PROCUREMENT NOTICE
FOR THE ENGAGEMENT OF AN INDIVIDUAL CONTRACTOR SERVICES

Date: 23 August 2022

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Individual Contractor (IC) – Trainer on Anti-Corruption and Integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting Date:</td>
<td>Upon Contract Signature Date</td>
</tr>
<tr>
<td>Duration:</td>
<td>(14) working day(s) over a period of (1) calendar month</td>
</tr>
<tr>
<td>Location:</td>
<td>Home-based</td>
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<tr>
<td>Project:</td>
<td>Anti-Corruption and Integrity in the Arab Countries (ACIAC)</td>
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<tr>
<td>Requisition Number:</td>
<td>R4710-000000XXXX</td>
</tr>
<tr>
<td>National or International consultants:</td>
<td>International</td>
</tr>
<tr>
<td>Is this a LTA (yes/no):</td>
<td>No</td>
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**CONTEXT/BACKGROUND** Corruption undercuts countries’ efforts to achieve the Sustainable Development Goals (SDGs). It wastes valuable resources, reduces government effectiveness, erodes trust in public institutions, distorts markets, stifles innovation, deepens inequalities, damages the environment, and increases vulnerability to crises and conflicts. Driven by country priorities across the Arab states region and recognizing the critical importance of governance, which is one of UNDP’s “signature solutions” under its new Strategic Plan (2022-2025), UNDP adopted a regional approach to support and facilitate measurable progress towards transparency and accountability. This approach optimizes the use of scarce technical resources, enables agile and swift responses in a rapidly changing environment, mitigates risks of politicization and allows for accelerated and tailored exchanges of expertise among peers drawing on commonalities among the countries of the region.

UNDP’s [regional project on Anti-Corruption and Integrity in Arab Countries](https://www.undp.org) (ACIAC) contributes to the Strategic Plan’s “direction of change” including structural transformations, leaving no one behind, and building resilience by targeting the achievement of the four outputs outlined in this annual work plan. Related planned activities for 2022 are funded by the Government of the Republic of Korea with additional funding secured from the Government of Canada. Primary recipients of the support are stakeholders across the region with a priority given to Egypt, Iraq, Jordan, Lebanon, Morocco, Palestine, and Tunisia. The regional team also provides support to additional countries through its advisory services to the various Country Offices in the Arab States region.

In 2022, the regional project will focus on the inclusive and effective implementation of the UN Convention against Corruption (UNCAC), including through policy and legislative support, training, and the provision of technologies and other tools to boost capacities of concerned institutions. It will also aim to significantly expand the work on transparency and accountability in key vulnerable sectors, including through new research and the development and deployment of sectoral tools to identify, assess and mitigate risks of corruption. In addition, the focus in 2022 will also be put on strengthening collective action capacities to advocate for the achievement of the Sustainable Development Goals (SDGs) in each of the countries of the region.
of SDG16, including through the Arab Anti-Corruption and Integrity Network (ACINET), while fostering sustainable capacity development on related topics through specialized academies, training centers and universities in the project countries.

In this context, ACIAC is looking to hire a trainer of trainers to work under the supervision of the ACIAC Chief Technical Advisor or their delegated representative to support the implementation of a training of trainers on anti-corruption education.

**SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

The trainer will participate remotely and be responsible for the following areas of work and outputs:

1. Prepare 2 training packages based on existing training materials to be provided by JIACC (one for training secondary students and one for training university students), with each package including: introduction letter, training manual with PPTs for students, training manual with PPTs for trainers (the training manual for students, with teaching notes for trainers), and pre- and post-training student evaluation forms.
2. Conduct and deliver the training of trainers (20 contact hours over one week).
3. Carry out pre- and post-training evaluation of JIACC trainers, using format to be agreed with JIACC.
4. Draft an evaluation report with recommendations on the trainees.

