



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Jordan

Description of the assignment:

UNDP is in the process of hiring an *Individual Consultant for Community Engagement, Capacity Building, Advocacy and Promotion of Local Development*. The individual consultant for the Governance and Peace pillar at UNDP Jordan Country Office will be tasked to focus on the capacity building, advocacy and promotion of the engagement between communities, development partners, local governments and private sector to undertake joint actions i.e. participatory planning, gender sensitive budgeting, social accountability, promotion green circular economy, sustainable development goals (SDGs), mitigation the effects of climate change and the assessment of the performance and improvements of public services delivery.

Post Title:	Community Engagement, Capacity Building, Advocacy and Promotion of Local Development Expert
Starting Date:	2 May 2021
Duration:	120 working days over 12 months
Location:	Ministry of Interior, Amman - Jordan
Project:	“Decentralization, Accountability and Integrity at Local Level Programme (DAILL) in Jordan”

Instructions to Offerors for Job - Individual consultant – Community Engagement, Capacity Building, Advocacy and Promotion of Local Development 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 saed.madi@undp.org, Mr. Saed Madi 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

The United Nations Development Programme (UNDP) supports Jordan to achieve sustainable development that leads to transformational change, bringing about real improvements in people's lives, through the design and implementation of policy and programming to address the development challenges that affect the country. #Nextgen UNDP also ensures that considerations such as the Gender Equality, Private Sector Engagement, Environmental Sustainability, and Innovation are addressed while aligning local demand driven development solutions to the 2030 Agenda.

UNDP and the European Union collaborate in improving public sector's integrity, accountability and responsiveness to citizens' needs in Jordan. The European Union provided a grant to the United Nations Development Programme (UNDP) for the implementation of the project 'Decentralization, Accountability and Integrity at Subnational Level Programme (DAILL) in Jordan. A four-year initiative will support the decentralisation reforms and main streaming of SDG16 "Peace, justice and strong institutions" implementation in the Kingdom, in line with the policy priorities of the Government of Jordan in the National Renaissance Plan 2019-2020.

DAILL will seek to institutionalise citizen participation in planning, following the execution of the local strategic plans, evaluation of the results and in holding the authorities and public officials accountable for their actions and omissions. The project's implementation will be fundamentally focused on strengthening the administrative and downwards accountability in Jordan. The role of elected councils and the relationship between citizens and public administration throughout the planning/budget cycle will be enhanced. Transparency will be strengthened through participatory planning processes for both, integrated territorial development plans (governorates and municipalities) and sectoral plans (health, education, social services). As a result, decision-making for the allocation of public resources is expected to be transparent (full disclosure and discussion) and will incorporate the demands and expectations of communities and citizens. Furthermore, development plans should reflect national policies and commitments to achieve the SDGs. Accountability will be enhanced during the execution of the plans and further evaluation of the results of the plans.

In addition to focusing on the field of local governance, the project will encompass environment-related activities. Focusing on the nexus between climate action and human development, the project will seek to enhance the capacity of local institutions to effectively implement SDG13 and SDG15. The project will also scale up local partnerships and support financing of climate financing for innovative local solutions that bring benefits across SDGs.

DUTIES AND RESPONSIBILITY

Scope of Work

Under the supervision of the DAILL Programme Manager, the consultant will be focused on the capacity building, advocacy and promotion of the engagement between communities, development

partners, local governments and private sector to undertake joint actions i.e. participatory planning, gender sensitive budgeting, social accountability, promotion green circular economy, sustainable development goals (SDGs), mitigation the effects of climate change and the assessment of the performance and improvements of public services delivery.

Responsibilities:

1. Assist in the field-testing of the 3 manuals developed in DLDSP.
2. Provide training on concepts of local governance, transparency, accountability and integrity, M&E, project management, Advocacy, and community engagement.
3. Develop training courses on gender equality and the roles of women and men in development and local administration.
4. Train central and local government, CSOs and CBOs representatives on civic engagement and local accountability, participatory planning and participatory processes in local governance, and participatory planning (communication and negotiation skills, leadership skills).
5. monitoring and evaluation of the local development plan.
6. Assist in the development of manuals and train central and local government, CSOs and CBOs' representatives on Agenda 2030 and SDGs, SDGs localization (awareness raising, advocacy, implementation and monitoring).
7. Assist in the development, deployment and advocacy of Tanmiah tool's Public Relations Management (PRM) activities.
8. Assist in the development of and advocating for dialogue mechanisms between central and local governments to achieve the SDGs at local level through multilevel, horizontal and vertical dialogue.
9. Ensuring all trainings and engagements are in line with the government of Jordan's COVID-19 Precautionary Measures.

OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

	Deliverables/ Outputs	Expected delivery Date
1.	Field test 3 manuals related to local, accountable strategic planning process at the CBOs, municipalities and governorate levels.	By 9 June 2021

2.	<p>Deliver manuals and conduct trainings to local government and elected councils on the following:</p> <ul style="list-style-type: none"> i. Effective participation in formulation of the local development plan. ii. Accountability tools and agenda enforcement in the decision-making process. iii. Civic engagement and local accountability. iv. Communication, negotiation, leadership skills aimed at supporting citizens in participatory planning. v. Agenda 2030, SDGs and SDGs localization, Gender, Environment and Youth (awareness raising, advocacy, implementation and monitoring). vi. Local governance, participatory planning and participatory processes. vii. Communication, negotiations and leadership skills. viii. Monitoring and evaluation of the local development plan. 	By 3 October 2021
3.	<p>Develop and implement a training programme for civil society (CBOs, CSOs and NGOs) on actions oriented to effectively participate in formulation of the following:</p> <ul style="list-style-type: none"> i. Local development plan ii. Engaging local governments with citizens 	By 5 December 2021
4.	<p>Develop manuals and conduct trainings to civil society actors (CBOs, CSOs and NGOs) on the following:</p> <ul style="list-style-type: none"> i. Effective participation in formulation of the local development plan. ii. Accountability tools and agenda enforcement in the decision-making process. iii. Civic engagement and local accountability. iv. Communication, negotiation, leadership skills aimed at supporting citizens in participatory planning. v. Agenda 2030, SDGs and SDGs localization, Gender, Environment and Youth (awareness raising, advocacy, implementation and monitoring). vi. In participatory planning and participatory processes. vii. In local governance and participatory planning (communication & negotiation skills and leadership skills). viii. Monitoring and evaluation of the local development plan. 	By 27 February 2022

5.	Submit a report based on lessons learn and that includes the following: <ol style="list-style-type: none"> 1. Recommendations to enhance participation and local accountability that assists advocacy for the PRM. 2. An implementation strategy for civil society engagement through a participative consultation process at all levels and based on lessons learn and assists advocacy for the PRM. 	By 17 April 2022
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Duration

The duration of the consultancy is 12 months with 120 working days to be conducted during the period of 21 May 2021 to 1 May 2022 of which the consultancy will require the consultant's presence in Jordan.

MINIMUM QUALIFICATIONS AND EXPERIENCE

1) Education:

Master's degree in public policy, urban planning and development studies, local governance or related fields.

2) Experience:

- The candidate must have 10 years of experience in local government system development
- Must have hands-on knowledge of the capacity building, advocacy and promotion of the engagement between communities, development partners, local governments and private sector.
- Must be well versed in the themes of Youth and Gender, participatory planning, gender sensitive budgeting, social accountability, promotion of green circular economy, sustainable development goals (SDGs), mitigation of the effects of climate change, the assessment of the performance and improvements of public services delivery.
- Good knowledge and substantial field experience in local governance, local development and decentralisation.
- Solid understanding of the concept/theory and practice of decentralization and local governance broadly.
- Sound knowledge on the policy and implementation of decentralization related processes and mechanisms.
- Experience in working with government's institutions, local communities, civil society, private sector and other non-governmental organizations.
- Knowledge and experience in capacity strengthening.
- Capacity to work in multidisciplinary teams.
- Ability to plan own work, report on work progress and deliver outputs in a timely manner.
- Openness to change and ability to receive / integrate feedback.
- Excellent report writing, communication and interpersonal skills.
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards.
- Excellent communication and writing skills.

3) Language requirements:

☐ Excellent knowledge of the Arabic and English languages.

SCHEDULE OF PAYMENTS

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

20%	Upon the approved submission of deliverable 1
30%	Upon the approved submission of deliverable 2
20%	Upon the approved submission of deliverable 3
20%	Upon the approved submission of deliverable 4
10%	Upon the approved submission of deliverable 5

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. Points
<u>Technical</u>	70%	

Comparative previous experience in decentralization, local governance and local development challenges faced in developing countries; and significant experience providing specialized support in all following areas: local governance, local development, decentralization, territorial approach, multilevel governance, policy; including the implementation of the SDG and the way these principles can be implemented at the local level.		15
Comparative and capacity building experience in following areas: strategic planning, participatory, inclusive methodologies accountability and transparency, community participation and women empowerment with similar deliverables as the ones described in this document.		20
Comparative experience in training of CBOs/NGOs/CSOs, municipalities, local authorities, women and youth.		15
Gender equity and women's empowerment approach will be evaluated		10
Comparative experience of working in Jordanian communities		10
<u>Financial</u>	30%	
Financial Proposal		30



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

Mdl

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: "DAILL IC Community Engagement, Capacity Building, Advocacy and Promotion of Local Development Expert"

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