INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date:  August 11, 2021

Ref: IC-UNDP-21-033

Office:  UNDP Libya
Description of the assignment:  PVE – Local Governance and Research Specialist
Project name:  SUSC-PVE
Reports to:  Development Coordination Specialist
Type of Appointment:  Individual Consultant (International)
Duty Station:  Homebased
Duration of the contract:  217 workdays (spread over the period of ten months)
Expected start date:  31st August 2021

Proposal should be submitted by email to tenders.ly@undp.org no later than August 23, 2021, at 15:00 hours Tunis, Tunisia time ref. www.greenwichmeantime.com.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail address: procurement.ly@undp.org. UNDP Libya Procurement 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 who express their interest.

1. Background

Since the fall of the former regime in 2011, Libya has been embroiled in a series of crises that have created political, social, and economic challenges, especially for some of the most vulnerable populations. Coupled with falling oil prices, a UN backed oil embargo amid a growing COVID-19 pandemic the economic backdrop of Libya continues to look bleak for many who are losing or have lost their livelihoods.

This complex scenario is further compounded by the presence of armed militia gangs in key locations, which continue to play a destabilizing role in the political and social fabric of Libya, especially in the border areas to the south. Often times the interests of these gangs typically coalesce with those of violent extremist groups, especially in the economic arena. For many young men (and sometimes women) these economic interests often present themselves as a way out of a challenging socio-economic predicament, which can often lead to their involvement in cross border illicit crime (human trafficking, drug smuggling and arms proliferation). However, it has also led to the recruitment of youths by violent extremist (VE) groups. The peculiar vulnerabilities of marginalized youths, especially in border communities, constitutes a gateway for organized criminal and violent extremist groups to enter into and operate both in and from Libya.

Developing comprehensive strategies to dissuade these youths from being lured into these two distinct but mutually affirming entities requires a thorough understanding of the pull factors, gender dimensions, economic impact, and cross-border dynamics of violent extremism. In addition to these factors, violent extremism in Libya has often times...
been a conflict driver that has either a regional origin or a transboundary/regional impact on neighboring countries. Anecdotal evidence shows that border areas are often times left behind in fragile states with limited or no State presence, which is true for Libya. The communities that live along the southern border areas of Libya have had lower access to basic services and justice, which has often led to higher rates of poverty and unemployment. There is also a higher prevalence of gender inequalities and a pervasive sense of abandonment felt by border populations, which is further exacerbated by weak local governments incapable of providing decent services to their constituents.

In conflict and post conflict settings like Libya, border areas are also impacted by forced movements of people (i.e., IDPs, refugees, armed groups, and criminal gangs) which only adds more pressure on the local population that is already struggling with development issues. To counter these threats a cross border pilot project focusing on livelihoods, jobs creation, and counter violent extremism messaging. These local level initiatives need to be complemented by a broader national level

Broader PVE considerations

An effective and informed National PVE Framework – adhering to regional, national, and local considerations - involving the coordinated dissemination of counter violent extremist messaging at the municipal/local governance level, in schools as well as at the communal and religious levels. This will help stem the tide of youth involvement in illicit trade and their eventual recruitment by VE groups. Therefore, at the local level, a coordinated PVE framework will be implemented along three (but not limited to) distinct yet interrelated pillars / activities:

(i) **Livelihood and Engagement**: (only in the 5 border municipalities, under the cross-border pilot project):
   - Livelihood: Carry out an analysis in each context (vulnerabilities and opportunities), develop a strategy (for UNDP), and recommend programs (for UNDP)
   - Adult media literacy: Develop curriculum, carry out training. Work with local CSOs and with religious and traditional authorities

(ii) **Education**:
   - Children and youth media literacy: Develop curriculum, carry out training with school teachers
   - Dialogue, debate, and critical thinking skills: Develop curriculum, carry out training with school teachers
   - Potential extra-curricular activities?

