

**PROCUREMENT NOTICE: BRIDGE Accrediting Facilitator to co-facilitate Train the Facilitator (TtF) workshop**

**PROCUREMENT NOTICE** **No****.** **IC/UNDP/LESP-BRIDGE FACILITATOR/2022/041**

**Date: 19 May 2022**

 **Country: Liberia**

**Duty Station: Monrovia**

**Description of the assignment:** **BRIDGE Accrediting Facilitator to co-facilitate Train the Facilitator (TtF) workshop**

**Project name: Liberia Electoral Support Project**

**Duration: 18 days (July - August 2022)**

**Starting date:**

**Contract type: Individual Consultant**

**Languages: English**

Proposals should be submitted at the following address: by email to bids.lr@undp.org (**Please include procurement notice number in the subject area-** **PROCUREMENT NOTICE No. IC/UNDP/LESP-BRIDGE FACILITATOR/2022/041**All bids should be submitted no later than**, Tuesday, 31 May 2022 at 12:00 PM (GMT).**

 Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org .

UNDP will respond 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**

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| UNDP is committed to long-term, sustainable support for democratic governance, including support to key democratic institutions and processes. In line with its Governance Portfolio and Sustainable Development Goal 16 – Peace, Justice, and Strong Institutions, UNDP supports the National Elections Commission (NEC) in the implementation of its constitutional mandate to plan, manage and organize elections in compliance with the national legal framework, international standards, and best practices.UNDP and other partners provide technical and operational support to the NEC to assist in organizing and conducting all national elections, including the 2023 electoral cycles. The emphasis is on capacity strengthening and institutional support to the NEC and other stakeholders to build up and retain its internal processes and systems to conduct credible, transparent, and inclusive elections.The Liberia Electoral Support Project (LESP) 2020 - 2024 is to continue strengthening the electoral institutions and processes. It specifically seeks to apply novel approaches to mark a qualitative difference and further progression in electoral assistance in Liberia while embarking on the fourth consecutive cycle of electoral support post-conflict. As an overreaching goal, this cycle should be marked by further enhanced national ownership and continued progress towards peaceful, credible, inclusive, and transparent electoral processes in Liberia. Consequently, the project's main strategy is based on a work plan established along with broader conceptual areas/outputs of inclusion, transparency, integrity, capacity, and programming for peace.Output 2 of the LESP seeks to strengthen the capacity and accountability of the NEC and electoral stakeholders at all levels:* ***At the system level***, capacity development includes reforming electoral institutions, policies, and laws and enhancing the ability of civil society, political parties, and all eligible voters, including the marginalized groups, to fulfill their role in the electoral process.
* ***At the organizational level***, capacity support is provided to assist the NEC in planning, conducting, and managing different electoral cycles professionally, independently, and sustainably. The Project will focus on establishing procedures and knowledge management services to enable the institution to face the sudden loss of key personnel and changes in the Board of Commissioners. The Project will also promote solid organizational culture for the NEC to build the trust of electoral stakeholders by displaying strong adherence to transparency, neutrality, and professionalism, in line with the key goals of the NEC Strategic Plan.
* ***At the individual level***, capacity development is provided to voters and candidates to play a constructive long-term role in a democratic society. The Project supports NEC in enhancing Civic and Voter Education (CVE) during elections and the electoral cycle. This will be done in close collaboration with other partners, including international and domestic civil society organizations, with the overall aim to strengthen the meaningful participation of Liberians in the electoral and democratic process.

In line with the Government of Liberia Pro-Poor Agenda for Prosperity and Development (PAPD) and the Sustainable Development Goal (SDG), UNDP remains committed to supporting National Government through the National Elections Commission (NEC) with funding from donor partners. UNDP’s long-term continued support is to strengthen the capacity of the NEC. This strategic approach of UNDP support to the National Elections Commission (NEC) through the Liberia Electoral Support Project (LESP) ensures the timely planning, managing, and organizing of electoral activities in compliance with its constitutional mandate a specific focus on international standards and best practices. The following General Elections in Liberia are expected in 2023.Developing the capacity-building capabilities of the direct and indirect electoral stakeholders (NEC, National Identification Registry [NIR], Liberia Institute for Public Administration [LIPA], Civil Society Organizations [CSOs], Media associations, political parties, amongst others) in Liberia is an essential task to secure sustainability and regular rollout of training opportunities. Therefore, the LESP seeks to build the capacities of the local institutions and individuals by providing formal BRIDGE Train the Facilitator (TtF) workshop and building a network of skilled Liberian facilitators. |
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| **II. Scope of Work** |
| Under the direct supervision of the Chief Technical Adviser, overall strategic guidance of Deputy Resident Representative for Programmes, and working alongside with the Capacity Development and Strengthening Specialist, UNDP seeks the services of one **BRIDGE Accrediting Facilitator** to organize and deliver Train the Facilitator Workshop. The main objective of the training is to train a selected group of participants from various electoral stakeholders in Liberia.Commence a desk review of the relevant NEC documents* 1. **Prepare and present a methodology for identifying and selecting the BRIDGE TtF participants.**

