



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 27 May 2021

Country: Egypt

Description of the assignment: Consultant to support the process in developing Egypt's Vision for the Food System Summit

Project name: UN Resident Coordinator Office – Egypt

Period of assignment/services (if applicable): 17 June – 19 August 2021

Proposal should be submitted at the following address or by email procurementnotice.egypt@undp.org no later than 8 June 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 UN Secretary-General will convene a Food Systems Summit (FSS) in September 2021 as part of the Decade of Action to achieve the Sustainable Development Goals (SDGs) by 2030, with a broad vision to launch actions, solutions and strategies and identify pathways to accelerate progress towards more sustainable, inclusive and healthy food systems that are resilient to shocks. The FSS has five objectives which are translated into [five action tracks and cross-cutting issues](#).

Within this framework, the Government of Egypt has initiated the process for convening a National FSS Dialogue to design Egypt's vision and positioning to the Global FSS and post-Summit intentions. The Ministry of Foreign Affairs entrusted different line ministries, in collaboration with the UN team in Egypt, to prepare 5 Action Track papers including game-changing solutions to key national challenges. The Government/UN taskforce will also be engaging in multi-stakeholder consultations, concluding with a National FSS Dialogue workshop to be held in a hybrid – in-person and virtual – format, engaging around 50 participants from Government, UN, national think tanks and research institutes, private sector, civil society, etc.

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

Against this background, Egypt's food systems taskforce is recruiting a senior food systems expert to conduct the following tasks:

1. **Integrate the 5 Action Track papers and synthesize them into one report** – Egypt's national vision for the FSS – constituting the basis for Egypt's positioning to the Global FSS. Such report should follow the proposed outline prepared by the taskforce.
2. **Facilitate the National FSS Dialogue workshop** (tentatively 1st half of July 2021), by a) providing inputs to the workshop agenda and identification of speakers; b) presenting key solutions identified through the national vision report as a guide for discussion; and c) ensuring interactive and effective exchanges among participants.
3. **Review Egypt's national vision report in light of feedback received from workshop stakeholders** and incorporate workshop outcomes in the final report as well as in the Summit Official Feedback Form, to be submitted to the UN/Government taskforce.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Advanced University degree in international development, economics, agriculture, 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.
- Technical competence in undertaking complex analyses which involve use of mixed methods;
- Excellent writing and analytical formulation skills with demonstrated experience in preparing strategic and programming documents or similar analytical documents;
- Strong understanding of the Egyptian food systems and its actors;
- Experience in facilitation of workshops or other strategic programmatic exercises.

Languages:

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

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;
- Ability to review and synthesize large amounts of information rapidly, and to distinguish major issues from minor details;
- Thorough knowledge and familiarity with Egypt's national, regional and international commitments, priorities and multisectoral initiatives;
- Knowledge and understanding of the mandates and roles of different governmental entities and of other national stakeholders;

- 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;
- Strong communication (spoken and written) skills, including the ability 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

Payments/ instalments

- 40% upon submission of the 1st version of Egypt's national vision for the FSS (consolidating the 5 Action Track papers and synthesize them into one report);

- 60% upon submission of the final report 'Egypt's national vision for the FSS'.

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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>	70%	
<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 	30%	
<u>Financial</u>	30%	
<u>Total</u>	100 %	