



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09-Feb-2021

---

**Country:** Amman-Jordan

**Description of the assignment:** Information Management Consultant

**Programme Name:** Gender justice to increase women's economic opportunities and income in Jordan

**Period of assignment/services (if applicable):** 50 working days over a period of 4 months

---

### **1. Background, Summary of Key Functions, Key Results Expected, Competencies and Qualifications:**

In order to promote investments, inclusive growth and equal jobs opportunities in Jordan, as agreed in the recent London conference<sup>1</sup>, and in line with Sustainable Development Goals 5, 8 and 16, there is a need to identify opportunities to strengthen the linkage between access to justice (A2J), gender justice and economic development. The current UNDP-supported Small Claims process in Jordan covers "small-value monetary disputes" over civil or commercial matters, which allows dispute resolution at a relatively low cost, without dysfunctional delays. In Jordan there is some evidence that women are particularly vulnerable to ending up in court on cases of indebtedness owing relatively small sums; cases that could be covered by the small claims process. Initial feedback on the pilot small claims process<sup>2</sup>, indicates that it is a potential tool for advancing gender justice, as a contributor to economic growth and development.

The process towards gender justice involves developing and sustaining accountability mechanisms and providing redress for existing inequalities, including investing in institutions to dispense justice in a gender-sensitive manner. Gender justice as an outcome implies access to and control over resources, combined with the ability to make free choices. It is inextricably linked to gender equality and women's empowerment, which is achieved when men and women enjoy the same rights and opportunities across all sectors of society: economic, social, legal and political.

The project will contribute to advancing SDG16+<sup>3</sup> through achieving gender justice as an outcome. This is envisioned through providing women entrepreneurs in Amman and Irbid with capacities and knowledge that enable them to have improved access and control over legal and financial resources addressing their socio-economic vulnerabilities. Support will include financial and legal assistance and advice on the demand side, to both women debtors, and microloans' applicants through an online legal and financial counselling hub; and on the supply side through strengthening the capacity of justice actors to ensure gender-sensitivity

---

<sup>1</sup> Jordan: Growth and Opportunity, the London Initiative 2019

<sup>2</sup> As communicated by the Chairman of the Small Claims Committee during the first 30-day progress reporting meeting.

<sup>3</sup> SDG 16+ reinforces linkages and contributions towards progress on targets for multiple SDGs.

in the delivery of justice; and promoting policy and law reform that will advance gender equality and women's economic empowerment.

To address the above-mentioned issues and with direct relevance to the UNDP initiative on the Rule of Law and the 2030 Agenda, this 12-month project will be implemented in cooperation and coordination with national stakeholders, building in existing UNDP CO initiatives, in order to achieve enhanced equitable access to a gender-responsive judicial process and a gender-inclusive financial system for vulnerable women in Amman and Irbid. For detailed information please refer to Annex 1; Terms of Reference.

## **2. Documents to be included when submitting the proposal:**

Interested individual consultants must submit the following document (in PDF format) duly signed to demonstrate their qualifications:

**2.1 Proposal in English:** Provide a brief description of why you consider yourself as the most suitable for the assignment (might wish to include max number of pages) (2 pages maximum).

**2.2 Financial Proposal (mandatory):** 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 installments 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, per diems, and number of anticipated working days).

**2.3 P11 form:** Including experience in similar projects and at least 3 professional references (email, phone number).

**2.4 Beneficiary:** Personal information as name, address, ID, phone number of a beneficiary in case of death during the assignment.

**2.5 CV (Optional)**

## **3. Evaluation:**

Individual consultants will be evaluated based on the following methodologies:

### **Cumulative analysis:**

When using this weighted scoring method, the award of the contract should 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 weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 50 points out of 70 in the technical evaluation would be considered for the Financial Evaluation.

The Technical proposal should reflect the following experience and competencies are required:

<b>Criteria</b>	<b>Maximum points</b>
<ul style="list-style-type: none"><li>• Assessment of technical proposal based on documentation provided (methodology for undertaking the assignment)</li></ul>	20
<ul style="list-style-type: none"><li>• Comparative previous experience in information management systems development , deployment and maintenance</li></ul>	20
<ul style="list-style-type: none"><li>• Comparative experience in following areas: data structure, applications development, databases developemnt , etc..</li></ul>	10
<ul style="list-style-type: none"><li>• Comparative experience of working on capacity development related activities (planning and implementation), formulation of manuals and guidelines on operating and mainanting information systems; and organization of training activities.</li></ul>	20

