



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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**Country: Jordan**

**Description of the assignment:**

UNDP is in the process of hiring an Individual Consultant internal REGULATION system expert for the new established **Sustainable Local Development & Environmental Governance Training Centre**. The individual consultant for the Governance and Peace pillar at UNDP Jordan Country Office will be tasked for new internal regulating system in line with MoI's legal and regulatory framework. Such new system will require immediate revision of the current training center regulating system in place and evaluate its implementation.

The new training center also require a holistic action plan covering different aspects such as regulation system, organizational structures, the needed staff and their job description, training programs and package, and resources management to ensure its effective implementation.

<b>Post Title:</b>	INTERNAL REGULATION SYSTEM EXPERT
<b>Starting Date:</b>	15 <sup>th</sup> July 2021
<b>Duration:</b>	6 months
<b>Location:</b>	Ministry of Interior, Amman - Jordan
<b>Project:</b>	<b>“Decentralization, Accountability and Integrity at Local Level Programme (DAILL) in Jordan”</b>

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**Instructions to Offerors for Job - Individual consultant – internal REGULATION system expert.**

To apply, kindly read the procurement notice, attach the following documents and submit through the following email: [ic.jo@undp.org](mailto: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 1 July 2021.

Any request for clarification must be sent by electronic communication to [saed.madi@undp.org](mailto: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**

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

The United Nations Development Programme (UNDP) supports Jordan to achieve sustainable development that leads to transformational change in service-centered institutions and bring about real improvements in people's lives. UNDP employs a participatory approach to ensure mutual ownership is gained into the design and implementation of policy and programming to guarantee addressing the development challenges that affect the country. UNDP also ensures that considerations such as gender equality, private sector engagement, environmental sustainability, and innovation are addressed, while aligning local demand driven development solutions to the 2030 Agenda.

## **PROJECT BRIEF**

UNDP and the European Union collaborate in improving public sector's transparency, accountability and responsiveness to citizens' needs in Jordan. The European Union awarded fund to the United Nations Development Programme (UNDP) to implement the programme "Decentralization, Accountability and Integrity at Local Level Programme (DAILL) in Jordan". A four-year initiative is currently supporting the decentralisation reforms and 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.

DAILL seeks to institutionalize citizen participation in planning as well as to holding the authorities and public officials accountable for their actions and omissions in line with the recommendations of previous evaluation studies. the Programme'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 would be enhanced during the execution of the plans and further evaluation of the results of the plans.

## **SUSTAINABLE LOCAL DEVELOPMENT & ENVIROMENTAL GOVERNANCE**

governance could be considered an ethical operational method of adaptive management, which investigates how flexible public and private structures and institutions may be fostered. In this sense, governance is the result of a collaborative management process, which also needs to broaden governance concepts from the level of single interventions to that of entire social-ecological systems. Hence, governance should aim to deal with environmental problems, increasing the resilience of ecological systems in the face of an uncertain future characterised by disturbances and uncertain non-linear change. Therefore, governance, must be enriched with explicit environmental goals, overcomes the mounting complexity and multilayered nature of environmental problems that are not adequately addressed by local authority and national governments.

DAILL aims to present a direct example of how to realize a model of governance in Jordanian local context that achieves a compromise between different positions, and that is able to define a common strategy for territorial development. DAILL aims to mainstream environmental concerns in planning and programming results in the protection and wise management of the environmental and natural resource base and ensures progress on a sustainable basis. The integrated development plans at the district, municipal and governorate levels incorporate the social, economic and environmental dimensions as axes of territorial planning. In all integrated development plans, environmental sustainability and its relationships with economic development and social equity are considered as central elements of local progress. Likewise, all the projects that are included in the annual capital investment budgets must comply with the requirements of the environmental impact assessment in addition to the socio-economic appraisals in accordance to **LEED environmental requirements** and shall be certified as a green building.

Focusing on the nexus between climate action and human development, DAILL will seek to enhance the capacity of local institutions to effectively implement SDG13 “Take urgent action to combat climate change and its impacts”. The Programme will also scale up local partnerships and support financing of climate financing for innovative local solutions that bring benefits across SDGs.

Through a combination of digitalized actions, technical support, training, and “green” grants at the local level, the programme will seek to generate enhanced knowledge of climate-security among key stakeholders at the local and national level, conduct environmental situation analysis, and strengthen capacities to effectively scale-up climate finance for local solutions.

## **THE NEED FOR TRAINING CENTER**

Giving the importance of developing an enabling environment at the local level, the primary focus of the training center will be on developing the capacity of the officials in relation to decentralization, sustainable local development & environmental governance.

DAILL will primarily focus through the established center on selected governorates' executive councils that include 16 sectors that demand a lot of work especially regarding capacity building activities. However, due to COVID-19's social distancing requirements, EUD and UNDP are establishing the training center that meets international environmental standards for sustainable use of resources to build and maintain the facility that abide by COVID-19 safety regulations. The facility will be equipped with screens, internet connections, office furniture and meeting space necessities. For the sake of efficiency of energy and resources, the facility will be equipped with the ability to adapt the size of the facility.

