



## PROCUREMENT NOTICE

### FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date: 21 November 2021

<b>Procurement Notice Title:</b>	Individual Contractor (IC) – Migration Specialist
<b>Starting Date:</b>	25 December, 2021
<b>Duration:</b>	110 working days over a period of 10 Months (part time)
<b>Location:</b>	Home based
<b>Project:</b>	RCO-UAE
<b>Requisition Number:</b>	
<b>National or International individuals:</b>	International
<b>Is this a LTA (yes/no):</b>	No

#### CONTEXT/BACKGROUND

Migrants represent 88% of the UAE's population, thereby creating a unique demographic structure in the UAE that has important legal, developmental, and wellbeing effects on the individual migrants, their families and dependents in countries of origin, as well as the UAE community at large. This assignment intends to provide the UN Country Team in the UAE with practical programmatic options that focus on migrants' interests and wellbeing, while simultaneously advancing national goals relating to human capital development, attracting and retaining talent, and safeguarding the rights and wellbeing of all residents.

The UN's work on migration spans across multiple portfolios in the country, ranging from a focus on employment relations, strengthening the legal framework for the protection of survivors of trafficking, and facilitating mobility and workplace conditions. However, the results of the UN's work in this area remain fragmented, with recent efforts by the Migration Inter-Agency Working Group to strengthen dialogue among UN entities and promote a common approach to emerging challenges, particularly given the aftermath of COVID-19. This assignment is in support of the working group's goals within the broader mandates at the global, regional, and country level.

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

Against that background, this assignment is divided into three parts, the first relates to undertaking comprehensive research on key and recent developments in the policy frameworks governing migration in the UAE. This research will identify key bottlenecks, gaps, and best practices as they affect different migrant population subgroup. The second relates to devising programmatic recommendations for discussion with the Migration Inter-Agency Working Group in order to guide future UN messaging and interventions based on the research undertaken. The third focuses on the development of a multi-year joint workplan for the working group guided by the outcomes of the discussion. This workplan will serve as a project-document to mobilize resources, secure buy-in, and identify key deliverables and milestones.

## EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
Inception Report	10 WDs	31 January 2022	Head of RCO
Synthesis report on the migration policy frameworks and their impact on migrants.	30 WDs	28 February 2022	
Facilitate a workshop with the Migration IAWG to present recommendations.	20 WDs	By 30 April 2022	
Develop a multi-year joint workplan for the Migration WG	30 WDs	31 July 2022	
Approved Joint Workplan	20 WDs	30 September 2022	

## INSTITUTIONAL ARRANGEMENT

- S/He shall perform tasks under the general guidance and the direct supervision of the UNRCO Economist or delegated staff member, working closely with the Migration IAWG;
- 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 the UNRCO Economist 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.

## DURATION OF THE WORK

110 workings days for over a period of ten months, 25 December 2021 to 25 October 2022

## **DUTY STATION**

Home based

## **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 political science, social science or a related field.

### **II. Work experience:**

- At least six years of professional work experience in project management, event management, communications, or a related area.
- A minimum four years of experience in migration policy in the UAE is also required.
- Substantive knowledge of and work experience in the Middle East is highly desirable.
- Experience working with the United Nations and/or any other international organization is highly desirable.

### **III. Language Requirements:**

Language proficiency in both written and oral English is required.

### **IV. Key Competencies:**

#### **a) *Corporate***

- Demonstrates integrity and fairness, by modeling the UN/UNDP's values and ethical standards;
- 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;
- Strong research and data gathering skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- 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 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**

- Ability to strongly promote and build knowledge products;
- 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 days for each deliverable	Targeted Due Dates	Payment Terms/Schedule
Inception Report	10	31 January 2022	10% of contract value after satisfactory completion of required services and submitting signed COP
Synthesis Report	30	28 February 2022	30% of contract value after satisfactory completion of required services and submitting signed COP
Facilitating a workshop with the Migration IAWG	20	30 April 2022	10% of contract value after satisfactory completion of required services and submitting signed COP

Submission of draft workplan for comments	30	31 July 2022	30% of contract value after satisfactory completion of required services and submitting signed COP
Approved Joint Workplan	20	30 September 2022	20% of contract value after satisfactory completion of required services and submitting signed COP

## RECOMMENDED PRESENTATION OF OFFER

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

- 1) **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;
- 2) Brief Description of why you consider yourself as the most suitable candidate for this assignment;
- 3) **Financial Proposal** that indicates 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, 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.
  - ***Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive.***

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/>

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 **29 November 2021**.

## 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 I: 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 political science, social science or a related field.

**Criteria B:** At least six years of professional work experience in project management, event management, communications, or a related area.

**Criteria C:** Language proficiency in both written and oral English is required.

## **Step II: Technical Review**

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

- Masters Degree in political science, social science or a related field. (20 points)
- At least six years of professional work experience in project management, event management, communications, or a related area (30 points).
- A minimum four years of experience in migration policy in the UAE is also required. (20 points)
- Substantive knowledge of and work experience in the Middle East (10 points)
- Experience working with the United Nations and/or any other international organization. (10 points)
- Language proficiency in both written and oral English is required. (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 IV: 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.