

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 15 August 2022

Country: NIGERIA

Description of the assignment: Consultant for providing technical expert services of a **Gender and Social Inclusion Expert**

Project name: Sahel Resilience Project

Consultancy Title : Gender and Social Inclusion Expert – International Consultant

Period of assignment/services (if applicable): 100 days over a period of eight months September 2022 – April 2023

Proposal should be submitted by email to rcd.soumissions@undp.org no later than **29 August 2022 @12:00 pm GMT**, with the reference of the procurement notice **RFP/UNDP/DHR/SRP/005/2022**.

Any request for clarification must be sent by standard electronic communication to the e-mail rcd.infos@undp.org. **The procurement team** 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

The overarching objective of developing the Regional Resilience Strategy for West Africa is to provide guidance to ECOWAS Commission, its Member States and other stakeholders for strengthening institutional and community resilience to shocks and stresses in the region. With a focus on vulnerable populations, the Regional Resilience Strategy for West Africa aims to provide a short, medium- and long-term strategic and programmatic framework that suggests prioritized needs and mechanisms for coordinating action that can anticipate, prepare for, respond to, recover from and withstand shocks and stresses at regional, national and community level.

For detailed information, please refer to the ToRs

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The **expert's scope of work** will include, but will not be limited to the following responsibilities:

1. Technical support

- Prepare an inception report with detailed workplan, methodology and annotated outline for the chapter on gender and social inclusion as a cross-cutting theme.
- Prepare a situational analysis on the status of gender and social inclusion as a crosscutting theme in West African countries. This includes collecting, collating and analysing relevant information at both country and regional levels...
- Based on the identified critical gaps in the situational analysis, undertake key stakeholder consultations including with sectoral ministries and agencies, non-governmental organizations, private sector, development and humanitarian partners, including UN agencies, academia and civil society and community-based organizations working on gender. Etc...

2. Support on coordination, consultation, and validation

- Coordinate with other thematic experts in the task force to ensure consideration of sectoral cross-linkages across all the thematic areas of the strategy.
- Support the team leader and the task force in defining the vision, guiding principles, scale, scope and objectives for the Regional Resilience Strategy for West Africa.
- Support the team leader and the task force in outlining the overall technical and strategic oversight mechanism that will be used for the process of developing the Regional Resilience Strategy for West Africa. Etc...

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications

- Advanced university degree (Master's degree or equivalent) relevant to development studies, social sciences, especially gender studies, or relevant discipline.
- A PhD in the above field is desirable.

Experience

- Minimum of 10 years of demonstrable experience in policy development and programming on gender and social inclusion at theoretical and practical level in the field.
- Experience and proven track record in providing technical advisory to national governments and inter-governmental bodies on strategy, policy and programme development and policy change related to gender and social inclusion. This includes experience in effective stakeholder engagement and multistakeholder consultative processes.
- Substantial research experience in gender studies.
- Substantial knowledge of international legal and programmatic documents related to gender and social inclusion, and related approaches and methodologies.
- Experience working in international organizations, bilateral development organizations, CSOs or private sector.
- Demonstrated experience in effective stakeholder engagement, including participatory multistakeholder consultative processes.

- Experience in working with Regional Economic Communities in Africa, especially with ECOWAS Commission, is an added advantage.
- Strong knowledge of and demonstrable experience in data collection methods, data management methods and data analysis using a range of methods (quantitative, qualitative and mixed methods).

Language

- Excellent written and verbal skills in English; proficiency in another ECOWAS language is desirable.

Professional Competencies

- **Professionalism:** Ability to plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges and remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues and partners to achieve deliverables for assessment.
- **Planning and organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.

Managerial Competencies

- **Leadership:** establishes and maintains relationships with a wide range of people to understand perspectives and gain their support.
- **Conflict resolution:** anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Working with multiple partners:** Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other stakeholders.