Propose a plan and methodology for the commencement of the TtF Workshop* 1. **Propose a list of handouts and materials needed for the TtF workshop**

Propose a plan and an agenda for the TtF Workshop* 1. **Engage with the other BRIDGE Facilitators and prepare the implementation of a TtF Workshop**

Co-Facilitate the workshop.* 1. **Provide mentoring, advice, and support to the participants during the BRIDGE TtF workshop.**

Draft a report and provide individual feedback to each of the participants* 1. **Draft and present the final report from the TtF Workshop, incorporating the monitoring and evaluation of the workshop**
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| **III. Deliverables** |

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| **Deliverables / Outputs** | **%** |
| **Preparation** | **30%** |
| **a) Prepared agenda, training material/handouts, and other related documents****following the BRIDGE TtF rules.** |  |
| **b) A methodology for identifying and selecting the BRIDGE TtF participants.** |  |
| **c) Plan and methodology for the commencement of the TtF Workshop** |  |
| **Conduct BRIDGE TtF** | **50%** |
| **d) Conducted BRIDGE TtF workshop together with two other facilitators for a maximum****of 24 participants (NEC officers and representatives of other elections-related stakeholders of Liberia).** |  |
| **Reporting** | **20%** |
| **e) Updated progress file and provide individual feedback to each participant** |  |
| **f) Consolidated evaluations and final summary report of the conducted daily feedback****forms** |  |
| **g) Prepared post-workshop report for UNDP and BRIDGE office** |  |
| **h) Reports must be submitted in English.** |  |

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| **IV. Impact of Results** |
| The LESP seeks to build the capacities of the local institutions and individuals by providing formal BRIDGE Train the Facilitator (TtF) workshop and building a network of skilled Liberian facilitators. |

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| **V. Recruitment Qualifications** |
| Education: | * Master’s Degree in Social sciences, Management and Business Administration, political science, development studies, or related field**.**
* In the absence of a master’s degree, a bachelor’s degree with at least five years of extra professional experience performing relevant tasks will be accepted in lieu of the requirement of a master’s degree.
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| Experience: | * Minimum of 5 years of professional experience delivering BRIDGE Modules
* A minimum of 8 years of experience in capacity-building and training.
* Demonstrated knowledge and experience in training delivery to electoral administration
* Demonstrated knowledge in preparation and adaptation of training materials.
* Experience working in politically sensitive environments
* Experience engaging with electoral stakeholders, including government agencies, civil society, and political parties
* Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint).
* Excellent communications, facilitation and drafting skills.
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| Language Requirements: | * Strong communication (verbal, writing, and presentation), preferably English
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**Corporate:**

* Demonstrates integrity by modelling the UN’s values and ethical standards;
* Promotes the vision, mission, and strategic goals of UNDP;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Treats all people fairly without favoritism.

**Functional:**

* Strong communication (verbal, writing, and presentation) skills
* Team Lead should have strong leadership and coaching skills
* Have demonstrated an ability to work in a cross-cultural environment
* Experience in Gender Equality in elections,
* Strategic and operational planning
* Public relations, outreach, and communication development strategies
* Experience in preparing capacity development strategies is an asset
* Previous experience in working with state institutions in Liberia

Experience working with the Electoral Management Body

**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 (1 page); detailed methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV including experience in similar projects and at least 3 references

1. **Financial Proposal**

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

1. **Evaluation**

Individual consultants will be evaluated based on the following methodologies:

 *Cumulative analysis*

*Award of the contract will 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*

*\* Technical Criteria; 70 points]*

*\* Financial Criteria; [30 points]*

*Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation.*

**The technical revision of CVs will consider the following criteria:**

1. Relevance of Academic Qualifications
2. Professional Experience in similar projects
3. Appropriateness of proposed methodology for the requirement
4. Adequacy of Competencies and Skills for the Assignment

**ANNEXES**

**ANNEX 1-** TERMS OF REFERENCES (TOR)

**ANNEX 2**- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**ANNEX 3** – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT