Date: 18.02.2022  
Country: Republic of Belarus  
Description of the assignment: Consultant for the Project Final Evaluation / National Project name: Assisting the Government of the Republic of Belarus in Accession to the World Trade Organization through Strengthening National Institutional Capacity and Expertise (Phase 5)  
Period of assignment/services: March 15, 2022 – June 15, 2022 (approximately 40 working days)

Proposal should be submitted by email to tenders.by@undp.org (the following subject should be stated – Tender № IC/63/2022) not later than 10:00 (Minsk time), March 07, 2022.

Any request for clarification must be sent to the following e-mail maryna.pahrebnyaya@undp.org. The respond will be in writing and sent to all consultants by email without identifying the source of inquiry.

1. BACKGROUND

Accession of the Republic of Belarus to the World Trade Organization is an important priority of the national trade policy. The accession will contribute to Belarus' integration in international trade flows, improve the regulatory environment for the Belarusian export of goods and services to the markets of WTO members, attract FDI to the national economy.

WTO accession requires a candidate country to adjust the national legislation and comply with several systemic rules bidding for all member states. Conformity of the national legislation with WTO systemic rules is reviewed through multilateral meetings of the Working Party on the Accession of Belarus to WTO ("Working Party"). Based on the Working Party's meeting findings, WTO Members may decide to move to the next round of negotiations. It depends on the progress of the acceding country's efforts in aligning the national legislation with WTO systemic rules. The Working Party on the Accession of Belarus to WTO comprises 47 countries.

In partnership with the Ministry of Foreign Affair of the Republic of Belarus (MFA), UNDP has been implementing the multistage “Assisting the Government of the Republic of Belarus in Accession to the World Trade Organization through Strengthening National Institutional Capacity and Expertise” project since 2008. The project has been dealing with the analysis of the national legislation for compliance with the WTO norms and agreements, raising awareness and capacity building of the government bodies, businesses community, and the general public about WTO accession.
The Republic of Belarus has entered the final stage of the negotiations and formulated commitments requisite for WTO accession. Effective joint work of the MFA and UNDP under Phase 4 of the Project has contributed to considerable intensification of Belarus' accession to WTO. In 2017 – 2020, five Working Party meetings were held. The last took place on July 11, 2019. Currently, bilateral negotiations on market access with 22 WTO Members have been completed. The latest protocols were signed with Switzerland and Australia. Negotiations are ongoing with seven other WTO Members: Brazil, Costa Rica, Canada, New Zealand, Ukraine, EU, USA. At the same time, all official negotiations with Brazil have been completed, and a protocol is expected to be signed soon. The main negotiations with Costa Rica have been completed. Technical details are being finalized in the working order. There are also pending agriculture-related issues with Canada and New Zealand. Negotiations on goods have been completed with Ukraine, negotiations on services are underway. Negotiations on goods with the EU have also been completed, and negotiations on services are in progress. The United States confirmed its readiness to complete negotiations on services; negotiations on goods are in progress.

Phase 5 of the Project has been building on the previous knowledge and results and focused on technical and expert support for Belarus negotiating team under the MFA leadership, awareness-raising and capacity building of local authorities and business communities, launching National WTO Information Center, strengthening national expertise.

2. KEY RESPONSIBILITIES

Under the overall guidance and direct supervision of UNDP Programme Analyst, the Consultant for the Project Final Evaluation is to assess the achievement of project results, and to draw lessons that can both improve the sustainability of benefits from this project, and aid in the overall enhancement of UNDP programming.

Details are provided in Annex 1 - Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Education:
   • University degree in social sciences, economics, public administration or related fields.

II. Work experience:
   • Previous experience engaging with government, international organization, NGO within the area of monitoring, evaluation, learning or knowledge management confirmed by CV;
   • Practical experience (within last five years) in mid-term or final evaluation of at least three international and/or regional projects confirmed by CV;
   • Experience in UNDP mandate or procedures confirmed by CV would be an advantage.

III. Competencies:
   • Working level of English, confirmed by relevant diploma, certificates or other relevant documents;
Solid knowledge about best practices and international policies, project cycle, monitoring and evaluation.
• Knowledge of human rights-based approach, gender-responsive methodologies and tools.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Offeror’s Letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, including a Financial Proposal (Annex 4);
2. Signed Resume;
3. Copies of education diploma (s);
4. Copy of a diploma, certificate or other relevant document confirming working level of English;
5. Duly completed form provided in Annex 5.

All aforementioned documents should be submitted by e-mail. All files should be sent in one e-mail transmission, should not exceed 7 MB and should not contain viruses. Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

Lump sum contract:
Under the Lump sum contract the financial proposal specifies a total lump sum amount. Payment is based on delivery of the services specified in the TOR and approval of the work results by the direct supervisor.

Travel:
Not required

6. EVALUATION

Applicants will be assessed based on the following methodology:

Cumulative analysis
When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:
a) meeting the minimum criteria / technically qualified / qualified for financial assessment 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%, maximum 700 points]
* Financial Criteria weight; [30%, maximum 300 points]

Only offers of individual consultants who scored 490 (70% from 700) and more points during the desk
review/inter view are acceptable for financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

\[ P = Y \times \frac{L}{Z} \]

where

- \( P \) = points for the financial proposal being evaluated
- \( Y \) = maximum number of points for the financial proposal
- \( L \) = price of the lowest price proposal
- \( Z \) = price of the proposal being evaluated

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<th>Criteria</th>
<th>Weight</th>
<th>Maximum amount of points</th>
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<tbody>
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<td>Technical</td>
<td>70%</td>
<td>700</td>
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<td>• Education</td>
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<td>University degree in social sciences, economics, public administration or related fields</td>
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<td>Previous experience engaging with government, international organization, NGO within the area of monitoring, evaluation, learning or knowledge management confirmed by CV</td>
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<td>Practical experience (within last five years) in mid-term or final evaluation of at least three international and/or regional projects confirmed by CV</td>
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<td>Practical experience (within last five years) in mid-term or final evaluation of at least three international and/or regional projects confirmed by CV (10 points for every additional project, but no more than 40 points in total)</td>
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<td>Experience in UNDP mandate or procedures confirmed by CV would be an advantage</td>
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<td>• Other competencies</td>
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<td>Working level of English, confirmed by relevant diploma, certificates or other relevant documents</td>
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<td>Solid knowledge about best practices and international policies, project cycle, monitoring and evaluation *</td>
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<td>Knowledge of human rights-based approach, gender-responsive methodologies and tools*</td>
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<td>Financial</td>
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* Will be evaluated during the interview with the shortlisted candidates
ANNEXES:
ANNEX 1 - TERMS OF REFERENCE (TOR)
ANNEX 2 - IC CONTRACT FORM
ANNEX 3 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS
ANNEX 4 - Offeror’s Letter to UNDP confirming interest and availability for the individual contractor (IC) assignment, including a Financial Proposal
ANNEX 5 - COMPLIANCE WITH THE REQUIREMENTS