

**INDIVIDUAL CONSULTANT (National)
PROCUREMENT NOTICE**



Date: 29th July 2021
Ref: UNDP-IC-2021-262
ORPS # 1209

Country: Pakistan

Description of the assignment: Individual Contract for Behavioural Insights Advisor.

Project name: Youth Empowerment Programme/ Crisis Prevention and Recovery Unit (CPRU).

Period of assignment/services (if applicable): **36 working days** spread over a period of **Six months** starting from the date of signing of the contract.

Location: Remote home based.

Please submit your Technical and Financial proposals through email only at;
bids.pk@undp.org no later than **12th August 2021 at 12:30 PM PST**

Kindly write the following in email subject line.

“UNDP-IC-2021-262 Individual Contract for Behavioural Insights Advisor”.

Important note for email submissions: Please put “UNDP-IC-2021-262” in the subject line. Further, our system will not accept emails those are more than 30 MB size. If required, segregate your emails to accommodate email data restrictions. For segregated emails please use sequence of emails like Email 1, Email 2 in the subject line. For attachment purposes please only use MS Word, Excel, Power Point or PDF formats.

If you request additional information, please write to pakistan.procurement.info@undp.org. The team will provide necessary information within due date. However, any delay in providing such information will not be considered a reason for extending the submission date of your proposal. All/any query regarding the submission of the proposal may be sent prior to the deadline at the e-mail/address mentioned above.

1. BACKGROUND

Nudge units and behavioral insight teams are being established with increased frequency around the world. This is a strong indicator of the growing demand to embed behavioral insights while establishing development programs and policies around the world. Recent efforts have started focusing on capacity building for behavioral initiatives and finding cost-effective ways of scaling up such programs. UNDP would like to make use of this effective tool to better develop its programs for the upcoming fiscal year.

In coordination with regional and global units withing UNDP, UNDP Pakistan has been closely monitoring the progress of our learnings using behavior insights. BI was further used by UNDP Pakistan in COVID response and also beyond into the recovery phase in line with UNDP's 2.0 COVID and Beyond strategy. Further to that UNDP has incorporated BI in its Prisons initiative under the Youth Empowerment Programme and in the wider Country Office under the supervision of the Acc Lab team. UNDP has come to the conclusion that BI should be an integral part of its programmes and hence would like to expand behavioural insights into its wider projects after the successful usage of BI from last year.

Hence YEP would like to hire the services of Behavioural Insights Adviser to support it in further programme and project management.

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

The consultant will work closely with UNDP's Youth Empowerment Team to review proposed interventions with a behavior insights lens, provide advice on how to improve behavior change components of the proposed intervention in a way that makes it more efficient and impactful, provide training to the YEP Team, implementing partners and government partners on behavioral insights via BI masterclasses and BI clinics and then provide mentoring for the implementation of experiments and monitoring exercises so that the impact in terms of behavior change can be measured and improved upon for the next phase. The consultant will also support knowledge management and communication to enhance awareness on YEP's efforts to incorporate BI across its programmes.

The consultant will be focusing on the following areas:

Task	Timelines (no. of days)
Incorporate BI into the project design	18 consulting days
Incorporate BI into the project M&E framework	10 consulting days
Incorporate BI into research and communications products	8 consulting days

Key Deliverables:

1. Develop strategy for BI in Project Design, including specific recommendations/trainings/ mentoring for at least 6 IPs
2. Revision of the M&E Framework/strategy to ensure BI is an integral part
3. Revision of at least 10 draft research and comms products to enhance BI integration

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

PhD in Behavioural Science or relevant subjects

II. Years of experience:

Experience of at least 5 years in field research as a Behavioural Scientist

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).

• Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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 methodologies:

1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

- a) responsive/compliant/acceptable, and
- b) offering the lowest price/cost

"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.

2. 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 of 70** point would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70%	
The consultant must have at least 5 years of relevant work experience in Behavioural Science	36%	25
Consultant's suitability for the assignment will be gauged from previous demonstrated experience in the required field and experience of working closely with international organizations, especially within	28%	20

the UN system to mainstream Behaviour Insights into development programming		
<u>Technical Proposal:</u> Proposed methodology, approach and implementation plan	36%	25
<u>Financial</u>	30%	30

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 AND OTHER RETURNABLE FORMS