INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: September 08, 2022

Country: Somalia

Description of the Assignment: National Individual Contractor: Community Engagement and Accountability (CEA) Advisor Consultant

Project Name/Title: RC Unit

Period of Assignment/Services: 70 days within Four Months

Applications must be submitted electronically on or before 13th September 2022 at 12:00H East Africa Time (GMT+3)

via email to the following mandatory designated email address: bids.so@undp.org with the subject line:


Please note: Proposal sent to or copied to personal email addresses of UNDP staff or any other UNDP email address other than the mandatory designated email address will be disqualified.

Proposal submitted by email must be limited to a maximum of 5 MB, virus-free and no more than two email transmissions in PDF format. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Proposal that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files

Any request for clarification shall be communicated to UNDP in writing via email at procurement.so@undp.org (telephone enquiries will not be accepted) at least two days before the submission deadline. Please note that this email address is dedicated for enquiries only. **Do not submit your application to this email address. If you do so, your application will be rejected.**
I. BACKGROUND

For detailed information, please refer to Annex 1 – Terms of Reference (ToR)

II. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION

For detailed information, please refer to Annex 1 – Terms of Reference (ToR)

III. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

For detailed information, please refer to Annex 1 – Terms of Reference (ToR)

IV. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE TECHNICAL APPLICATIONS

For detailed information, please refer to Annex 1 – Terms of Reference (ToR)

V. FINANCIAL PROPOSAL

For detailed information, please refer to Annex 1 – Terms of Reference (ToR)

VI. EVALUATION

For detailed information, please refer to Annex 1 – Terms of Reference (ToR)

Annexes:
ANNEX 1- Terms of Reference (ToR)
ANNEX 2- Offeror’s Letter to UNDP Confirming Interest and Availability
ANNEX 3- Cost Breakdown
ANNEX - 1

TERMS OF REFERENCE

A. National Consultant (Community Engagement and Accountability (CEA) Advisor)

B. Project Description: A new Accountability to Affected Populations (AAP) unit based in the Integrated Office of the Deputy Special Representative to the Secretary-General, Resident and Humanitarian Coordinator (DSRSG/RC/HC) for Somalia has led the development of a country strategy for CEA: “A Participation Revolution by Design”. This strategy actively promotes a culture of CEA as the new modus operandi for agencies and partners. The new CEA Strategy begins with a new vision for community and local ownership in decision-making. Strategic planning and proposal design is critical for effective CEA with a need for clear budget lines allocated to actively ensure a diverse group of people are effectively communicated with, engaged with, and listened to throughout an operation, leading to their ownership in the process and programme. The strategy delivers operational support with Real Time Training (RTT) and a radio programme made in partnership with communities themselves to humanise the response, and to hold the aid community to account.

This approach is driven by the recognition that people who were described as ‘disaster affected populations’ should in fact be seen and engaged with as active citizens and active agents of change with the power to make decisions about their own lives, and not as passive recipients of aid. CEA highlights the need to deliver better engagement and accountability from a community perspective and is critical to ensure both the ownership and the quality of services and support. These new plans for Somalia in CEA see this area as a way of working and therefore identify a need for a culture of change across operations. This culture shift needs to occur on the ground as well as with senior management to ensure that diverse voices are listened to through feedback – and that they are fully consulted and engaged in operations throughout the programme cycle. This approach connects to the Localization Agenda and the Centrality of Protection for Somalia.

As a part of the rollout of the CEA Strategy and Action Plan, a Somali consultant is sought who can lead the CEA Taskforce, deliver the CEA Action Plan, coordinate activities, and develop and localize the process further. The strategy offers a common agreed approach in Somalia with a pathway to establish progress and minimum standards in key areas.