(iii) **Local Governance and Research**:
   - Develop a regular consultation and coordination mechanism with local stakeholders, and coordinate all pillars of intervention
   - Provide UNDP and local stakeholder with the timely information they need to inform their plans and actions
   - Help Municipal authorities assess their weaknesses
   - Help Municipal authorities devise a strategy to mitigate local PVE drivers and integrate it in their development plans;

(iv) **Community outreach**: Counter VE messaging
   - Develop a context-specific counter-messaging strategy
   - Train local religious and traditional authorities and help them deliver counter-VE messages
2. **Project Outputs**

The expected outputs include the following:

1. **Local Advisory Committees**: Form a Local Advisory Committee (LAC) in each locality. The LAC will include key local state and non-state authorities involved in the areas of intervention (Pillars I to IV), a local Team Leader, and a Deputy Team Leader, both working part-time on the project. The Team Leader will be the local coordinator of the LAC.
   
   Each LAC will participate in the elaboration of the local PVE strategy and in the design of the specific action plans.

2. **Research facility**: Develop an instrument capable of carrying out on-demand, action-oriented research on selected topics in each locality of intervention (Zuwara, Misrata, Bani Walid, Sebha, Murzuq, Ghat, and Kufra).

   The objective of this facility is to equip the UNDP PVE team and local stakeholders with a flexible, rapid, and effective research capacity that is able to generate the information and analysis that are needed for the success of all PVE programs (pillars I to IV).

   The beneficiaries of the research include UNDP, and local state and non-state governance actors (e.g. NGOs, community media). The research facility will consist of a local Team Leader and Deputy Team Leader in each locality, which will be working part-time on the project. In addition, it will have to include another six local researchers that will work upon need, under the direction of the local Team Leader.

3. **Weaknesses Assessment**: Assess the local governance weaknesses together with the LAC and drawing from the local governance and PVE research carried out by UNDP. The assessment will include the following dimensions:
   
   a) Quality of service provision
   b) Local Security
   c) Justice
   d) Corruption
   e) Community Discrimination and Marginalization
   f) Gender equality, women, and youth
   g) Trust in Institutions
   h) Social Cohesion, participation, and engagement

4. **Local PVE Framework**: Together with local authorities, draft a local PVE strategy that seeks to address some of the weaknesses identified through the weakness assessment. The local PVE strategy will include all 4 action pillars.

5. **Coordination**: Coordinate the actions of all 4 action pillars and consultants to ensure the coherence, cohesion, and alignment of all actions.

6. **Impact Evaluation**: Assess the extent to which each project output and goal was achieved

3. **Duties and Responsibilities**

   Within delegated authority, and under the supervision of the UNDP Libya Development Programme Specialist, the senior consultant expert shall be responsible for the following duties:

   ➔ These explain the specific activities related to each deliverable (output) listed under section 2
- Conduct stakeholder mapping of local state and non-state authorities to form a Local Advisory Committee (LAC) in each of the targeted municipality (i.e., Al Kufra, Murzuq, Ghat, Sebha, Bani Walid, Misrata and Zuwara).
- Design and develop local PVE framework and action plan according to the specific local context.
- Design and develop ad hoc research facility (including local team leader and deputy team leader) to deploy in each municipality
- Develop weakness assessment matrix to assess local governance vulnerabilities. The matrix will measure quality of service provision, local security, justice, corruption, community discrimination and marginalization, gender equality, women, and youth; trust in institutions; and social cohesion, participation, and engagement
- In coordination with local authorities, use local PVE framework (for each municipality) to address key weaknesses highlighted in the weakness assessment matrix. Develop four action pillars
- Develop a coordination mechanism to coordinate the actions of all four action pillars
- Develop impact evaluation tool to assess project output and goals

4. Institutional Arrangement

The role of the PVE consultant is to work primarily with the Development Programme Specialist. The consultant will also coordinate consultations with key government (national and Local), education, religious and community stakeholders in Libya.

5. Duration of the Work

The estimated duration of work is 10 consecutive months for a maximum of 217 working days.

6. Duty Station

Home based

7. Deliverables, indicative timeframe and payment schedule

<table>
<thead>
<tr>
<th>TASKS</th>
<th>DELIVERABLES</th>
<th>EXPECTED PERIOD</th>
<th>PERCENTAGE PAYMENT</th>
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</thead>
<tbody>
<tr>
<td>Conduct stakeholder mapping of local state and non-state authorities to form a Local Advisory Committee (LAC) in each of the targeted municipality (i.e., Al Kufra, Murzuq, Ghat, Sebha, Bani Walid, Misrata and Zuwara).</td>
<td>Local Advisory Committee (LAC) developed in each of the targeted municipality</td>
<td>From date of contract signing (the timeframe will be adjusted based on the security context)</td>
<td>15%</td>
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<td></td>
<td></td>
<td>25 days from the date of the contract signing</td>
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</tbody>
</table>
Design and develop local PVE framework and action plan according to the specific local context. | Local PVE Framework and Action Plan in each municipality developed | 70 days from the date of the contract signing | 20%
---|---|---|---
Design and develop ad hoc research facility (including local team leader and deputy team leader) to deploy in each municipality | Ad hoc research facility for each municipality developed | 100 days from the date of the contract signing | 15%
Develop weakness assessment matrix to assess local governance vulnerabilities. The matrix will measure quality of service provision, local security, justice, corruption, community discrimination and marginalization, gender equality, women, and youth; trust in institutions; and social cohesion, participation, and engagement | Weakness Assessment Matrix developed | 130 days from the date of the contract signing | 20%
Develop a coordination mechanism to coordinate the actions of all four action pillars | Local PVE Framework Coordination mechanism developed | 180 days from the date of the contract signing | 15%
Develop impact evaluation tool to assess project output and goals | Local PVE Framework Impact Evaluation tool developed | 217 days from the date of the contract signing | 15%

Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days or hours worked and outputs delivered (with a “day” calculated as 8 hours of work).

### 8. Required Qualifications and Experience

**Education**
- At least an advanced university degree (Doctorate) in Global Security, Political Science, Research and Statistics, Mathematics, Development Studies, or other closely related field

**Experience**
- Minimum of 8 years of progressively responsible experience in the design, planning and implementation of research projects on social, political and security dynamics in Libya
- At least 8 years’ experience training research teams, CSOs and NGOs on democracy, civil society and local governance dynamics in Libya is required
- Five years’ experience in managing diverse stakeholders (i.e., governments, UN agencies, funds, programmes, and donors) engaged in socio-economic research in Libya is required
- A minimum of three years’ experience working with UNDP is highly desirable
- At least 2 years’ experience conducting research on human rights and human development-related issues in Libya and/or MENA region
• At least 6 years of experience conducting research on Libya’s decentralization and local governance legal framework
• Proven knowledge and research on the impact of smuggling, trafficking and organized crime on governance and stability in Libya and the MENA region is highly desirable
• At least 7 years’ experience in drafting/editing a variety of published reports on the political and socio-economic dynamics of Libya
• At least 7 years’ experience of operating in a crisis context within Libya and/or the MENA region an asset
• Ability to work under extreme pressure in a highly stressful environment; and
• Fully proficient computer skills and use of relevant software and other applications.
• Ability to plan own work, manage conflicting priorities and work under pressure of tight and conflicting deadlines

Languages:

• Fluency in English is required and knowledge of Arabic is desirable.

Competencies:

Corporate Competencies:

Integrity, professionalism, and respect for diversity.

