

**Individual Consultant**

**TERMS OF REFERENCES and PROCUREMENT NOTICE**

 Date: 05/09/2022

**Country:** Republic of Azerbaijan

**Project name:** Innovative approach to the promotion of SDGs among local population

**Description of the assignment:** National Consultant on *the research of SDG role and mentions in the legacy of Nizami Ganjevi.*

**Period of the assignment/services**: 30 working days September 2022- November 2022

Proposal should be submitted by email to procurement.aze@undp.org no later than **September 19, 2021, 18:00 by local time, Azerbaijan**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP in Azerbaijan 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 shortlisted consultants.

**1. BACKGROUND**

In 2021 Azerbaijan hosted Nizami Ganjavi International Forum held under the title “Nizami Ganjavi: Bridge Between the Cultures” to commemorate 880th anniversary of a prominent Azerbaijani poet and thinker Nizami Ganjavi and have a deep-dive into his rich legacy. In the result of the Forum it was agreed to approach Nizami Ganjavi’s legacy from the perspective of Agenda 2030 as the studies of his legacy demonstrate that despite the fact that the poet lived centuries ago the key values and challenges promoted via Agenda 2030 were already reflected in his works many years ago.

Considering this fact it was decided to use this innovative approach and study the elements of UN Sustainable Development Goals (SDGs) in the legacy of Nizami Ganjavi and revealing them to wider audience. UNDP Accelerator Lab in collaboration with Nizami Ganjavi Foundation will conduct the research that will help to explain Sustainable Development Goals through the lens of Nizami Ganjavi works. This research is the attempt to enable better community ownership, presenting SDGs as a part of national culture, history and traditions. It is important to demonstrate that SDGs are a part of values and goals inherent in and originating from the traditions of particular communities. This understanding will accelerate the achievement of Agenda 2030 and define new “embedded to cultural code” approach to SDGs.

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

The **overall goal** of the project is to support the pilot project of promoting SDGs through the cultural code of the community. In particular, in collaboration with Nizami Ganjavi Foundation UNDP Accelerator Lab will develop the concept of “local solutions to global problems”. We believe that this initiative will encourage voluntary participation of community members to achieve the goals and contribute to enhance community ownership over the qualitative and quantitative results of Agenda 2030.

In the scope of the project, the UNDP Country Office in Azerbaijan will contract the services of a national expert to *research the role of SDGs and relevant mentions in the legacy of Nizami Ganjevi.* S/he will be responsible for working together with Nizami Ganjavi Foundation, local experts, resource centers and other authorities contributing to the main topic. The work will also include the engagement of wider international experts community to establish an intercultural dialogue around the results. S/he will work closely with the team of Accelerator Lab of UNDP Azerbaijan Country Office.

**Duties and Responsibilities**

Specifically his/her responsibilities will include:

* Study of the current state of the existing work done in connection with Nizami Ganjavi legacy and Agenda 2030.
* Complete an initial review of available information regarding the topic.
* Study of international experience, analysis of similar international best practices.
* Map key stakeholders and their roles in the delivered report.
* Prepare questionnaire and other tools for the data collection.
* Define up to 7 SDGs to be researched within the legacy of Nizami Ganjavi and align them with Nizami Ganjavi Foundation and UNDP Accelerator Lab prior to the main report.
* Prepare a comprehensive analysis on the presence of the Agenda 2030 in Nizami Ganjavi’s works with the specific focus on the pre-selected areas.
* Work in close co-operation with Nizami Ganjavi Foundation, local communities of experts and cultural heritage enthusiasts, Ministry of Culture of Azerbaijan and international community of experts to ensure that the report produced is populated with the relevant, updated and innovative data that reflects various perspectives.
* Participate in round-tables and forums related to the topic of the presence of SDGs in the works of Nizami Ganjavi.

**3. EXPECTED DELIVERABLES AND TIMETABLE**

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| **Deliverable** | **% of overall contract value** | **Timetable** |
| Deliverable 1: Inception Report which includes desk review of initial findings, suggested methodology.  | **50** | **October, 15 2022** |
| Deliverable 2: Final report with key findings related to SDGs in Nizami Ganjavi’s legacy. Presentation of the findings during public event organized by Nizami Ganjavi Foundation.  | **50** | **November, 15 2022** |

**Location:** The assignment will be based in Baku, Azerbaijan.

**Travels**: No international and local travels are envisaged at this point.

**Reporting**: S/he will be reporting to the Accelerator Lab Team. The consultant must ensure timely fulfillment of his/her assisting and support actions, including reporting, thus making timely and sufficient contribution to the timely preparation and submission of the project implementation and procurement plan as well. The local consultant should closely collaborate with the Accelerator Lab Team and other relevant partners in order to complete the above-mentioned deliverables with high quality. All the reports produced in the frame of the project shall be submitted in English.

**4. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| * Master degree or higher in social studies, art, cultural/national heritage, Azerbaijani literature or similar;
* At least 3 years of working experience in the fields of culture, art, cultural/national heritage, sustainability research and program design;
* Proven experience in and good knowledge of the context of SDG-related issues in Azerbaijan;
* Proven experience in implementation of projects in government or international organization, particularly related to SDGs and culture/art;
* Proven experience in participation of the projects related to public or process innovation/digitalization;
* Fluency in Azerbaijani and English.
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**5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

* Offeror’s letter to UNDP conforming interest and availability for the Individual Contractor (IC) Assignment
* CV or duly filled out and signed P11 Form
* Description of Approach to Work
* Breakdown of Costs Supporting the Final All-Inclusive Price as per Template

If any of the above-mentioned documents is missing UNDP holds the right to reject the respective proposal altogether.

**6. FINANCIAL PROPOSAL**

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| **Contract Payment:**Given the duration of the assignment, the national consultant will be paid in three installments as per delivery schedule(40%, 40% and 20% of agreed payment). |

**7. EVALUATION**

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| Experts will be evaluated based on the following methodologies:*1. Lowest price and technically compliant offer**When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:**a) responsive/compliant/acceptable, and**b) offering the lowest price/cost**“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.* **Local consultant will be hired if he or she meets the following requirements:*** Master degree or higher in social studies, art, cultural/national heritage, Azerbaijani literature or similar – 20 points
* At least 3 years of working experience in the fields of culture, art, cultural/national heritage, sustainability research and program design – 15 points
* Proven experience in and good knowledge of the context of SDG-related issues in Azerbaijan; - 15 points
* Proven experience in implementation of projects related to SDGs and culture/art; - 20 points

***The minimum threshold for technical component is 70% of the points in total. (49 points)*** |

**8. MONITORING**

The monitoring of fulfillment of the assignment by the consultant will be conducted by the members of Accelerator Lab team.

**9. ATTACHMENTS:**

* UNDP General Conditions of Contracts for the services of individual contractors
* Template for confirmation of interest