



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Jordan

Description of the assignment:

UNDP is in the process of hiring an individual Consultant Local Government Training Needs Assessment. The individual consultant for the Governance and Peace pillar at UNDP Jordan Country Office will conduct a Local Governance training and capacity needs assessment among local government councils and institutions to identify relevant training areas that will contribute to local economic development, citizen engagement, decentralization, institutional strengthening whilst optimizing service delivery to ensure no one is left behind. It is also important for the consultant to map out needs for local elected leaders to improve accountability considering local council elections is scheduled to take place this year.

Post Title:	Individual Consultant - Local Government Training Needs Assessment
Starting Date:	2 May 2021 – 1 August 2021
Duration:	3 Months
Location:	Amman, Jordan
Project:	Network of Local Governments NLG in Jordan

Instructions to Offerors for Job - Individual consultant – Local Government Training Needs Assessment Consultant.

To apply, kindly read the procurement notice, attach the following documents and submit through the following email: ic.jo@undp.org

1. Technical proposal (proposed methodology describing the actions to be taken for successfully completing the assignment)
2. Financial proposal in the prescribed format

No later than 20 April 2021.

Any request for clarification must be sent by electronic communication to michelle-eline.declercq@undp.org Ms. Michelle de Clercq will respond by electronic email and will send written

copies of the response, including an explanation of the query without identifying the source of inquiry, to all applicants.

BACKGROUND

Building responsive and accountable institutions at all levels of government is pivotal to ensuring that development is both effective and sustainable. There can be no sustainable development or lasting peace without a social contract deeply rooted in local communities. UNDP Jordan therefore seeks to promote decentralization, strengthen institutional capacity at sub-national levels of government by improving interlinkages and interdependencies between the three layers of the public administration: central, local and community which will be connected and strengthened through **the Network of Local Governments project**. The aim is to enhance transparency, accountability, decentralization and citizen participation (including digital tools) whilst improving citizen services through an open government approach.

The topic of decentralisation has remained in the public discourse in Jordan, with high-level officials referencing the ongoing legal reform process as part of the government's efforts to improve citizens' living conditions, creating job opportunities, and promoting better services. The legal framework left the tutelage of Governorates to the Minister of Interior whereas municipalities were placed under the tutelage of the Ministry of Municipal Affairs (MoMA), now the Ministry of Local Administration (MoLA). This administration's division at the two layers of local governments was perceived as empowering the sub-national State Administration (Governorates), via the delegation and de-concentration of development management responsibilities and resources to the Governors and the territorial agents of line Ministries, rather than empowering people through the empowerment of their own local authorities.

In this context, on April 5, 2020, the Minister of Local Administration presented a letter to the UNDP Resident Representative where His Excellency approved the proposal to setup **a Network of Local Governments** in response to the Coronavirus crisis in Jordan. This Network intends to promote an open government and increase linkages between different government entities through digital tools to boost preparedness, build resilience and respond quickly.

To strengthen the social contract and optimize the Network of Local Governments, UNDP proposes to conduct a local governance capacity needs assessment and review with local government institutions and public civil servants to identify relevant training areas for capacity building activities. The aim is to identify capacity gaps at the local level, provide insights to improve service delivery at the local level and develop a more in-depth understanding of local governance, accelerating progress towards decentralization, including the digital transformation process, economic empowerment and gender equality so that no one is left behind.

Poorer and vulnerable groups in targeted communities will be included in the assessment as they are critical in informing not only policies relating particularly to these groups, but also promoting equity, enhancing participation and building greater inclusiveness at the local level. For instance, assessing the existence of municipal officers dealing with gender issues; existence of municipal norms recognizing – formally or informally – the participation of women association and the existence of municipal actions or programmes promoting the development of women associations.

Duties and Responsibility

Scope of Work

Under the supervision of the Project Manager of the Network of Local Governments, the Governance and Peace Pillar, UNDP Jordan, the Individual Consultant will conduct a local governance training needs review and assessment to identify relevant training areas that contribute to decentralization, institutional strengthening in Jordan whilst optimizing service delivery to citizens to ensure no one is left behind.

Responsibilities:

- Conduct a multiple stakeholder local governance needs assessment (including a self-assessment by local government institutions and a citizen perspective assessment) and performance review of local government institutions and selected public civil servants (using UNDP User's Guide to Measuring Local Governance and other tools including focus groups discussions and surveys in the project targeted geographical areas).
- Identify key informants, relevant entities within the local government institutions to capture the evolving training needs, in view of the ongoing health crises of municipalities, to provide services to citizens effectively, focusing on women and vulnerable populations including but not limited to optimizing the process for fiscal decentralization and institutional strengthening.
- In partnership and cooperation with the Jordanian Anti-Corruption Commission and other entities, identify the needs of to strengthen transparency, integrity and accountability within the administrative environment at the local level.
- Evaluate the engagement between civil society and private sector in local governance.
- Provide an objective account of achievements of local elected leaders (especially at times of re-elections), and thus contributing to advancing accountability and transparency.
- Identify indicators and tools useful for local governments to better capture the perspectives, needs and rights of poorer and vulnerable groups in society.
- Identify potential capacity gaps of local public civil servants and constraints in local policy implementation.
- Map out training and capacity needs per municipal category and elected council leaders relating to local governance issues (including legal, fiscal and local autonomy) to improve accountability mechanisms and ensure effective and efficient policy making and implementation.

OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

	Deliverables/ Outputs	Expected Date
1.	Develop the methodology for the local governance assessment with clear justification for methods used when applying to the Jordanian local government context and provide rationale for the selected method of the assessments. "The methodology should include detailed attention and explanation of how the consultant plans to mainstream gender."	By 16 May 2021
2.	Provide stakeholders list of key informants for the assessment.	By 30 May 2021

3.	Report and findings on the in-depth interviews of different key informants.	By 13 June 2021
4.	Gather data of all relevant informants and develop the draft needs analysis.	By 20 June 2021
5.	Develop an implementation plan to include national partners to bridge the capacity gaps in trainings efficiently.	By 4 July 2021
6.	Develop a plan to align proposed trainings contributing to all UNDP's local governance projects including the Network of Local Governments (NLG), Decentralization Accountability Integrity at the Local Level (DAILL) and the Property Tax Project (PTP).	By 11 July 2021
7.	Submit a report presenting the outcomes of the assignment including an action plan to develop and roll out trainings and capacity needs online and offline. & Present findings of the assessment to UNDP and other stakeholders	By 25 July 2021

Duration

The duration of the Consultancy is 3 Months covering the period from 2 May 2021 to 1 August 2021.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1) Education:

- a) Master's degree or equivalent in social sciences, administrative law, international development, economics, or a related field is required.
- b) A university degree in law and certification in local development would be an added advantage.

2) Experience

- At least 10 years' professional experience in local governance capacity building trainings, decentralization and local service delivery and experience in a deadline driven context.
- Work experience assessing the effectiveness of fiscal decentralization processes would be an asset.
- Experience working with UNDP is an asset.
- Proven ability to work with diverse stakeholders including government officials, NGOs, CBOs, Civil Society Organizations
- Experience in identifying the needs of local government and local civil society organizations.
- Proven experience including gender equality concerns in analysis and assessment would be an asset.
- Strong assessment skills in local economic development and proven ability to produce quality analytical work.
- Strong Proven experience working at the local level in Jordan.
- Sound knowledge of local development and decentralization principles.
- Experience in peace, human security and gender mainstreaming.

- Openness to change and ability to receive and integrate feedback.
- Experience in the use of computers applications and software packages (MS Power Business Intelligence, Word, Excel, etc.) as well as web-based management systems.
- Knowledge and familiarity with the United Nations Sustainable Development Goals, International conventions on women, gender, equality and gender justice, conventions on the right of development and the International Covenant on Economic, Social and Cultural Rights.
- Working knowledge and familiarity with local legislations governing local administration and local development.

3) Language requirements:

- Fluent in English and Arabic

Application: All bidders should submit technical and financial offers, along with a CV. `submission without these documents will be not be considered.

SCHEDULE OF PAYMENTS

Payments are effective upon the achievement of the corresponding milestones and for the following amounts:

15%	Upon submission of deliverable 1
10%	Upon submission of deliverable 2
10%	Upon submission of deliverable 3
20%	Upon submission of deliverable 4
10%	Upon submission of deliverable 5
10%	Upon submission of deliverable 6
25%	Upon submission of deliverable 7

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. The technical evaluation will include an interview.
- Technical Criteria weight; 70%
- Financial Criteria weight; 30%

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


Criteria	Weight	Max. Point
<u>Technical</u>	70%	
Proven experience of developing knowledge products in the area of local governance, local development, decentralization, including the evaluating quality of service to citizens and the way these principles can be implemented at the local level and Proven knowledge of public service reform and core government institutional reform		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
At least 5 years of research experience in the field of local governance		10 points
<u>Financial</u>	30%	
Financial Proposal		30 points

IX. DOCUMENTS TO BE SUBMITTED

Interested persons 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 15 April 2021, at 18:00 hrs (Jordan time) by email to: ic.jo@undp.org with subject: "Local Governments Training Needs Assessment"

Incumbent (if applicable)		
Name	Signature	Date
Supervisor Name:	<i>Sally Elmalidy</i>	29-Mar-2021
	Signature	Date
Chief Division/Section		31-Mar-2021
Name: Sara Ferrer Olivella	Signature	Date