C. Scope of Work: The CEA Advisor will drive the scale, quality and effectiveness of CEA efforts by ensuring that communities are fully engaged with and lead the country response. The Advisor will support the Humanitarian Country Team and UN Country Team to deliver the endorsed CEA Strategy and Action Plan with the support of the CEA Taskforce and the working groups that cover the four core objectives. The key areas of work will include:

- Advocating for a vision for a ‘Participation revolution by design’ in different fora, where power is shifted towards local organizations and local community networks through deliberate and proactive programme design steps.
- Advising national and sub-national inter-cluster coordination fora on the integration of AAP/CEA approaches into the Humanitarian Programme Cycle (HPC). Providing advice on the tools and approaches needed to ensure that each stage of the HPC is delivering on the global AAP commitments.
- Catalyzing collaboration by nurturing the CEA Taskforce with champions and experts from UN agencies, Cluster leads, (I)NGOs, Partners and local networks to build an effective community of practice and to promote and advocate for the need for effective and meaningful CEA and quality programming.
• Acting as a focal point on CEA in partnership with other technical leads (GenCap, ProCap, PSEA, Youth, Human Rights, Durable Solutions, etc.) in the ‘strategy design team’.
• Supporting the development of operational RTT with partners leading the Active Citizen Engagement Scorecard (ACES) pilot. Support the ongoing development of a Training of Trainers for ACES, and further development of an online training module for inclusive community engagement and accountability.
• Identify local organizations to be leaders in community engagement processes.
• Mapping and developing other supporting operationally focused tools and training for frontline teams.
• Offering technical leadership and support and contributing to the scale up of the Integrated Office-led common CEA project (called “Sheekho Wadaag”/ Story Share). This pilot has created a single identity across the existing feedback mechanisms of the Camp Coordination and Camp Management (CCCM) Cluster, with the addition of a dedicated radio programme made in partnership with displaced communities, currently working with CCCM, IOM and FAO.
• Consolidating weekly updates of community voices from the local feedback mechanisms developed under the pilot above to support the national strategic response as needed.
• Monitoring and evaluating the progress (outputs and outcomes) of the CEA Strategy against the four priority objectives; sharing best practice, findings and advocating for on-going adaptation of the Action Plan as needed.

D. Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>Deliverables/Outputs</th>
<th>Estimated Duration to Complete</th>
<th>Target Due Dates</th>
<th>Review and Approvals Required</th>
<th>Percentage weight of total professional fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>A report mapping existing CEA training tools for frontline workers</td>
<td>10 days</td>
<td>26 September</td>
<td>Head of Integrated Office of the DSRSG/RC/HC in consultation with OCHA Deputy Head of Office</td>
<td>15%</td>
</tr>
<tr>
<td>A monitoring and evaluation framework for the CEA action plan</td>
<td>15 days</td>
<td>17 October</td>
<td>Head of Integrated Office of the DSRSG/RC/HC in consultation with OCHA Deputy Head of Office</td>
<td>21%</td>
</tr>
<tr>
<td>Integration of CEA/AAP in the 2023 Humanitarian Response Plan both as a standalone area of work and cross-cutting issue</td>
<td>15 days</td>
<td>25 November</td>
<td>Head of Integrated Office of the DSRSG/RC/HC in consultation with OCHA Deputy Head of Office</td>
<td>21%</td>
</tr>
<tr>
<td>A CEA training package, which includes operational RTT and Training of Trainers</td>
<td>30 days</td>
<td>19 December</td>
<td>Head of Integrated Office of the DSRSG/RC/HC in consultation with OCHA Deputy Head of Office</td>
<td>43%</td>
</tr>
</tbody>
</table>
E. Institutional Arrangement: The CEA Advisor will be directly supervised by the Head of Integrated Office. The role will also have regular engagement with OCHA (Deputy Head of Office and Head of Inter-Cluster Coordination). The Advisor will be hosted by the Integrated Office of the DSRSG/RC/HC. The Integrated Office will take responsibility for the required administrative and logistical support, including travel arrangements as required.

F. Duration of work: The duration of the contract is 70 days commencing as soon as possible after recruitment is finalized. All work under this assignment should be submitted by 19 December 2022.

