**TERMS OF REFERENCE**

**Strengthening of Technical and Operational Capacity of Key UN Partners in Project Cycle Management**

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| **Services/ Work Description** | Capacity Needs Assessment and Capacity Building Activities |
| **Project/ Program Title** | Strengthen the UN’s partner’s technical and operational capacity in Project Cycle Management |
| **Consultant level** | Local Expert Firm or local Individual consultant |
| **Duty station** | Suriname |
| **Duration** | 6 months |
| **Expected start date** | 10 December, 2021 |

1. **Background**

The United Nations (UN)/Government Cooperation Framework is “the most important instrument for the planning and implementation of the UN development activities in each country, in support of the implementation of the 2030 Agenda for Sustainable Development, to be prepared and finalized in full consultation and agreement with national Governments.”  The United Nation Multi Country Sustainable Development Cooperation Framework (UN MSDCF 2022 – 2026), is expected to guide the entire programming cycle, driving planning, implementation, monitoring, reporting and evaluation of collective UN support for achieving the 2030 Agenda and SDGs. The UN MSDCF will determine and reflect the UN’s contribution in Suriname and shape the configuration of UN assets required (both inside and outside the country) to deliver the objectives stated in the UN MSDCF 2022 - 2026.

In the Caribbean, as elsewhere, the impact of the COVID19 pandemic aggravated and revealed existing structural vulnerabilities and provides the opportunity to ‘build back better’.  To address such vulnerabilities the UN and the governments in the region are committing to contribute to significant structural changes in the economies and governance systems of the countries, towards:

1. Economic resilience and shared prosperity

2. Equality and well-being

3. Resilience to climate change and shocks, and sustainable natural resource management

4. Peace, safety, justice, and the rule of law

For Suriname, a Country Implementation Plan (here after, “CIP”) will be developed as part of the UNMSDCF and will be aligned to the National Development Plan (Nationale Ontwikkelingsplan) 2022-2026 and other national priorities. The work of the United Nations Country Team for Suriname will be nationally executed under this CIP, under the overall co-ordination of the Joint National Steering Committee with technical support from the UNCT and the UN/ Government Results group.

In achieving the 2030 Agenda and SDGs, it is important to ensure that institutions and individuals can deliver what is needed. To support key Government partners to strengthen delivery efficiency & specialized technical capacity, internal management & structures, and executing large-scales initiatives the UNRCO seeks to engage the services of consulting firm or an individual consultant to support selected counterparts in trainings that can help accelerate the implementation of the CIP. The area of focus of the capacity building activities should be in *Project Cycle Development & Management*, and *Transition Management for Policy*.

1. **Scope of the work**

The assignment will be coordinated by the UNRCO with support from the GoS as technical lead. The consultancy firm or an individual consultant will also consult relevant ministries, departments and agencies. The work of the consultancy firm or individual consultant will begin with conducting a needs assessment in the area of *Project Cycle Development & Management*, and *Transition Management for Policy*. This t should participatory and consultative. It should go beyond individual capacity (relevant skills and abilities) to include organizational capacity (governance, structures, processes, etc.) as well as the broader context and environment within which the organization functions (societal capacity). The consultancy firm or individual consultant should conduct the needs assessment using a methodology developed in partnership with the UNRCO. Subsequently, based on the needs assessment the consultancy firm should develop and provide tailored specific training.

Based on the above mentioned the UNRCO is seeking the services of a consultancy firm to provide the following:

1. Conduct a Training Needs Assessment in the area of Project Cycle Development and Management, and Policy Transition Management among the Government and key development stakeholders;
2. Develop in collaboration with UNRCO and its counterparts a tailored set of trainings, including a standardized training and toolkit.
3. Provide Capacity Building Training on in *Project Cycle Development & Management*, and *Transition Management for Policy*.
4. Developed a strategy to ensure that beneficiaries are well equipped in utilizing provided tools and techniques.
5. **Expected, Deliverables, Payment Milestone and Duration**

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| **#** | **Deliverables/ Outputs** | **Payments/ Milestone** | **Timelines** |
| 1 | A clear outline of Methodology and a detailed workplan | 10% | December 20, 2021 |
| 2 | Report of the training needs assessment and proposed strategy | 10% | January 15, 2022 |
| 3 | Developed detailed sets of training and tool kit for participants | 20% | February 15, 2022 |
| 4 | Completion of first capacity building initiative: provide trainings (minimum 5) | 40% | April 15, 2022 |
| 5 | Completion of first capacity building initiative: knowledge assessment | 10% | May 15, 2022 |
| 7 | Completion of 100% of capacity building initiatives; Submission of final report, with recommendation | 10% | June 10, 2022 |

1. **Institutional Arrangement/ Reporting**

The consultancy firm/individual consultant will report to the Data Management and Results Monitoring/ Reporting Officer and closely collaborate with the Joint National Steering Committee.

**Qualification & Experience required:**

* Master’s degree (or equivalent) in evaluation or relevant social science or related field is required; OR a relevant bachelor’s degree (or equivalent) with 2 additional years of qualifying experience.
* In-depth knowledge of Project Cycle development & Management, and Transition Management for policy;
* Experience developing and conducting trainings within the above mention area(s);
* Extensive experience in project development, appraisal, execution and management;
* Extensive experience in M&E, data collection and reporting on development interventions;
* Experience in conducting research among development organizations in developing countries;
* Excellent report writing and presenting skills in English and Dutch;
* Proven track of excellent training skills;
* Experience in workshop management.

1. **GUIDELINES FOR SUBMISSION OF PROPOSAL**

**DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested prospective individual consultant must submit the following documents/information to demonstrate their suitability:

1. **Proposal:** Brief proposal explaining why you are the most suitable for this consultancy including confirmation on availability to complete the project in the prescribed period;
2. **Personal Information:** (Personal History Form/CV) including past experience in similar projects.
3. **Offeror’s Letter to UNDP** Confirming Interest and Availability for The Individual Contractor (IC) Assignment

**Financial Proposal:** (in SRD, specifying the total lump sum amount as well as the requested amount of the fee per day

1. **Evaluation criteria**

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| **nr** | **criteria** | **Max points** |
| **1** | Master’s degree (or equivalent) in evaluation or relevant social science or related field is required; OR a relevant bachelor’s degree (or equivalent) with 2 additional years of qualifying experience | **20** |
| **2** | In-depth knowledge of Project Cycle development & Management, and Transition Management for policy | **25** |
| **3** | Experience developing and conducting trainings within the above mention area(s); | **15** |
| **4** | Extensive experience in project development, appraisal, execution, M&E, data collection, reporting on development interventions, management; | **15** |
| **5** | Experience in conducting research among development organizations in developing countries; | **15** |
| **6** | Excellent skills in report writing, presenting in English and Dutch; proven track of excellent training skills;experience in workshop management | **10** |

Contract will be awarded to the highest score/lowest price substantially compliant offer

1. **CONFIDENTIALITY AND PROPRIETARY INTEREST**

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall remain the property of the UN RCO.