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**PROCUREMENT NOTICE :** **NATIONAL CONSULTANT, INSTITUTIONAL MAPPING & ASSESSMENT**

**PROCUREMENT NOTICE** **No. IC/UNDP/INSTITUTIONAL MAPPING & ASSESSMENT/2021/0019**

**Date : June 28, 2021**

**Country: Liberia**

**Country: Liberia**

**Duty Station: Monrovia**

**Description of the assignment:** **NATIONAL CONSULTANT, INSTITUTIONAL MAPPING & ASSESSMENT**

**Project name: UNFPA Liberia**

**Duration: Thirty-five (35) working days over two months**

**Starting date: Immediate**

**Contract type: International Consultant**

**Languages:** English

Proposals should be submitted at the following address: by email to bids.lr@undp.org (**Please include procurement notice number in the subject area-** **PROCUREMENT NOTICE** **No. IC/UNDP/INSTITUTIONAL MAPPING & ASSESSMENT/2021/0019.**

All bids should be submitted no later than**, Tuesday, 10 August 2021 at 12:00 PM (GMT)**. Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org .

UNDP will respond 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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| Liberia was selected as a United Nations Legal Identity Agenda pilot country based on the country’s low birth and death registration rates. The Liberia Demographic and Health Survey (LDHS 2019-20) estimated children under registration at 66%, of which 33% had a birth certificate. The country was noted to have made tremendous effort at increasing the birth registration and certification coverage despite the challenges it has gone through during the last two decades of protracted war, when birth registration coverage declined from 35% in 1989 to 4% in 2007 when a post war Demographic and Health survey was conducted. It also represents countries in Africa that continue to grapple with fragmentation in their civil registration and identification systems and provides an opportunity for concerted effort by all stakeholders to provide technical and financial support towards establishment of an integrated civil registration, vital statistics and identity management system.  A rapid assessment was carried out through a process of document reviews, consultative meetings with Government institutions and agencies, the UN entities and other development partners involved in supporting civil registration, vital statistics and identity management. The process culminated in a national stakeholders’ workshop that brought together the key stakeholders in Liberia involved in legal identity who contributed to the initial observations and recommendations and provided further insights into the situation of civil registration (CR), vital statistics (VS) and identity management in the country. Together, they drew a road map for the integration of CR, VS and ID management for Liberia.  The country has made a lot of effort to improve the birth registration component of the civil registration system, with 4 out of every 10 infants registered in 2019 as compared to 1 in every 10 infants in previous years. The death registration and the identity management components of legal identity remain relatively low at below 5% for both coverages. The other civil registration vital events like marriages, divorces, adoptions and legitimation are undocumented. All the different components of legal identity are housed under different government entities further complicating the effort by the government and its development partners of ensuring establishment of an integrated system.  The mandate for collection, registration and reporting of birth and death registration, as well as the production and dissemination of vital statistics in Liberia lies with the Ministry of Health, which is also charged with the responsibility of further analysis of the data for production of statistical reports.  The role of dissemination of vital statistics is under the Liberia Institute of Statistics and Geo Information Services (LISGIS), and further analysis of the data for production of complementary studies including, the Population Census; Liberia Demographic and Health Surveys and other complementary social statistics and surveys. The registrations of civil marriages, divorces and nullities are managed by the Center for National Documents and Records Agency (CNDRA) while the registration of traditional marriages, divorces and nullities are under the Ministry of Internal Affairs. Adoptions and legitimization are under the Ministry of Gender, Children and Social Protection (MGCSP). Identity management and issuance of national identity cards is under the National Identification Registry, an autonomous agency under the Executive Branch of the Government of Liberia. |
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| **II. Scope of Work** |
| **Scope of Work**  Main service delivery indicators for the consultancy:   * Map and assess different institutions’ existing CR, VS and Identity Management databases, including normative framework, policies and strategies; * Assess the implementation modality of existing data collection, coordination, dissemination mechanisms around CR, VS and Identity management; * Assess the effectiveness and efficiency, as well as integration and interoperability challenges for existing CR, VS and ID Management databases, * Develop an integrated data collection and sharing protocols, ensuring inter-operability and enforcement mechanisms. |
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| **III. Deliverables** | |

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| **Deliverable** | **Deliverable Time** |
| 1. Planning, desk review and Inception Report | 5 Working days |
| 1. Development/testing of Assessment tools and methodologies | 5 working days |
| 1. Workshop and conduct of assessment | 10 working days |
| 1. Consolidation, stakeholders buy-in and validation | 5 working days |
| 1. Draft report writing and inputs | 5 working days |
| 1. Final Report | 5 working days |

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| **IV. Impact of Results** |
| The overall **objective** of this consultancy is to conduct an institutional mapping and assessment of the different civil registration and vital statistics databases/information management systems, including methodologies and data flow, including mapping and assessment of the UN, WB and other development partners and their support to CR, VS and Identity Management. |

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| **V. Recruitment Qualifications** | |
| Education: | * BSc/BA degree in Computer Science or IT-related field subject; management Data processing, demography, actuarial science; statistics, economics; |
| Experience: | * Must have proven work experience of at least 5 years in Microsoft window environment; * Must have experience in similar assignment, particularly with installation, configuration and management of Window Server environment; * A solid background in computer science, especially in data science and machine learning; * Knowledge of Network technologies with experience in building LAN and configure WAN connection; * Knowledge of network security system * Strong management, interpersonal and communication skills; * Must be independent, self-directed, self-starter, problem-solving, and requiring minimum supervision |
| Language Requirements: | For the post advertised, fluency in oral and written English is required. |

**Competencies**

* Excellent experience in research, data collection methodologies, analysis, storage and dissemination skills;
* Ability to analyze and present complex information in a simple format;
* Ability to establish and maintain strong and effective working relationships;
* Strong interpersonal, teamwork and communication skills;
* Strong analytical and presentation skills;
* Good command of English (both oral and written);
* Ability to effectively engage stakeholders in review process;
* Ability to work closely and mentor a diverse team

**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 (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

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

1. **Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

1. **Evaluation**

Individual consultants will be evaluated based on the following methodologies:

*Cumulative analysis*

*Award of 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*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation.*

**The technical revision of CVs will consider the following criteria:**

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

**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 FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT