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## PROCUREMENT NOTICE

### FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date : August 16, 2021

<b>Post Title:</b>	Individual Contract (IC) - Environment and Water management Specialist
<b>Starting Date:</b>	October 8, 2021
<b>Duration:</b>	Up to thirty (30) working days over a period of three (03) calendar months
<b>Location:</b>	Home-Based Assignment
<b>Project:</b>	Policy Brief on Water Governance in the Context of Water Scarcity in Crisis and Fragile Countries
<b>Requisition Number:</b>	R4710-0000004071
<b>National or International consultants:</b>	International Consultant
<b>Is this a LTA (yes/no):</b>	No

#### CONTEXT/BACKGROUND

Water security is defined as the capacity of a population to safeguard sustainable access to adequate quantities of acceptable quality water for sustaining livelihoods, human well-being, and socio-economic development, for ensuring protection against water-borne pollution and water-related disasters, and for preserving ecosystems and contributing to peace and political stability. When the demand for water exceeds the availability of freshwater resources, on the short or long term, it is referred to water stress or scarcity. Water stress poses serious threats to gender equality, human lives and health, food and energy security, livelihoods, economic growth and social and political stability.

The Arab region is the most water scarce region in the world, with 12 out of the 17 most water-stressed countries located in the region. More than half of all water originates from outside the region itself, making the Arab region the most dependent on external sources. Water insecurity has also grown due to lack of water infrastructure investments and escalation of conflicts in places like Libya, Syria, Iraq and Yemen.

Trends on demographic growth, urbanization, economic growth, impact of COVID-19, and climate change put increasing stress on these already limited resources, pushing countries further into extreme water stress and curbing the sustainable growth and development. Expected economic losses from climate-related water scarcity in the region have been estimated at 6-14% of GDP by 2050 by the World Bank.

Water is a limiting factor for the sustainable development of the region, especially in crisis countries. Indeed, the crisis faced by some countries in the region amplifies the negative political, social and environmental consequences of water-related challenges (water scarcity, increased water pollution, illegal use of water

resources, etc.), reinforcing the loss of government legitimacy and public trust in institutions, further destabilizing already fragile contexts.

Achieving peace, stability and green recovery in crisis countries will depend largely on how scarce water resources are managed. In fact, diminished water resources can be a driver of conflict, but on the other hand, solutions based on improved water management can diffuse the conflict. Thus, water governance has great importance for policy makers at the local, national, regional and international level.

A Policy brief on Water Governance in a context of water scarcity in the Arab region is currently under preparation, the aim thereof is to give an overview of water scarcity situation in the region, illustrate water governance landscape and how adaptive water governance can be applied in the Arab region along with a set of policy recommendations. This Policy Brief on *Water Governance in the context of water scarcity in crisis and fragile countries* is intended to be complementary as it will address the issue of management of water scarce resources with a particular focus on crisis and fragile countries.

The *Policy Brief* will serve as a vital tool to support governments and other national stakeholders to shift from a traditional approach to managing water resources to a new integrated and inclusive approach that delivers sustainable results for people, planet and prosperity.

#### SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

This *Policy Brief* will explore the challenges and opportunities of water management in crisis countries to ensure service provision and sustainable growth with implications for green recovery, and conflict prevention, given the advances in the understanding of climate water nexus, and its dynamic nature. In addition to complementing the Policy brief on Water Governance in the context of water scarcity in the Arab States region, which results from a collaboration between UNDP Nature, Climate and Energy Team, and UNDP SDG Integration Team (Regional Hub for Arab States), this *Policy Brief* is also intended to complement the paper presenting the Framework for sustainable reconstruction, which is the result of a partnership among UNDP-UNHABITAT and Oliver Wyman.

#### EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of Working Day(s) for each deliverable	Targeted Due Dates	Review and Approvals Required
<b>Deliverable 1:</b> Preparation of a methodological note (max 3 pages);	Up to (03) working days from contract signature date	Within (01) calendar week from contract signature date	Regional Policy Adviser on SDG Integration; UNDP Team Leader on Nature, Climate and Energy Team; Senior Partnership Development Advisor; Project Coordinator
<b>Deliverable 2:</b> Draft Policy Brief on Water scarcity in the context of crisis countries, which includes a set of policy recommendations (~ 20-25 pages);	Up to (20) working days from satisfactory completion of deliverable (1)	Within (01) calendar month from contract signature date	
<b>Deliverable 3:</b> Finalization of the Policy Brief, based on feedback from UN/UNDP colleagues (~ 20-25 pages);	Up to (05) working days from satisfactory completion of deliverable (2)	Within (02) calendar months from contract signature date	

<b>Deliverable 4:</b> Identification of three or four emerging issues/themes that may be the subject of further investigation and analysis.	Up to (02) working days from satisfactory completion of deliverable (3)	Within (03) calendar months from contract signature date	
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To carry out the above, the consultant will: (i) refer to UNDP policies and frameworks, reports, and existing UN projects; (ii) make contact with UNDP colleagues, as appropriate; (iii) collect, evaluate and analyse information.

The consultant will ensure that the deliverables are prepared based on a guidance from UNDP colleagues while advising them on the basis of experience and in coherence with similar work developed elsewhere. The consultant should not, in any manner spread the information acquired for the preparation and during the roll out of the activity, including materials and reports. At all times, the consultant should ensure that the deliverables are of high quality and meet these four standards:

- Technical robustness
- Context relevance
- Integrity and quality of analysis
- Stakeholder engagement and inclusive preparation

## **INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her full-time commitment with UNDP Regional Bureau for Arab States (RBAS);
- S/He shall perform tasks under the general guidance and the direct supervision of the SDG Integration Adviser and the UNDP Team Leader on Nature, Climate and Energy Team;
- The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous section;
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS, SDG Integration Team and Nature, Climate and Energy Team on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work;
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own laptop

## **DURATION OF THE WORK**

The expected duration of the assignment is expected to be up to thirty (30) working days for over period of three (03) calendar months from contract signature date.

## **DUTY STATION**

Home-Based Assignment.

## TRAVEL PLAN (OPTIONAL)

If any unforeseen travel outside the consultant home-based city is requested by UNDP and not required by the Terms of References (ToR), such travel shall be covered by UNDP in line with applicable rules and regulations and upon prior written agreement. In such cases, the consultant shall receive living allowances not exceeding the United Nations (UN) Daily Subsistence Allowance (DSA) rate for such other location(s).

## QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Education:

- Master's degree in one of the following fields: Environmental Sciences, Environmental Policy, Natural Resources/ Water Management or in a related field.

II. Work experience:

- At least 10 years of progressively responsible experience conducting research and analysis on issues related to environment, water management, climate change, natural resources management and related issues is required.
- Proven accomplishments in undertaking similar tasks with leading institutions and/or international organizations;
- Previous working experience in the Arab States Region;
- Previous working experience with the United Nations (UN) or International organizations in the Arab States

III. Language Requirements:

- Language proficiency in both written and oral English is required. Knowledge of any other UN language is a plus;

IV. Key Competencies:

a) *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- Promotes the vision, mission and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

b) *Functional*

- Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
- Strong analytical and synthesis skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills;
- Experience in reports production;
- Ability to write in a clear and concise manner;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;
- Excellent computer skills especially Word, Excel and Power Point.

c) *Leadership*

- Demonstrated ability to think strategically and to provide credible leadership;

- Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;
- Ability to conceptualize and convey strategic vision from the spectrum of development experience.

**d) Managing Relationships**

- Demonstrated ability to develop and maintain strategic partnerships;
- Demonstrated well developed people management and organizational management skills;
- Excellent management skills in navigating and working with diverse range of partners, stakeholders, including senior and high-level policymakers;
- Excellent negotiating and networking skills with strong partnerships in academia, technical organizations and as a recognized expert in the practice area.

**e) Managing Complexity**

- Ability to address global development issues;
- Demonstrated substantive leadership and ability to integrate knowledge with broader strategic, policy and operational objectives.

**f) Knowledge Management and Learning**

- Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
- Seeks and applies knowledge, information and best practices from within and outside of UNDP;
- Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.

**g) Judgment/Decision-Making**

- Mature judgment and initiative;
- Proven ability to provide strategic direction to the project implementation process;
- Independent judgment and discretion in advising on handling major policy issues and challenges, uses diplomacy and tact to achieve result.

## SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Interested candidates should provide lump sum fees for requested services with detailed breakdown. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, ...etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified or an invoice and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Expected Outputs and Deliverables	Expected No. of Working Day(s) for each deliverable	Targeted Due Dates	Payment Terms/Schedule
<b>Deliverable 1:</b> Preparation of a methodological note (3 pages max);	Up to (03) working days from contract signature date	Within (01) calendar week from contract signature date	Upon satisfactory completion/submission of deliverable (1) and submission of duly

			signed Certification of Payment (CoP); <b>up to 10 % of total contract amount.</b>
<b>Deliverable 2:</b> Draft Policy Brief on Water scarcity in the context of crisis countries, which includes a set of policy recommendations (~ 20-25 pages);	Up to (20) working days from satisfactory completion of deliverable (1)	Within (01) calendar month from contract signature date	After satisfactory completion of deliverable (2) and submission of duly certified Certification of Payment (CoP); <b>up to 65% of total contract</b>
<b>Deliverable 3:</b> Finalization of the Policy Brief, based on feedback from UN/UNDP colleagues (~ 20-25 pages);	Up to (05) working days from satisfactory completion of deliverable (2)	Within (02) calendar months from contract signature date	After satisfactory completion of deliverable (3) and submission of duly certified Certification of Payment (CoP); <b>up to 15% of total contract</b>
<b>Deliverable 4:</b> Identification of three or four emerging issues/themes that may be the subject of further investigation and analysis.	Up to (02) working days from satisfactory completion of deliverable (3)	Within (03) calendar months from contract signature date	After satisfactory completion of deliverable (4) and submission of duly certified Certification of Payment (CoP); <b>up to 10% of total contract</b>

#### RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit documents under point 1, 2, 3 & 4 to demonstrate their qualifications. Candidates that fail to submit these documents, the application will not be considered.

- 1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- 2) **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.
- 3) Brief Description of why you consider yourself as the most suitable candidate for this assignment;
- 4) Technical Proposal : A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner
- 5) **Financial Proposal: Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive**

When the financial proposal is requested it should indicate the all-inclusive Deliverables/Outputs based total contract price, supported by a breakdown of costs, as per template provided. The terms “all-inclusive” implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Interested candidates shall submit required documents to Job Advertisement Website ([https://jobs.undp.org/cj\\_view\\_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm)) as one document not later than 3 September 2021

Interested candidates can find Procurement Notice, Letter of Confirmation of Interest and Availability and P11 templates on the following link: <http://procurement-notices.undp.org/>

## **CRITERIA FOR SELECTION OF THE BEST OFFERS**

This selection criteria will follow the Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria

Individual consultants will be evaluated based on the following methodologies:

### **Step 1: Screening and desk review:**

Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- **Criteria A:** Master's degree in Environmental Sciences, Environmental Policy, Natural Resources/ Water Management or in a related field.
- **Criteria B:** At least 10 years of progressively responsible experience conducting research and analysis on issues related to environment, water management, climate change, natural resources management and related issues is required.
- **Criteria E:** Language proficiency in both written and oral English is required. Knowledge of any other UN language is an asset, especially Arabic;

### **Step 2: Technical Review:**

Shortlisted candidates will undergo a technical evaluation, and a submission of a proposal to tackle the assignment.

### **Technical evaluation Criteria max 100 points (Weighted 70):**

- **Criteria A:** Master's degree in Environmental Sciences, Environmental Policy, Natural Resources/ Water Management or in a related field. (20 points);
- **Criteria B:** At least 10 years of progressively responsible experience conducting research and analysis on issues related to environment, water management, climate change, natural resources management and related issues is required. (30 points);
- **Criteria C:** Previous working experience with the United Nations (UN) and/or International organizations in the Arab States. (20 points);
- **Criteria D:** Technical Proposal (A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner) (20 points);
- **Criteria E:** Language proficiency in both written and oral English is required. Knowledge of any other UN language is an asset, especially Arabic. (10 points)

Shortlisted candidates will be assessed and scored against the following evaluation criteria:

### **Financial Criteria - 30% of total evaluation**

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula:  $(PI / P_n) * 30$  where  $P_n$  is the financial offer being evaluated and  $PI$  is the lowest financial offer received.

### **Step III: Final evaluation**

The final evaluation will combine the scores of the desk review and the financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the cumulative analysis methodology (weighted scoring method), where the award of the contract will 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 technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.