Functional Competencies:

- Ability to think conceptually and flexibly, capacity to adapt, innovate, and propose multiple options.
- A team player with good interpersonal skills
- Ability to practice courtesy and diplomacy with high rank officials.
- Time management skills.
- Enjoy sensitivity for research and academic integrity.
- Ability to work well under pressure and stressful environment
- Promoting ethics and integrity, creating organizational precedents
- Building support and political acumen
- Creating and promoting enabling environment for open communication
- Sharing knowledge across the organization and building a culture of knowledge sharing and learning
- Fair and transparent decision making; calculated risk-taking

9. Documents to be included When Submitting the Proposals

Consultant shall submit the following documents:

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- Financial proposal in the UNDP format – Annex 3 and 3A.
- Applicants must submit a duly completed and signed Annex II Offeror’s letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment.

10. Financial proposal

Lump sum contract
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 instalments or upon completion of the entire contract). Payments are based 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. The Consultant will be responsible for all personal administrative expenses associated with undertaking this assignment.

11. **Travel Costs**
   This consultancy will be home based

12. **Evaluation**
   The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

   - Only those applications which are responsive and compliant will be evaluated;
   - Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
   - Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation;
   - The top applicant with the Highest Combined Scores and that have accepted UNDP’s General Terms and Conditions will be awarded the Framework Agreements.

**Evaluation Criteria**

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>70 POINTS</th>
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<tbody>
<tr>
<td><strong>Technical evaluation (70 points).</strong></td>
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</tr>
<tr>
<td>Academic Evaluation 10</td>
<td>10 Points Maximum</td>
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<tr>
<td>General Experience 10</td>
<td></td>
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<tr>
<td>Specific Experience 30</td>
<td></td>
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<tr>
<td>Interview 20</td>
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<td><strong>Academic Requirement</strong></td>
<td>10 Points Maximum</td>
</tr>
<tr>
<td>At least an advanced university degree (Doctorate) in Global Security, Political Science, Research and Statistics, Mathematics, Development Studies, or other closely related field</td>
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</tr>
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<td><strong>General Experience</strong></td>
<td>10 Points Maximum</td>
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<tr>
<td>Minimum of 8 years of progressively responsible experience in the design, planning and implementation of research projects on social, political and security dynamics in Libya</td>
<td>10</td>
</tr>
</tbody>
</table>
### Specific Experience

At least 8 years’ experience training research teams, CSOs and NGOs on democracy, civil society and local governance dynamics in Libya is required

- Five years’ experience in managing diverse stakeholders (i.e., governments, UN agencies, funds, programmes, and donors) engaged in socio-economic research in Libya is required
- A minimum of three years’ experience working with UNDP is highly desirable
- At least 2 years’ experience conducting research on human rights and human development-related issues in Libya and/or MENA region

30 Points Maximum

### Interview

Candidates obtaining a minimum of 35 points (70% of the total technical points - 50) would be considered for the Interview;

Areas to consider:

- Knowledge of Libya and the current socio-economic issues.
- Knowledge of the UN System and social affairs support structures, tools and processes.

20 Points Maximum

### Financial Evaluation

Candidates obtaining a minimum of 49 points over 70 points would be considered for the Financial Evaluation - 30 points

Lowest Price will be qualified with the maximum of 30 points. Higher prices will be qualified according to the following calculation:

\[
FE = \frac{LFP}{FPI} \times 30
\]

FE = Financial Evaluation
LFP = Lowest Financial Proposal
FPI = Financial Proposal of bidder i

30 Points Maximum

### FINAL EVALUATION: TECHNICAL + FINANCIAL

MAX 100 POINTS
Note:

Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.
Financial proposal should be on provided format (i.e Annex 3- OFFEROR’S LETTER TO UNDP);
Firms are not eligible for this consultancy assignment (open only for national individual consultants).
Incomplete application will not be considered, it will be disqualified automatically.
Please complete the Statement of Health form and submit along with proposal.
Please complete the Vendor form and submit with proposal.

Note: While submitting your proposal via email please put the reference no. IC-UNDP-21-033, without reference no. proposal shall not be accepted.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)
ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX 3- FINANCIAL PROPOSAL TEMPLATE
Annex 4- Health Statement form
Annex 5- Vendor registration form