



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10th Oct 2021

Country: Jordan

Description of the assignment: National Consultant to Conduct Baseline and End-line Assessment for the “Enhancing Women Participation in the Solid Waste Management Sector in Jordan” Project

Project name: Women Economic Empowerment Project

Period of assignment/services (if applicable): 1 year (1st NOV 2021 – 15th Nov 2022)

Proposal should be sent by e-mail to ic.jo@undp.org no later than [23rd of October 2021].

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. [*The procuring UNDP entity*] 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.

1. BACKGROUND

UNDP partners with people at all levels of society to help build nations that can withstand crisis, drive and sustain inclusive economic growth to improve the quality of life for everyone. On the ground, in 177 countries and territories, UNDP converts global perspective and local insight towards helping to empower lives and build resilient nations.

Inclusive economic growth continues to be an important thematic area for Jordan’s Country Programme that aims at addressing vulnerabilities at individual, community, local authority and national institutional levels by supporting initiatives that foster an inclusive enabling environment for livelihoods and job creation for all, especially among vulnerable Jordanian and Syrian refugees’ youth and women in crisis-affected areas.

The further evolving impact of COVID-19 crisis in Jordan has deepened a sense of urgency to tackle the root causes of socio-economic fragility by promoting resilience through systems strengthening, enabling self-reliance among refugees and vulnerable Jordanians and signifies the importance of ‘resilience’ as

core to programming.

The programme seeks to provide resilience-based development solutions for local economic recovery, including green economy opportunities and enabling equitable access to financial service solutions to ensure no one is left behind. The core of its programme strategy embraces a mid- to long-term approach to self-reliance for all including refugees.

This assignment specifically related to the UNDP's "Enhancing Women Participation in the Solid Waste Management Sector in Jordan" project, which aims at improving the socio-economic empowerment, well-being and stability of rural women in Northern Jordan, especially in the Solid Waste Management (SWM) sector, implemented in four municipalities in Irbid Governorate: three municipalities of Northern Shouneh district (Moa'th Bin Jabal, Tabqet Fahel & Sharhabeel Bin Hassnah) and Dair Abi Said municipality of Kourah district.

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

[Provide a brief description of the assignment or refer to the Annex covering the TOR]

With the direct supervision of the Project Team, the National Consultant is expected to support all aspects of the baseline and end-line assessments for all participants, beneficiaries, CBOs, and relevant entities, including data collection tool development, testing, field work, data collection, data entry, data cleaning, data processing, analysis and visualization and info-graphs.

- I. The Consultant will be responsible for collecting gender and nationality-disaggregated data on all selected indicators listed in the project "Performance Measurement Framework", plus a limited number of additional indicators in line with the inclusive growth and livelihoods programs Theory of Change.
- II. The assessment will involve a baseline and an end-line measurement of indicators with a clear strategy to analyze the socio-economic empowerment, well-being, and stability of rural women in Northern Jordan, with a specific focus on the Solid Waste Management (SWM) sector, and a descriptive and analytical comparison report that includes recommendations and programmatic entry points for UNDP to improve its future programming for support livelihoods in addition to the lessons learned.
- III. The Consultant is expected to formulate assessment questions for the data collection tools in line with the purpose and specific objectives of the project and related "Performance Measurement Framework". Taking into consideration COVID-19 government instructions and social distancing measures, the survey could be conducted remotely through phone interviews and/or online tools whenever deemed appropriate.
- IV. The Consultant is expected to define the resource requirements to implement the recommended assessment design and methods and provide indicative budgets and timeframes for its completion. The Consultant is expected to arrange the necessary permits and government approvals to conduct the survey/s.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree (preferably master's degree or equivalent in economics, social science, development, or related field).

II. Years of experience:

- Experience of ten years in conducting assessments and evaluations specifically to socio-economic contexts, inclusive economic development projects and programs, livelihoods, micro businesses and entrepreneurs, and community services.
- Experience in providing support services for baseline, end-line assessments and impact evaluations in vulnerable communities context and mainstreaming gender.
- Experience in database management and dashboard development including online visualization platforms and tools.

II. Competencies:

Leadership: Actively shares knowledge;

Communication and Relationship Management: Communicates ideas and positions with command and confidence;

Innovation: Critically assesses established methods;

People Management: Demonstrates behaviors of teamwork, collaboration, knowledge sharing, maintaining relationships;

Delivery: Embraces complex challenges and opportunities for getting work done;

Other Competencies:

- Proven ability to work with a variety of people including community members, in particular women and youth, government officials, local stakeholders.
- A proven ability to provide financial and progress reports in accordance with reporting schedules.
- Language: Proficiency in Arabic language and intermediate English language
- Nationality: Jordanian.

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).

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. SHORTLISTING

- **Shortlisted will be based on the following:**

Only candidates obtaining a minimum of 70% would be considered for the Technical Evaluation

Shortlisting criteria	Weight
Relevance of education / Degree	30%
Years of relevant experience	30%
Adequacy of competencies for the assignment	30%
Language / special skills	10%
Total	100%

7. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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 50 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>	70%	70
<ul style="list-style-type: none"> • Experience in similar tasks and Quality assurance procedures, warranty <ul style="list-style-type: none"> • Effective reporting skills • Quality control system • Testing and quality assurance 		25
Technical approach and methodology demonstrating understanding of the job to be done. <ul style="list-style-type: none"> • To what degree does the Proposer understand the task? • Have the important aspects of the task been addressed in sufficient detail? • Is the scope of task well defined and does it correspond to the TORs? • Is the presentation clear and is the sequence of activities, time schedule and the planning logic, realistic, promise efficient implementation to the assignment? • Is the proposed methodology suitable and resources adequate to implement the project, all stages on time and data collection method? 		30

<ul style="list-style-type: none">• Experience in working with community members, in particular women and youth; government officials, local stakeholders.• Experience on Similar Programme/Projects.		15	
<u>Financial</u>	30%	30	

ANNEX**ANNEX 1- TERMS OF REFERENCES (TOR)****ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS***GL*

12-Oct-2021