



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10 May 2021

Country: Egypt

Description of the assignment: International Consultant for developing the UN Sustainable Development Cooperation Framework (UNSDCF)

Project name: UN Resident Coordinator Office – Egypt

Period of assignment/services (if applicable): 46 working days

Proposal should be submitted at the following address or by email procurementnotice.egypt@undp.org no later than *18 May 2021*.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. *UNDP* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The Government of the Arab Republic of Egypt (GoE) and the United Nations Country Team (UNCT) in Egypt have launched the process for drafting the new United Nations Sustainable Development Cooperation Framework (UNSDCF or Cooperation Framework) for Egypt as the most important instrument for the planning and implementation of UN development activities. This document will serve as the next partnership framework between Egypt and the UN System towards the achievement of the 2030 Agenda for Sustainable Development. The UNSDCF will cover the period 2023-2027 and will be prepared in close partnership with the GoE, international partners, International Financial Institutions (IFIs), private sector, civil society organizations and other relevant stakeholders.

The Cooperation Framework shall be reflective of the country context and its specific needs and priorities within the implementation of the 2030 Agenda and the SDGs. By adopting the integrated programming approach, it will address core programming principles in a holistic manner and integrate the key UN programming principles throughout all stages, considering the “five P’s” of the 2030 Agenda (people, prosperity, planet, peace and partnerships). As the central transformative promise of the 2030 Agenda, *leaving no one behind* will be used as the rights-based framework that represents the unequivocal commitment of all United Nations Member States.

The new Cooperation Framework shall be designed in accordance with the UNSDCF Internal Guidance (3 June 2019) and its Consolidated Annexes (24 May 2019), the complementary Cooperation Framework Companion Package (May 2020) and the UNCT Egypt Roadmap, which outlines all the components of the process as well as the timetable for their implementation.

The process to develop the UNSDCF 2023-2027 for Egypt will be supported and facilitated by the Office of the UN Resident Coordinator (RCO) in close coordination with resident and non-resident UN Agencies, and in consultation with the Joint Steering Committee (JSC), as well as other relevant stakeholders, including international partners, International Financial Institutions (IFIs), private sector, civil society organizations and other relevant stakeholders.

Based on the Roadmap, the Cooperation Framework 2023-2027 is expected to be submitted to the GoE in February 2022 for the formal review and endorsement.

The UN Resident Coordinator's Office is recruiting an international consultant to facilitate the UNSDCF consultation & prioritization process, as well as the design/formulation/consolidation of the 2023-2027 Cooperation Framework for Egypt against the national priorities and the Agenda 2030.

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

Considering the Common Country Analysis (CCA), the overarching principle of 'Leave No One Behind', as well as recommendations and findings of the Mid-Term Review and the End-Evaluation of the current UN Partnership Development Framework 2018-2022 (UNPDF), the Consultant will collaborate with the GoE, UNCT, PMT as well as key stakeholders to facilitate the UNSDCF consultation & prioritization process, as well as to lead the design and drafting of the Cooperation Framework, by performing the following indicative tasks:

- a) Desk review and development of Inception Report outlining consultant's approach to work, action plan and timeline (based on Egypt's Roadmap).
- b) Facilitating the prioritization and consultation process, including the prioritization workshop, additional national consultations with key stakeholders, with a view to identify development solutions, priority areas, outcomes and outputs for the new UNSDCF. Findings from related foresight exercises shall also be considered (the consultant is expected to participate in the foresight exercises).
- c) Develop a 'Theory of Change' against prioritized development solutions as well as a Results Framework (based on Theory of Change), in consultation with key stakeholders.
- d) Lead the overall process of drafting and finalization of the UNSDCF 2023-2027, incl. preparing draft versions (English and Arabic) of the UNSDCF and related Annexes (integrating/consolidating comments and inputs received from stakeholders) as well as submit final UNSDCF document (in English and Arabic) that is accepted and approved by the RC and the Ministry of International Cooperation.
- e) Proofread English and Arabic versions of the UNSDCF (based on initial translations provided).
- f) Participate in regular and/or ad-hoc virtual teleconferences, meetings, and discussions with the RC, UN RCO, UNCT, PMT, PWGs, the M&E Working Group, UN subject experts, government officials, and other groups and individuals necessary to draft and complete the UNSDCF;

- g) Regular communication and coordination with the RC, RCO, UNCT, and CF Task Team, including conduct of online discussions and facilitations as needed;
- h) Provision of quality assurance of the process related products against relevant corporate guidelines as well as inputs from the Peer-Support-Group (PSG).
- i) Development of a presentation of the Cooperation Framework or other visualization products.

