deliverable 2	By 21 June 2021	
<b>Deliverable 4:</b> A draft project outline, inclusive of a theory of change and derived costed interventions including a power point presentation to be presented to UNDP team and partners	Up to 4 calendar weeks after successful completion of Deliverable 3	By 21 July 2021	
<b>Deliverable 5:</b> Final project document incorporating feedback and recommendations	Up to 3 calendar weeks after successful completion of Deliverable 4	By 26 August 2021	

## 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 overall guidance and direct supervision of Conflict Prevention and Peacebuilding, Programme Advisor, additional guidance on the assignment is coordinated with and received from the UNDP Recovery Solutions and Human Mobility team and the Regional Bureau for Arab States;
- 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 weekly progress reports and when requested on any period of time 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; and
- 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 60 working days for over period of Four (4) calendar months from contract signature date.

### **DUTY STATION**

Home Based Assignment.

### **TRAVEL PLAN (OPTIONAL)**

If any unforeseen travel outside the consultant 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 consultant 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:
  - Master's Degree in Law, Political Science, International Relations, Economics, Social Sciences or any other related field;
- II. Work experience:
  - At least 7 years of work experience in designing and implementing international development projects with at least 4 years focused on migration and forced displacement;
  - Strong technical experience in researching and drafting reports on migration, forced displacement, sustainable development, human rights or related areas;
  - Knowledge in the middle east and north Africa is a plus
  - Previous working experience with the UN system and/or NGOs in the Arab Region about migration and displacement is highly desirable.
- III. Language Requirements:
  - Language proficiency in both written and oral English is required. Knowledge of any other UN language is a plus;
- IV. Key Competencies:
  - a) *Corporate*
    - Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
    - Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
  - b) *Functional*
    - Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
    - Strong analytical and synthesis skills;
    - Strong analytical and problem-solving skills, and present practical solutions to complex problems;
    - Ability to work independently and achieve quality results with limited supervision and within tight schedules;

- Experience in reports production;
  - Ability to write in a clear and concise manner;
  - Good teamwork and interpersonal skills;
  - Flexibility and ability to handle multiple tasks and work under pressure;
  - Excellent computer skills especially Word, Excel and Power Point.
- c) Leadership**
- Demonstrated ability to think strategically and to provide credible leadership;
  - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
  - Ability to conceptualize and convey strategic vision from the spectrum of development experience.
- d) Managing Relationships**
- Demonstrated ability to develop and maintain strategic partnerships;
  - Demonstrated well developed people management and organizational management skills;
  - Excellent management skills in navigating and working with diverse range of partners, stakeholders, including senior and high-level policymakers;
  - Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.
- e) Managing Complexity**
- Ability to address global development issues;
  - Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.
- f) Knowledge Management and Learning**
- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
  - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
  - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- g) Judgment/Decision-Making**
- Mature judgment and initiative;
  - Proven ability to provide strategic direction to the project implementation process;
  - Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

## **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, 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:

<b>Expected Outputs and Deliverables</b>	<b>Targeted Due Dates</b>	<b>Payment Terms/Schedule</b>
<b><u>Deliverable 1:</u></b> Inception report to include a detailed workplan, outline of the methodology and timeline for the deliverables including research to be conducted for baselines and indicators, stakeholder consultations and focus group discussions	By 26 April 2021	Upon satisfactory completion/submission of deliverable 1 and submission of duly signed Certification of Payment (CoP) up to <b>20% of total contract amount.</b>
<b><u>Deliverable 2:</u></b> A document outlining output of the desk review	By 17 May 2021	Upon satisfactory completion/submission of deliverable 2 and submission of duly signed Certification of Payment (CoP) up to <b>10% of total contract amount.</b>
<b><u>Deliverable 3:</u></b> A document summarizing the stakeholder consultations to inform the project document	By 21 June 2021	Upon satisfactory completion/submission of deliverable 3 and submission of duly signed Certification of Payment (CoP) up to <b>20% of total contract amount.</b>
<b><u>Deliverable 4:</u></b> A draft project outline, inclusive of a theory of change and derived costed interventions including a power point presentation to be presented to UNDP team and partners	By 21 July 2021	Upon satisfactory completion/submission of deliverable 4 and submission of duly signed Certification of Payment (CoP) up to <b>20% of total contract amount.</b>
<b><u>Deliverable 5:</u></b> Final project document incorporating feedback and recommendations	By 26 August 2021	Upon satisfactory completion/submission of deliverable 5 and submission of duly signed Certification of Payment (CoP) up to <b>30% of total contract amount.</b>

#### **RECOMMENDED PRESENTATION OF OFFER**

Interested individual consultants must submit documents under point 1&2 to demonstrate their qualifications. Candidates that fail to submit these documents, the application 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: Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive**

When the financial proposal is requested it should indicate 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](https://jobs.undp.org/cj_view_jobs.cfm)) as one document not later than **10 April 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/>

### **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

#### **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:** Master's Degree in Law, Political Science, International Relations, Economics, Social Sciences or any other related field;
- **Criteria B:** At least 7 years of work experience in designing and implementing international development projects with at least 4 years focused on migration and forced displacement.
- **Criteria C:** Language proficiency in both written and oral English is required.

#### **Step II: Technical interview**

Shortlisted candidates will undergo a technical evaluation which will include an interview.

Interviews will be conducted by the technical evaluation committee remotely.

#### **Step III: Technical Review**

##### **Technical evaluation Criteria max 100 points (Weighted 70):**

- **Criteria A:** Master's Degree in Law, Political Science, International Relations, Economics, Social Sciences or any other related field (25 points);
- **Criteria B:** At least 7 years of work experience in designing and implementing international development projects with at least 4 years focused on migration and forced displacement (25 points);
- **Criteria C:** Previous experience in researching and drafting reports on migration, forced displacement, sustainable development, human rights or related areas (20 points);
- **Criteria D:** Previous working experience with the United Nations (UN) and/or NGOs in the Arab region with regard to migration and displacement (10 points);
- **Criteria E:** Interview (20 points);

Shortlisted candidates will be assessed and scored against the following evaluation criteria:

### **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 IV: 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.