G. Duty Station: The duty station will be Mogadishu, Somalia.

H. Qualifications of the Successful Individual:

Education
Advanced university degree (Master’s degree or equivalent degree) in sustainable development, international studies, public policy, public administration, social science, political science, education or related area is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree is required.

Experience
A minimum of five years of progressively responsible experience in sustainable development policy, project/programme management in the context of development cooperation, humanitarian affairs or other related area is required. Working experience in the United Nations or similar organization is desirable. Previous experience working on AAP and/or CEA programming in Somalia, and developing and delivering training modules, is a requirement for this consultancy. Strong interpersonal and communication skills are also mandatory. A background in Monitoring and Evaluation is highly desirable.

Language requirements
Fluency in oral and written English is required.

I. Scope of Price Proposal and Schedule of Payments:
• Services will be delivered on a call basis and paid in USD upon successful completion of the assignment as certified by the supervisor.
• The consultant fee will be paid based on a daily fee and converted as per deliverable in the ToR.
• Payment will be made upon submission of an invoice specifying the attained deliverable.
• The contract does not warrant that any quantity of services will be purchased during the term of contract as this will be subject to requirement.
• All duty travel cost carried out in the fulfillment of this Terms of Reference including travel to and from duty station, will be borne by the Integrated Office and will be paid in accordance with UNDP rules and regulation governing duty travel.
• Applicable Daily Subsistence Allowance rates shall be paid for authorized official travel.
J. Competencies:

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:
- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.
- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.
- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

K. Scope of Price and Schedule of Payments.

- The resulting contract will be a daily rate contract payable for up to a maximum of 70 working days.
- Payments shall be made upon submission of an invoice (UNDP Certificate of Payment) with a detailed time sheet and, certification of payment by the Communication Specialist that the Contractor has delivered Contract obligations in a satisfactory manner. A day worked will be calculated as 8 hours of work and output delivered.
- Payment will be made within 30 days of submission of invoice and certification of payment by UNDP.

L. Application Procedure
Applications must be submitted electronically on or before 13th September 2022 at 12:00H East Africa Time (GMT+3)

via email to the following mandatory designated email address: bids.so@undp.org with the subject line:


Please ensure you submit a complete application which must include the following documents:
1. **Technical Proposal:**
   a) Duly completed and Signed Offeror’s Letter to UNDP Confirming Interest and Availability (Annex-3).
   b) CV or P11 demonstrating experience from similar projects and specifying the relevant assignment period (from/to) as well as the email and telephone contacts of at least three (3) professional references with a cover letter (maximum one page) explaining why candidate considers him/herself suitable for the assignment.
   c) A brief description/Approach to Work.

1. **Financial Proposal**
   The financial offer must be quoted in United States Dollar (USD) using the Template provided in Annex 3 (Offeror’s Letter Confirming Interest and Availability).

**M. Criteria for the Selection of the Best Offer**

**Evaluation Method:**
The combined scoring method where the technical proposal will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%. The maximum obtainable score for combined technical and financial proposal is 100 points.

**Evaluation Process**

**Preliminary Evaluation:**
Applications will be examined to determine completeness, eligibility and compliance with submission requirements as per below criteria on a Yes/No basis:

a) Application submitted via bids.so@undporg
b) Complete Application, i.e., submission of all documents stipulated in Section J of these TOR.
c) Bid validity (Minimum 90 days).
d) Acceptance of UNDP Individual Consultant General Terms and Conditions.
e) Bachelor’s degree or higher in communications, journalism or a related discipline.

Only offers that meet all the above criteria will be passed for technical evaluation.

**Technical Evaluation Criteria - (70% of total evaluation, i.e., 49 points)**
The technical proposal will be evaluated based on its responsiveness to the Terms of Reference using a two-step process.