The process to develop the UNSDCF will be under the leadership of the RC and UNCT supported by the RCO. The RCO will facilitate contacts with the GoE, the UNCT and relevant stakeholders via e-mail or online platforms.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced University degree in international development, economics, social sciences or related field; MA required

II. Years of experience:

- A minimum of 10 years progressive experience in analyzing, drafting, and editing development related documents, including at least three years of which with international organizations.
- Previous experience drafting or editing United Nations Development Assistance Frameworks (UNDAFs) UNSDCFs, common country assessments, or other national or regional development strategies for international organizations.
- Technical competence in undertaking complex analyses which involve use of mixed methods;
- Knowledge of UN role, UN reform process and UN programming at the country level, particularly strategic programming; Familiarity with the 2030 Agenda and SDG related processes.
- Excellent writing and analytical formulation skills with demonstrated experience in preparing strategic and programming documents or similar analytical documents – at least 2 engagements of similar nature;
- Strong understanding of the development and political context and working experience in the closer region;
- Experience in facilitation of UNDAF/UNSDCF consultations or other strategic programmatic exercises.

Languages:

- Fluency in English both, written and spoken; Arabic an asset

III. Competencies:

- Outstanding drafting and editing skills, including the ability to write reports that are easy to read and meet high professional standards, edit documents to reduce repetition and simplify text, and proofread to eliminate grammar and formatting errors and inconsistencies;
- Ability to review and synthesize large amounts of information rapidly, and to distinguish major issues from minor details;
- Knowledge and understanding of the mandates and roles of the UN agencies, funds, and programs;

- Experience in reviewing and compiling multiple data sets and strong understanding of quantitative and qualitative analysis;
- Familiarity with goals and expectations of the UNDS, UN programming principles, UN common country programming processes (CCA/UNSDCF), and SDGs;
- Successful track record of strategic planning, program management, and meeting deadlines for major assignments;
- Strong communication (spoken and written) skills, including the ability to conduct consultations and interviews, summarize conversations, and articulate ideas in a clear and concise style;
- Flexibility and ability to conduct work, including meetings and consultations, online;
- Good interpersonal skills, including the ability to initiate difficult conversations, manage and reduce conflicts, reach compromises, and contribute to a harmonious working environment.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work

(ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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 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).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

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 49 points will be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
<ul style="list-style-type: none">• Background and education	10%	
<ul style="list-style-type: none">• Relevant previous experience	30%	
<ul style="list-style-type: none">• Substantial knowledge/competencies	20%	
<ul style="list-style-type: none">• Desired language (Arabic)	10%	
<u>Financial</u>	30%	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

Development of the United Nations Sustainable Development Cooperation Framework (2023-2027) for Egypt

=> Terms of References <=

A. Background

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B. Duties and Responsibilities

Considering the Common Country Analysis (CCA), the overarching principle of ‘Leave No One Behind’, as well as recommendations and findings of the Mid-Term Review and the End-Evaluation of the current UN Partnership Development Framework 2018-2022 (UNPDF), the Consultant will collaborate with the GoE, UNCT, PMT as well as key stakeholders to facilitate the UNSDCF consultation & prioritization process, as well as to lead the design and drafting of the Cooperation Framework, by performing the following indicative tasks:

- j) Desk review and development of Inception Report outlining consultant’s approach to work, action plan and timeline (based on Egypt’s Roadmap).
- k) Facilitating the prioritization and consultation process, including the prioritization workshop, additional national consultations with key stakeholders, with a view to identify development solutions, priority areas, outcomes and outputs for the new UNSDCF. Findings from related foresight exercises shall also be considered (the consultant is expected to participate in the foresight exercises).
- l) Develop a ‘Theory of Change’ against prioritized development solutions as well as a Results Framework (based on Theory of Change), in consultation with key stakeholders.
- m) Lead the overall process of drafting and finalization of the UNSDCF 2023-2027, incl. preparing draft versions (English and Arabic) of the UNSDCF and related Annexes (integrating/consolidating comments and inputs received from stakeholders) as well as submit final UNSDCF document (in English and Arabic) that is accepted and approved by the RC and the Ministry of International Cooperation.
- n) Proofread English and Arabic versions of the UNSDCF (based on initial translations provided).
- o) Participate in regular and/or ad-hoc virtual teleconferences, meetings, and discussions with the RC, UN RCO, UNCT, PMT, PWGs, the M&E Working Group, UN subject experts, government officials, and other groups and individuals necessary to draft and complete the UNSDCF;
- p) Regular communication and coordination with the RC, RCO, UNCT, and CF Task Team, including conduct of online discussions and facilitations as needed;
- q) Provision of quality assurance of the process related products against relevant corporate guidelines as well as inputs from the Peer-Support-Group (PSG).
- r) Development of a presentation of the Cooperation Framework or other visualization products.

The process to develop the UNSDCF will be under the leadership of the RC and UNCT supported by the RCO. The RCO will facilitate contacts with the GoE, the UNCT and relevant stakeholders via e-mail or online platforms.

C. Deliverables and timelines

The assignment will be for 46 working days during 15 June 2021 – 30 April 2022, including a mission to Egypt, Covid-19 travel permitted, for the facilitation of the prioritization workshop and development of the Theory of Change and Results Framework.

Deliverable/Process	Timeline	Estimated days
Inception Report outlining the consultant’s approach to work, including the action plan and timeline (based on Egypt’s Roadmap)	20 June 2021	2

Planning and facilitation of UNSDCF consultation & prioritization process	June-August 2021	10
Drafting and finalization of Theory of Change	July 2021	5
Drafting and submission of the final Results Framework	July- August 2021	5
Development and Submission of draft-01 of Cooperation Framework document (En & Ar)	20 September 2021	14
Incorporating comments from GoE, UNCT and stakeholders as well as recommendations & findings from the End-evaluation and preparation of draft-02 of Cooperation Framework document (En & Ar), including Annexes	1 st -3 rd week of December 2021	4
Incorporating comments from GoE, UNCT and stakeholders and preparation of draft-03 of Cooperation Framework document (En & Ar), including Annexes	1 st week of February 2022	3
Incorporating comments from GoE and UNCT and preparation of draft-04 of Cooperation Framework document (En & Ar), including Annexes	1 st week of April 2022	3

D. Payments/ instalments and travel

- 20% upon submission of the inception report and implementation plan;
- 40% upon submission of the finalized draft of the Results Framework and draft-01 of the 2023-2027 Cooperation Framework, following the prioritization and consultation exercise;
- 40% upon submission of the final 2023-2027 Cooperation Framework document, including integration of final comments, including the PSG review process.

Travel to Cairo, Egypt (around 2 weeks in late July 2021 tentatively) is expected, should epidemiological situation allow it. If not, all the tasks will need to be adjusted, in order to be performed in an online setting due to the current Covid-19 restrictions.

E. Reporting and Management arrangements

Reporting: The consultant will be accountable to the Office of the Resident Coordinator.

United Nations Country Team: In line with the adopted Roadmap for preparation of the 2023-2027 Cooperation Framework, the UNCT, under the leadership of the UN Resident Coordinator, provides the overall strategic oversight and guidance for the entire process, including the participation in the visioning and prioritization as well as validation sessions. The UNCT will guide the Result Groups and the consultant with preparation of the Cooperation Framework and review/endorse the initial and final drafts of the Cooperation Framework.

Office of the UN Resident Coordinator: RCO will be responsible for the overall coordination and daily management of the assignment. It will also provide guidance, data and analytical support as well as quality assurance in consultation and coordination with the UNCT and Result Groups. The responsibility of the RCO will also include facilitation and coordination of the inputs by the UNCT and Result Groups into the Cooperation Framework. The RCO will also manage the administrative and logistical aspect of the assignment as well as liaison with the consultant and the PSG on behalf of the UNCT.

