**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

 Date: 17 January 2023

**Country:** SENEGAL

**Description of the assignment:** Engage consultant for the design and rolling out of the 50K WACA initiative for Senegal

**Project name:** 50K Initiative for WACA (Regional Programme)

**Consultancy Title**: International Consultant

**Period of assignment/services (if applicable):** 90 days over a period of four months

Proposal should be submitted by email to rcd.soumissions@undp.org no later than **31 January 2023** @**12:30 pm GMT,** with the reference of the procurement notice **RFP/UNDP/DHR/SR/001/2023.**

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**

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| As part of its vision to harness the inherent strength and value of the youth bulge, UNDP's Regional Centre for West and Central Africa (WACA) is implementing an innovative programme with the region's private sector. The programme builds on UNDP's Africa Bureau corporate strategy ("The Africa Promise"), the recently unveiled Timbuktu initiative, and aligns with UNDP's transformative offering for the Sahel. Convinced that stronger partnerships with the private sector are needed to transform the WACA region, the Regional Centre aims to launch an ambitious flagship youth empowerment programme for employment and the future of work, the 50K Nation Builders Initiative (*hereinafter referred to as the "50K Initiative*"). The 50K Initiative will target 50,000 recent graduates (from universities, polytechnics and vocational schools), carefully selected from a wide range of backgrounds and profiles to be mentored and trained during the period to prepare for and help develop the most critical sectors of their respective national economies. The 50K initiative will be rolled out with strong partnerships with the private sector through mutually beneficial companies, including de-risking certain aspects of the investment/start-up programs that will be associated with the initiative. *For detailed information, please refer to the ToRs* |

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

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| The **expert’s scope of work** will include, but will not be limited to the following responsibilities: * Mapping of private sector partners and stakeholders, first donors in Senegal and then in the WACA region with a proven interest to target for the 50K Initiative.
* Mapping of umbrella organizations of employers' organizations in Senegal and the WACA region and identifying their appetite to support a gender-sensitive youth empowerment program to prepare a solid rationale for the core curriculum.
* Analysis and proposal of critical sectors to engage in the 50K Initiative.
* 50K program design, including the development of gender-sensitive criteria for the identification and selection of recipient candidates.
* Completion of a full-fledged project document for Senegal and the region with all necessary contractual documentation to engage partners.
* Provide viable and sustainable options for government incentives for the private sector embarking on the initiative.
* Prepare the business case for a business roundtable for UNDP and private sector partners to make the initiative a reality, including the consolidation of the resulting partnership agreements.
* Participate and facilitate the roundtable
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**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **Academic qualifications*** The applicant must have a minimum postgraduate degree in Business Administration, Finance, Agribusiness, Development Studies or equivalent

**Experience*** Minimum of 10 years of experience in human development practice and must be able to work in French and English and in multicultural environments.
* Experience and proven track record of working with the United Nations. He or she must be a strategic thinker and possess strong program design skills as well as excellent oral and written skills
* Deep understanding of the complexities of development in Senegal and the WACA region, extensive experience working with the private sector, emerging market economies, the donor community and a strong knowledge of gender-sensitive youth entrepreneurial development.

**Language*** Excellent written and verbal skills in English and French; 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*** Advanced IT and computer skills for business purposes
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**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| 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**

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| * **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).

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| **No.** | **Deliverable** | **Percentage of total amount for each deliverable (USD)** |
| **1** | Methodological guidance notes.  | 20% |
| **2** | Provisional report of the mission with an interim prodoc as an annex**.** | 50% |
| **3** | Final report with a finalized PRODOC and the round table report.  | 30% |
|  |  | **100%** (approximately 90 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 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**

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| 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*

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| **Criteria** | **Weight** | **Max. Point** |
| **Technical Competence (based on CV and Technical Proposal)** | 70% | 100 |
| * **Criterion a.** Technical proposal demonstrates an understanding of the scope of work, comprehensive methodology/approach and a strategic analysis
 |  | 40 pts |
| * **Criterion b.** Minimum of 10 years of demonstrable experience in human development practice and must be able to work in French and English and in multicultural environments
 |  | 10 pts |
| * **Criterion c.** Experience and proven track record of working with the United Nations, the private sector, emerging market economies and the donor community. Strategic thinker and possess strong program skills.
 |  | 15 pts |
| * **Criterion d.** A strong knowledge of gender-sensitive youth entrepreneurial development. Deep understanding of the complexities of development in Senegal and the WACA Region.
 |  | 10 pts |
| * **Criterion e.** Leadership and Stakeholder engagement
 |  | 10 pts |
| * **Criterion f.** Technical writing and reporting ; communication and presentation of offer
 |  | 10 pts |
| * **Criterion g.** Fluency in written and verbal in English and French
 |  | 5 pts |
| **Financial (Lower Offer/Offer\*100)** | 30% | 30 pts |
| **Total Score** | **Technical Score \* 70% + Financial Score \* 30%** |

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**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**

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