**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: 18TH June 2021

Regional Bureau for Africa

UNDP New York

**Description of the assignment:** Consultant to support AEC 2021 Organization and prepare the conference Report – **RE-ADVERTISED**

**Project name:** African Economic Conference 2021

**Period of assignment/services:** 25 days spread over 5 months and 3 months

Proposal should be submitted by email to [rba.procurement@undp.org](mailto:rba.procurement@undp.org) no later than **24th June 2021**.

Any request for clarification must be sent in writing, or by standard electronic communication to [nadine.umuhire@undp.org](mailto:nadine.umuhire@undp.org).

UNDP/ RBA Strategic Advisory Unit 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**

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| The 2021 African Economic Conference (AEC), which is jointly organized by the African Development Bank (AfDB), the Economic Commission for Africa (ECA) and the United Nations Development Programme (UNDP), will be held physically in Cabo Verde, or/and virtually if COVID-19 does not permit physical gatherings, from 2th to 4th December 2021. The theme of this year’s conference is “Financing Africa’s post-COVID-19 development”. Considering the multidimensional impact of the Covid-19 pandemic on Africa’s development, this theme will bring together various stakeholders, including policymakers, the private sector, and researchers, to examine ways and means to expand Africa's development finance sources sustainably. Africa's different financing frameworks should be explored to find innovative solutions, beyond the beaten track, so that Africa does not emerge from the COVID-19 crisis with a real loss of more than a decade of efforts to strengthen its economy and human capital.  The shock of COVID-19 presents Africa with a game-changing opportunity to put its financing strategies on a more sustainable footing. The AEC 2021 will be an opportunity to deepen the reflection on the institutions and the financial system needed to ensure effective implementation of domestic resource mobilization efforts, to improve the regulatory responses to emerging and innovative sources of finance, including international financial markets, and digital financing and to increase global financial system transparency by enhancing the regulation and supervision of under-regulated financial markets, and reducing systemic risks of banking and shadow-banking systems. It will also be a venue to discuss how the continent can address the question of debt sustainability in financing its development and, therefore, how Africa can grow and develop sustainably out of debt. |

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

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| * Support the organization of the AEC, in particular: * Support for the preparation of working and preparatory documents (ToRs, letters, Notes, presentations, and policy briefs) * Support for the initiation, sending and follow-up of invitations for panellists, participants, government delegations. * Prepare the Conference Report   For detailed information, please refer to Annex 1 |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| I. Academic Qualifications:  Possess a minimum of an earned master’s degree in economics, development economics or related field. A PhD is preferable  II. Years of experience:  The consultant will possess minimum of 10 years post-graduation work experience in economic research/analysis in the public sector, private sector or NGO.  III. Competencies:  • Experience in economic research/analysis in the public sector, private sector or NGO. Similar work experience in Africa is an advantage.  • Experience in development/public policy/development financing  • Experience in research and data analysis  • Experience in report writing of similar assignments  • Good knowledge of development of economic and policy frameworks, development cooperation and risk management  • Good drafting, substantive editing and reviewing ability of policy/research documents  • Previous work experience with UNDP/ World Bank, IMF, European Union and other donor agencies is an asset,  • Strong and active professional networking, especially with professional institutions and through-leaders  Language  • Excellent written and spoken English. Bilingual French an advantage |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| 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 (Confirm if for this specific assignment this is not required )  2. Financial proposal  3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

The financial proposal shall specify a total lump sum amount. A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

| **Installment of Payment** | **Deliverables or Documents to be Delivered** | Percentage of Payment |
| --- | --- | --- |
| 1st Installment | -2021 EAC preparation meetings attended with Meetings Notes prepared.  - Contribution to the reviewing of pre-selected papers for the conference: Preparation of criteria for selection.  - Policy briefs, Notes, Letters, ToRs of the conference prepared | 20% |
| 2nd Installment | Conference report | 80% |

The financial proposal will include a breakdown of this lump sum amount including travel etc.

**Travel;**

All envisaged travel costs must be included in the financial proposal. Travel may be required to Cabo Verde for the Conference which will be covered following UNDP standard rules for mission. In general, UNDP does 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**

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| Individual consultants will be evaluated based on the Cumulative analysis methodology:  *The contract will 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 70 points would be considered for the Financial Evaluation*   |  |  |  | | --- | --- | --- | | ***Criteria*** | ***Weight*** | ***Max. Point*** | | **TECHNICAL** | ***70%*** | *100* | | **Criteria A: Academic Qualifications**  ***Master’s Degree in economics, development economics***   * Below a Master’s degree level **(0 points)** * Master’s degree **(7 points)** * PhD **(10 points)** |  | ***10*** | | **Criteria B: Professional Experience** |  | ***70*** | | ***Years of professional experience in economic research/analysis, in the public sector, private sector or NGO***   * Less than 10 years of experience: **0 points** * 10 years of relevant experience: **15 points** * 11 years and above of relevant experience: **20 points** |  | *20* | | **Knowledge of development of economic and policy frameworks, development cooperation and risk management**  **-** No relevantexperience: **0 points**  - 1 - 3 years of relevant experience: **6 points**  - 4 years and above of relevant experience: **10 points** |  | *10* | | **Experience in development/public policy/development financing**   * No relevant experience: **0 points** * 1 - 3 years of relevant experience: **6 points** * 4 years and above of relevant experience: **10 points** |  | *10* | | ***Experience in economic research/analysis in the public sector, private sector or NGO in AFRICA***   * Professional experience in economic research/analysis in the public sector, private sector or NGO not in Africa **- 5 points** * Professional experience in economic research/analysis in the public sector, private sector or NGO in Africa - 1**0 points** |  | *10* | | ***Good drafting, substantive editing and reviewing ability of policy/research documents and in report writing of similar assignments:***   * Reviewed less than one policy/research document or of other similar assignment: **0 points** * Reviewed 1 to 3 policy/research documents or of other similar assignments: **5 points** * Reviewed more than 4 policy/research documents or of other similar assignments: **10 points** |  | *10* | | **Working experience with UNDP/ World Bank, IMF, European Union and other donor agencies**   * No working experience with UNDP/ World Bank, IMF, European Union and other donor agencies -**0 points** * 1-3 working years with UNDP/ World Bank, IMF, European Union and other donor agencies -**5 points** * More than 4 working years with UNDP/ World Bank, IMF, European Union and other donor agencies - **10 points** |  | *10* | | * ***Criteria C: Competencies*** |  | *20* | | ***Active professional networking with professional institutions and through-leaders***   * No active professional networking with professional institutions and through-leaders – **(Points 0)** * Active professional networking with one to two professional institutions and through-leaders– **(Points 5)** * Active professional networking with more than three professional institutions and through-leaders – **(Points 10)** |  | *10* | | ***Language***   * Excellent written and spoken of English only – **(Points 4)** * Excellent written and spoken of English and moderate French– **(Points 8)** * Bilingual English and French – **(Points 10)** |  | *10* | | **Financial (Financial (Lower Offer/Offer\*100)** | ***30%*** | ***100*** | | TOTAL SCORE | Technical Score \* 0.7 +  Financial Score \* 0.3 | | |

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**