**EXPECTED OUTPUTS AND DELIVERABLES**

<table>
<thead>
<tr>
<th>Expected Outputs and Deliverables</th>
<th>Expected No. of Working Day(s) for each deliverable</th>
<th>Targeted Due Dates</th>
<th>Review and Approvals Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable 1:</strong> Two training package and delivery of ToT.</td>
<td>Up to (10) working days</td>
<td>30 September 2022</td>
<td>UNDP-ACIAC Chief Technical Advisor</td>
</tr>
<tr>
<td><strong>Deliverable 2:</strong> Evaluation report with recommendations.</td>
<td>Up to (4) working day</td>
<td>15 October 2022</td>
<td>UNDP-ACIAC Chief Technical Advisor</td>
</tr>
</tbody>
</table>

**INSTITUTIONAL ARRANGEMENT**

- The individual is required to exhibit his or her commitment with UNDP’s Regional Bureau for Arab States (RBAS);
- S/He shall perform tasks under the general guidance and the direct supervision of the Chief Technical Advisor of UNDP’s regional project for anti-corruption and integrity in Arab countries;
- The supervision will include approvals/acceptance of the outputs and deliverables as identified in the previous sections;
- The individual is required to maintain close communication with UNDP-RBAS 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**
The expected duration of the assignment is expected to be up to (14) working days over a period of one (1) calendar month from contract signature date.

**DUTY STATION**

Home Based Assignment.

**TRAVEL PLAN**

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 field relevant to the education sector;
   - specialized training certificate is an advantage.

II. **Work experience:**
   - At least 7 years of experience in training in secondary education and/or university education, including on at least one of the following: governance, ethics, integrity, anti-corruption, rule of law or civics;
   - Experience delivering presentations and trainings required and experience designing and delivering ToT is an advantage;
   - Experience writing reports.

III. **Language Requirements:**
   - Language fluency in both written and oral Arabic plus required proficiency in either English or French
     
     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**
     - Proven technical and intellectual skills in understanding and interpreting the relationship between anti-corruption, integrity and gender;
     - Demonstrated ability to understand and analyze the political dynamics in the Arab region;
     - Demonstrated ability for facilitation and coordination skills;
     - Strong research, analytical and synthesis skills, as well as presentation and drafting skills;
     - Flexibility and ability to handle multiple tasks and work and deliver under pressure;
     - Strong problem-solving skills, and present practical solutions to complex problems;
     - Ability to write in a clear and concise manner;
     - Experience in reports production;
     - Excellent drafting and formulation skills;
     - Time management and organizational skills;
     - Good teamwork and interpersonal skills;
     - Excellent computer skills especially Word, Excel and PowerPoint;

     c) **Leadership**
• Demonstrated ability to think strategically and to provide credible leadership;
• 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;
• Seeks and applies knowledge, information and best practices from within and outside of UNDP;
• Demonstrates a strong capacity for innovation and creativity in providing 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:

<table>
<thead>
<tr>
<th>Expected Outputs and Deliverables</th>
<th>Expected No. of Working Day(s) for each deliverable</th>
<th>Targeted Due Dates</th>
<th>Payment Schedule/Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Deliverable 1:</strong> Two training packages and delivery of ToT.</td>
<td>Up to (10) working days</td>
<td>30 September 2022</td>
<td>100% of total contract amount following satisfactory delivery of Outputs 1 and 2 and submission of a duly certified Certification of Payment (CoP).</td>
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<tr>
<td><strong>Deliverable 2:</strong> Evaluation report with recommendations.</td>
<td>Up to (4) working day</td>
<td>15 October 2022</td>
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### RECOMMENDED PRESENTATION OF OFFER
Interested individual consultants must submit the following documents/information under points 1-2 to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

1) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
2) **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;
3) **Financial Proposal** *Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive* When the financial proposal is requested it should 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, travel costs, living allowances, 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.


Interested candidates shall submit required documents to Job Advertisement Website ([https://jobs.undp.org/cj_view_jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm)) as one document not later than 31 August 2022.

**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:**

Individual consultants will be evaluated based on the following methodology.

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 field relevant to the education sector;
- **Criteria B:** 7 years of experience in training and education (secondary and/or university), including on at least one of the following: governance, ethics, integrity, anti-corruption, rule of law or civics;
- **Criteria C:** Language proficiency in both written and oral Arabic, proficiency in either English or French

**Step II: Technical Review**

**Technical evaluation Criteria max 100 points (Weighted 70):**

- **Criteria A:** Bachelor’s degree in field relevant to the education sector; (20 points);
- **Criteria B**: 7 years of experience in training in secondary education and/or university education, including on at least one of the following: governance, ethics, integrity, anti-corruption, rule of law or civics (30 points);

- **Criteria C**: Experience delivering presentations and trainings required, and designing and delivering TOTs is an advantage (30 points);

- **Criteria D**: Experience writing reports (10 points);

- **Criteria E**: Language fluency in both written and oral Arabic Plus proficiency in English or French (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: 

\[
(\frac{P_i}{P_n}) \times 30
\]

where 

- \(P_i\) is the financial offer being evaluated
- \(P_n\) 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:

- **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.