Finally, the center will contribute in enhancing the role of the Ministry of Interior-based Eco-Training Center to taking advanced steps in strengthening capacity development programmes of MOI and its relevant partners' staff at the central and local level; and to facilitate regional and international networking and linkages with other local development and public administration training and capacity development institutions through developing a lasting module of all internal systems related procedures of the Center.

## **DUTIES AND RESPONSIBILITY**

### **Scope of Work**

The consultant is expected to:

1. Rapid assessment of the current legal and regulatory framework governing the operations of MOI's training Center
2. Rapid institutional assessment to evaluate the current situation of MOI's Training Center in the area of decentralization local development capacity building; including vision and the development of policies, resource capacity, roles, functions, training needs appraisals, job descriptions of the Center's staff, training programmes, financing mechanisms, and the extent of the reliance on 'instruction from above' underscores a 'reactive tendency'.
3. Draft a proposal for the training center's new functional assignment as a Sustainable Local development & environmental Governance training center
4. Draft the center's internal regulations.
5. Set a plan for the Center's organizational remodeling process from a traditional training center to a highly IT equipped Eco-Training Center (e-learning system), considering the

organizational structure within the human resources directorate at MOI's vision, mission, goals, management team, executive support functions, and specialized job profiles, etc.

6. Finalize the proposal of the organizational structure of the Center by setting the board members, required staff and their qualifications, job specifications for (prospective) job holders, and job description for the job titles in line with the Ministry of Interior's legal and regulations framework.
7. Set the Center's organizational processes in line with the Ministry of Interior's regulations and provisions.
8. Determine the annual training plan (internally and externally) that will be implemented during the center's first year.
9. Develop a framework for the evaluation system for training programs implemented by the center.
10. Set a guiding framework for criteria and mechanisms for continues M&E the application of training modules and manuals and the training impact measurements to improve and update manuals and its training modules, approach and packages.
11. Set a guiding framework for criteria and mechanisms for selecting trainers.
12. Set a guiding framework for the criteria for selecting trainees in each training program.
13. Determine the potential national, regional, and international affiliations or /and partners in line with the training mission and goals.
14. Set a promotional and communication plan for the center at the local, national, regional, and international levels.

## OBJECTIVES AND EXPECTED OUTPUTS/ DELIVERABLES

	<b>Deliverables</b>	<b>% of payment (US\$)</b>	<b>Target date</b>
1.	Design the organizational structure of the training centre, including the centre's vision, mission and goals.	<b>15%</b>	15/08/2021
2.	Develop the job description for the job titles included in the organisational structure of the center & establish job specifications for (prospective) job holders in the organisational structure	<b>15%</b>	18/09/2021
4.	Design the training plan that will be implemented during the centre's first year.	<b>20%</b>	05/10/2021
5.	Develop a framework for the evaluation system for training programs implemented by the centre.	<b>20%</b>	25/10/2021
6.	Set a guiding framework for criteria and mechanisms for selecting trainers.	<b>10%</b>	15/11/2021
7.	Set a guiding framework for the criteria for selecting trainees in each training program.	<b>10%</b>	16/12/2021

8.	Determine the training needs according to the scientific methodology for that.	<b>10%</b>	13/01/2022
<b>Total:</b>		100%	

## Duration

The duration of the consultancy is 6 months to be conducted during the period of 15<sup>th</sup> July 2021 to 14<sup>th</sup> January 2022 of which the consultancy will require the consultant's presence in Jordan.

## MINIMUM QUALIFICATIONS AND EXPERIENCE

### 1) Education:

At least master's degree in public administration, management, human resources or any related field. **30 Points**

### 2) Experience:

- At least 10 years of relevant experience in public administration, capacity building, local government system development, capacity building, education and human resources. **25 Points**
- Ability and experience in working with and managing relations with multiple partners would be of significant value. **25 Points**

### 3) Language requirements:

- Excellent knowledge of the Arabic and English languages. **10 Points**
- Capacity to communicate fluently with different stakeholders (Government authorities, Development Partners, etc.). **10 Points**

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

## 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:
  - responsive/compliant/acceptable, and
  - 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
<b>Technical:</b>	<b>70%</b>	

Comparative experience in local government system development, capacity building, education and human resources.		<i>25 Points</i>
Comparative experience in developing training material and ability to establish centres from a technical aspect.		<i>25 Points</i>
Prior experience of working in Jordan or in Arabic-speaking countries.		<i>10 Points</i>
Gender equity and women's empowerment approach will be evaluated		<i>10 Points</i>
<b>Financial:</b>	<b>30%</b>	
Financial Proposal		<i>30 Points</i>
<b>Total:</b>	<b>100%</b>	<b><i>100 Points</i></b>

## 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 30<sup>th</sup> June 2021, at 18:00 hrs (Jordan time) by email to: [ic.jo@undp.org](mailto:ic.jo@undp.org) with subject: "INTERNAL REGULATION SYSTEM EXPERT"**

Incumbent (if applicable)		
Name	Signature	Date
Supervisor		
Name: Asma Fashho	Signature	Date
Chief Division/Section		
Name: Majida Al-Assaf	Signature	Date