**Step I – Desk Review (70 points*70%)**

<table>
<thead>
<tr>
<th>Technical Evaluation Criteria</th>
<th>Maximum obtainable score (points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Qualifications</td>
<td>5</td>
</tr>
<tr>
<td>Previous experience working on AAP and/or CEA programming in Somalia, and developing and delivering training modules</td>
<td>20</td>
</tr>
</tbody>
</table>
Strong interpersonal and communication skills are also mandatory. A background in Monitoring and Evaluation

A minimum of five years of progressively responsible experience in sustainable development policy, project/programme management in the context of development cooperation, humanitarian affairs or other related area is required. Working experience in the United Nations or similar organization is desirable.

| **Total Obtainable score** | 70 |

The minimum passing score of technical proposal is 70% (49 points). Only Applicants who obtain a minimum of 49 points in Step I shall be considered for financial evaluation.

**Step II - Financial Evaluation Criteria (30% of total evaluation; Maximum 30 points)**
The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other proposals receive points in inverse proportion. The following formula will be used to evaluate financial proposal:

\[ p = y \left( \frac{\mu}{z} \right) \]

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest priced proposal
- \( z \) = price of the proposal being evaluated

**N.Contract Award**
Award will be made to one Offeror having obtained the highest combined score consistent with the evaluation criteria.

**UNDP will only be able to respond to those applications in which there is further interest.**
OFFEROR’S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date ______________________

The Resident Representative
United Nations Development Programme, Somalia
Aden Ade International Airport
Airport Road, Mogadishu
Somalia

Dear Sir,

I hereby declare that:

A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of a National Individual Contractor: Community Engagement and Accountability (CEA) Advisor Consultant under the RCO Unit.

B) I have also read, understood and hereby accept UNDP’s General Conditions of Contract for the Services of the Individual Contractors;

C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;

D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3.

E) I hereby propose to complete the services based on the following payment rate: [please check the box corresponding to the preferred option]:

☐ An all-inclusive daily fee of [state amount in words and in numbers indicating currency]

☐ A total lump sum of [state amount in words and in numbers, indicating exact currency], payable in the manner described in the Terms of Reference.

F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of ___________ days [minimum of 90 days] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];

J) If I am selected for this assignment, I shall [please check the appropriate box]:

- [ ] Sign an Individual Contract with UNDP;
- [ ] Request my employer [state name of company/organization/institution] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [check all that applies]:

- [ ] At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- [ ] I am currently engaged with UNDP and/or other entities for the following work:

```
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>UNDP Business Unit/Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

- [ ] I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

```
<table>
<thead>
<tr>
<th>Assignment</th>
<th>Contract Type</th>
<th>Name of Institution/Company</th>
<th>Contract Duration</th>
<th>Contract Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
```

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

   YES ☐   NO ☐  If the answer is "yes", give the following information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Name of International Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

P) Do you have any objections to our making enquiries of your present employer?

   YES ☐   NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government’s employ?

   YES ☐   NO ☐  If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Full Email Address</th>
<th>Business or Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

   YES ☐   NO ☐  If "yes", give full particulars of each case in an attached statement.
I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: ____________________  NAME & SIGNATURE: ________________________________

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes:

☑ Annex 1: Your CV or P11 which shall include Education/Qualification, Professional Certification, Employment Records /Experience with a cover letter (maximum one page) explaining why Applicant considers him/herself suitable for the assignment.

☑ Annex 2: Breakdown of Costs Supporting the Final All-Inclusive Price as per Template in the table in the following page.

☑ Annex 3: A brief description/Approach to Work
ANNEX 3

BREAKDOWN OF COSTS
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

<table>
<thead>
<tr>
<th>Cost Components</th>
<th>Unit of Measure</th>
<th>Quantity (No)</th>
<th>Unit Cost (USD)</th>
<th>Total Annual Contract Price (USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Personnel Costs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Fees</td>
<td>Day</td>
<td>70</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Costs (if required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>....add rows for additional costs if required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note:
Travel costs will be treated as a reimbursable cost as described in Section E, 2(c) of the Terms of Reference, hence, must not be included in the financial proposal.

1 The costs should only cover the requirements identified in the Terms of Reference (TOR)