**Annex 1:****INDIVIDUAL CONSULTANT PROCUREMENT NOTICE****Terms of Reference****Gender justice to increase women's economic opportunities and income in Jordan****DESCRIPTION OF THE ASSIGNMENT**

Post title:	<b>Information Management Consultant</b>
Starting Date:	
Duration:	Indicatively 50 working-days over a period of 4 months
Location:	Amman – Jordan
Project:	Gender justice to increase women's economic opportunities and income in Jordan

**Introduction:**

The rule of law is the milestone to just, inclusive and peaceful societies. It compels institutions to be accountable, fair, transparent, to safeguard human rights, and to empower citizens to participate and engage constructively in society. Consequently, it creates a culture of lawfulness in which citizens understand, participate in defining, and are willing to obey the law, prompting a more cohesive society based on equal rights. Access to Justice (A2J) has an essential role in promoting the rule of law and a culture of lawfulness. A well-functioning justice sector is a precondition to stimulate economic growth as A2J prevents and overcomes human poverty by empowering vulnerable groups, especially women.

Since 2015, the United Nations Development Programme (UNDP) has been supporting the government of Jordan's contribution in achieving SDG 16 "Peace Justice and Strong Institutions", particularly target 16.3 "Promote the rule of law at the national and international levels and ensure equal access to justice for all". As a result, UNDP is exploring the opportunities to strengthen the linkage between A2J, gender justice and economic development.

**Objective and scope of work**

Over 12 months, this project will be implemented in cooperation and coordination with national stakeholders, building in existing UNDP CO initiatives, in order to achieve enhanced equitable access to a gender-responsive judicial process and a gender-inclusive financial system<sup>4</sup> for vulnerable women in Amman and Irbid, while strengthening the linkage between local governments and CSO.

The project aims at enhancing equitable access to a gender-responsive judicial process and a gender-inclusive financial system for women in Amman and Irbid. To achieve the latter, services offered within existing local legal and financial counselling hubs/centres to provide legal and financial advice will be expanded, and capacities of judicial actors dealing with the small claim process will be built.

UNDP wishes to engage an information management consultant to establish a case management database at the WEE Units embedded in the Local Development Units (LDU) in the municipalities to track the number and type of clients seeking support through the hubs within the WEE units. The latter aims at establishing referral mechanisms to inclusive growth, Micro- and Small- Enterprise (MSE) and start-ups business support and financial inclusion services, and any referrals made to other legal or non-legal services.

The Consultant will work in close coordination with the *International Rule of Law unit* under the supervision of the *Team Leader for the Governance and Peace* pillar in designing the second phase.

#### **Core Functions/Responsibilities:**

- **Preparation Phase:**
  - a. Assess the feasibility of developing and deploying an integrated information and financial system
  - b. Development and submission of detailed workplan and timeline.
- **Products Submission Phase:**
  - a. Design, build and deploy an information management system to collect data on the number and type of clients seeking support through the hubs organizations.
  - b. Insert and / or migrate the required/ collected data into the developed system
  - c. Develop instruction/ guidance/ operating procedures on the system.
  - d. Conduct training to WEE Units Staff on system operation and maintenance
  - e. Develop a handover plan of the system documentation (provide the source code)
  - f. Develop project concept notes on related topics as required

#### **EXPECTED OUTPUTS AND DELIVERABLES:**

The consultant is expected to deliver the following outputs:

---

<sup>4</sup> Financial inclusion is the state wherein individuals and businesses have convenient access to and use affordable and suitable financial products and services – payments, savings, credit, transactions and insurance – that meet their needs, help to improve their lives, and delivered in a responsible and sustainable way.  
<https://www.cbj.gov.jo/EchoBusv3.0/SystemAssets/PDFs/2018/The%20National%20Financial%20Inclusion%20Strategy%20A9.pdf>


Deliverables	% of full contract amount	Tentative date
Detailed workplan, timeline and feasibility assessment	20	
Development of the Integrated Information Management System	45	
Conduct training to WEE Hub Staff on the system maintenance	20	
Submit Final Report on the work carried out under the consultancy(incorporating GP's comments).	15	

**Required Qualifications and Experience:**

- Bachelor's degree in information management system
- At least 5 years of web design experience, database development, data structure or relevant work in the field of information management.
- Proven expertise in information system management;
- Experience in working with international organizations;
- Experience in capacity building trainings and documentation.
- Experience in Jordan;

**Language:**

Fluency in English and Arabic is required.

Signatures	
<b>UNDP</b>  	<b>Consultant</b>  

ml SE