



PROCUREMENT NOTICE

FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date: 21 November 2021

Procurement Notice Title:	Individual Contractor (IC) – Partnerships Specialist
Starting Date:	25 December 2021
Duration:	120 working days over a period of 7 Months
Location:	Dubai, UAE
Project:	RCO-UAE
Requisition Number:	
National or International individuals:	International
Is this a LTA (yes/no):	No

CONTEXT/BACKGROUND

Expo 2020 Dubai is the first World Expo to be held across the Middle East, North Africa, and South Asia. It is also the biggest world expo to date, the participation of 192 countries. It carries the theme of Connecting Minds, Creating the Future, with the intention of facilitating a global conversation on future aspirations in the domains of sustainability, opportunity, and mobility. Over 25 million visitors are expected during the six months of Expo, including senior government officials and policymakers, business leaders, social activists, as well as the public. The UN has a dual participation at Expo 2020, through a dedicated space dubbed the UN Hub, as well as a horizontal participation through co-organizing and participating in the various activities and events taking place across Expo.

Therefore, Expo 2020 presents an unprecedented opportunity for the UNCT to engage with a wide variety of partners and stakeholders in the UAE and globally. To capitalize on this opportunity, the UN RCO seeks a Partnerships Specialist to spearhead the UN's outreach and engagement efforts, as well as direct the activities in the UN Hub at Expo to advance the UN's mission, improve its visibility, and build long-term partnerships.

SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK

In the context of the UN's participation at Expo, the Partnerships Specialist will take on two functions, the first relates to coordinating with UN and other partners in relation activities planned at Expo 2020; while the second

refers to relationship building with key partners at Expo and beyond Expo. Subsequently, this assignment intends to accomplish the following five tasks:

- Lead the overall UNCT engagement at Expo 2020, in close coordination with the UNRCO team.
- Facilitate event management, participation of UN entities, and overall UN contributions to Expo2020.
- Identify key partners and stakeholders who have overlapping strategic interests with the UN.
- Facilitate connections between UN entities and potential partners toward new programming.
- Monitor key developments with potential partners to identify entry points for the UN system.

EXPECTED OUTPUTS AND DELIVERABLES

Expected Outputs and Deliverables	Expected No. of working days for each deliverable	Targeted Due Dates	Review and Approvals Required
Stock take report on inter-agency partnership work undertaken to date in the UAE, including coordination mechanisms, analysis etc.	20 WDs	31 January 2022	Head of RCO
Facilitate workshop with the UN Partnership Working Group on the partnership landscape	10 WDs	1 March 2022	
Report on the management of the UNCT engagement at Expo 2020, lessons learned and opportunities	50 WDs	30 April 2022	
Whitepaper on key partners and stakeholders with overlapping interests with the UN	20 WDs	30 May 2022	
Paper on recommendations for the UN's future action in partnership development post-Expo	20 WDs	30 June 2022	

INSTITUTIONAL ARRANGEMENT

- S/He shall perform tasks under the general guidance and the direct supervision of the UNRCO Communications Officer or delegated staff member, working closely with the Communications 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 Communications Officer 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

120 working days over a period of 7 months, 25 December 2021 to 25 July 2022

DUTY STATION

Dubai, UAE

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:

Bachelor's Degree in communications, social sciences or a related field.

II. Work experience:

- At least six years of professional work experience in project management, coordination, partnership development or a related area.
- Demonstrated experience in event management and UN engagement in Global Expos.
- Substantive knowledge of and work experience in the Middle East
- Experience working with the United Nations and/or any other international organization

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
Stock take report on inter-agency partnership work undertaken to date in the UAE, including coordination mechanisms, analysis etc.	20 WDs	31 January 2022	10% of contract value after satisfactory completion of required services and submitting signed COP
Facilitate workshop with the UN Partnership Working Group on the partnership landscape	10 WDs	1 March 2022	10% of contract value after satisfactory completion of required services and submitting signed COP
Report on the management of the UNCT engagement at Expo 2020, lessons learned and opportunities	50 WDs	30 April 2022	40% of contract value after satisfactory completion of required services and submitting signed COP
Whitepaper on key partners and stakeholders with overlapping interests with the UN	20 WDs	30 May 2022	20% of contract value after satisfactory completion of required services and submitting signed COP
Paper on recommendations for the UN's future action in partnership development post-Expo	20 WDs	30 June 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) as one document not later than **28 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:

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

Criteria A: Bachelor's degree in communications, social sciences or a related field.

Criteria B: At least six years of professional work experience in project management, coordination, partnership development 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):

- Bachelor's degree in communications, social sciences or a related field. (20 points)
- At least six years of professional work experience in project management, coordination, partnership development or a related area. (30 points).
- Demonstrated experience in event management and UN engagement in Global Expos. (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 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.