Other skills

- Knowledge of technical cooperation and development issues is an advantage.
- Fully proficient in Word, Excel, PowerPoint, Email and internet.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Letter of confirmation of interest and availability duly completed using the template provided by UNDP
2. Technical proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal that indicates the fixed total price of the all-inclusive contract, supported by a breakdown of costs, according to the model provided. If an offeror is employed by an organization/company/institution and expects his employer to charge a management fee in the process of making available to UNDP under the Repayable Loan Agreement (RLA), the offeror **must**

indicate this at this stage and ensure that all these costs are duly incorporated into the financial proposal submitted to UNDP

4. Personal CV or P11 including all past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown on this lumpsum amount (including costs of internet and communication as required to perform his/her duties as per the ToR, and the number of working days).

No.	Deliverable	Percentage of total amount for each deliverable (USD)
1	Chapter/sections on gender and social inclusion in the inception report .	10%
2	Draft chapter/section on gender and social inclusion in the situational analysis .	10%
3	Chapter/section on gender and social inclusion in the report on key findings and highlights from stakeholder consultation .	20%
4	Draft chapter/section on gender and social inclusion in the report on the findings from an exploration of ways in which it can be used to build and strengthen institutional and community resilience to shocks and stresses in the region.	
5	Draft chapter/sections on gender and social inclusion in the draft of Regional Resilience Strategy for West Africa .	30%
6	Final revised version of the chapter/sections on gender and social inclusion in the executive summary and in the final version of the Regional Resilience Strategy for West Africa .	30%
7	Relevant sections in PowerPoint presentations as necessary for at least deliverables 1 – 6.	(Included in respective deliverables 1 – 6)
		100% (approximately 100 days)

Travel;

The costs of travel, for achieving the results of this assignment as outlined in the ToR and as agreed through prior consultation with the ECOWAS Commission's Directorate of the Humanitarian and Social Affairs and the UNDP Sahel Resilience Project manager, will be covered by the UNDP in accordance with its rules and regulations. Therefore, travel cost should not be included in the financial proposal.

6. EVALUATION

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following methodologies:

a) responsive/compliant/acceptable, 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 is 70%

❖ Financial criteria weight is 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
Technical Competence (based on CV and Technical Proposal)	70%	100
<ul style="list-style-type: none"> Criterion a. Technical proposal demonstrates an understanding of the scope of work, comprehensive methodology/approach appropriate for developing a regional strategy through a multistakeholder participatory/consultative approach, and organization and completeness of the technical proposal. 		50 pts
<ul style="list-style-type: none"> Criterion b. Advanced university degree (Master's degree or equivalent or higher, e.g. PhD) relevant to development studies, social sciences, especially gender studies, or relevant discipline. 		10 pts
<ul style="list-style-type: none"> Criterion c. Minimum of 10 years of demonstrable experience in policy development and programming on gender and social inclusion. 		10 pts
<ul style="list-style-type: none"> Criterion d. Experience and proven track record in providing technical advisory to national governments and inter-governmental bodies on policy and programme development and policy change related to gender and social inclusion. This includes experience in effective stakeholder engagement and multistakeholder consultative processes. 		15 pts
<ul style="list-style-type: none"> Criterion e. A strong research experience in gender studies and strong knowledge of and demonstrable experience in data collection methods, data management methods and data analysis using a range of methods (quantitative, qualitative and mixed methods). 		5 pts
<ul style="list-style-type: none"> Criterion f. Experience working on gender with an international, regional or multilateral organization, CSOs; experience working with Regional Economic Communities in Africa, especially with ECOWAS Commission is an added advantage. 		5 pts
<ul style="list-style-type: none"> Criterion g. Fluency in written and verbal English 		3 pts
<ul style="list-style-type: none"> Criterion h. Fluency in another ECOWAS language 		2 pts
Financial (Lower Offer/Offer*100)	30%	30 pts
Total Score	Technical Score * 70% + Financial Score * 30%	

ANNEX

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

ANNEX 3- SAMPLE CONTRACT



TOR_Gender and
Social Inclusion_ECOV



PSU_Individual%
20Contract_Offerors%



AC_Anti-Fraud_Gener
al Conditions of Contr



PSU_Individual%
20Contract_Individual