INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Home Based and Various

Description of the assignment: VETTED ROSTER FOR TECHNICAL EXPERTS, SUPPORT TO UNDP PROJECTS AND PROGRAMMES: Disaster Risk Reduction and Resilient Recovery

Project name: Multiple Projects

Period of assignment/services: Will vary as per requirement and range from a few days to several months over a calendar year.

Proposal should be submitted at our secured email address procurement.rsca@undp.org or UNDP Job site no later than November 23, 2018 before mid-night UTC +3 hours.

Any request for clarification must be sent by e-mail rsca.ic roster@undp.org The procuring UNDP entity will respond in writing or 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

UNDP’s Strategic Plan is designed to help individuals and countries alike build resilience to internal and external shocks. This helps reduce risks, prevent crises (whether from man-made or natural causes), avert major development setbacks and promote human security. In this regard, UNDP focusses on two critical issues: a much stronger ability to prepare for and deal with the consequences of natural disasters, especially as they are exacerbated by climate change; and a rapid and effective recovery from crises in those cases where prevention has fallen short. Policies and capacities are needed for comprehensive national and regional responses to natural disasters to minimize adverse development impacts and accelerate rebuilding.

One focus area for UNDP is on what happens before disasters strike. This includes supporting a range of issues: disaster risk assessments that consider geophysical, weather, climatic and other hazards (including those that are low intensity but high frequency); policy and planning frameworks that integrate disaster risk reduction and climate change adaptation; and preparedness for disaster management and recovery including, for example, innovations to manage risks through insurance and resilient infrastructure.

For detailed information, please refer to Annex 1- Terms of Reference
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

To be considered for inclusion in the roster, applications would need to have expertise in one or more of the following areas:

- Disaster Risk Reduction (DRR)
- Climate science and policy
- Mainstreaming of DRR and Climate Change Adaptation (CCA) in development planning
- Urban Risk Reduction
- Early Warning System
- Hazard and Risk Categorization
- Vulnerability Assessment
- Capacity Building and Training Needs Assessment in Disaster Risk Reduction
- Review and Preparation of Disaster Management/ Sectorial Plans
- Community Based Resilience Building platform
- Programme Monitoring and Evaluation in the (related) areas above

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Degree in Disaster risk planning, climate change, preparedness, management, response or recovery, early warning systems, climatology, engineering, public administration, economics or a related field.

II. Years of experience:

- **Band 1, Implementation Support**: Master’s Degree in relevant field with minimum 3 years of relevant work experience, or bachelor’s Degree in relevant field with minimum 5 years of relevant work experience.
- **Band 2, Specialist Support**: Master’s Degree in relevant field with minimum 7 years of relevant work experience, out of which minimum 3 years of international experience as a requirement.
- **Band 3, Senior Advisory**: Master’s Degree in relevant field with minimum 12 years of relevant work experience, out of which minimum 5 years of international experience as a requirement.
- Demonstrated experience in research, analysis, policy support, programme and project development, project management, knowledge management, and/or monitoring, reporting and evaluation.
- Proven experience working with a wide variety of development actors including governments, international development organizations (including United Nations agencies), donors and other funding agencies, private sector entities, and/or civil society organizations including community groups, academia and the media.
III. Language and other skills:

- Excellent oral and written English; Fluency in French, Portuguese and/or Spanish would be an asset, or a requirement, for some assignments, including the ability to set out a coherent argument in presentations and group interactions;
  - Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff);
  - Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

IV. Competencies

- 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 favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

For detailed information, please refer to Annex 1 - Terms of Reference

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

I) A cover letter, clearly identifying the “Areas of Expertise” as mentioned in the background section above.

II) Updated P11 and Personal CV, 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

III) Daily professional fee

Please submit the above documents in one of the following two addresses

- procurement.rsca@undp.org

5. Travel

Travel: For each assignment, UNDP shall reimburse cost of travel from the place of domicile of the individual to the place of assignment (most direct economy fare).

This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.
6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

**Stage 1: - Establishing a Roster:**

Applicants will be screened against **qualifications and the competencies** specified above and will be evaluated as per following criteria.

- All applicants will be initially screened against the minimum requirements as in TOR and those meeting the minimum requirements will be long listed. Long-listed applicants will be evaluated through a Desk review and/or interview against the following criteria based on evident in the submitted application:
  - Demonstrated expertise in a minimum of two of the interrelated areas of expertise listed above - 40 points
  - Demonstrated specialised experience (as applicable) in policy and strategy development, programme/project design, management, capacity development, knowledge management, research and documentation and monitoring and evaluation aspects required for fulfilling the consultancy successfully – 30 points
  - Demonstrable professional qualifications in DRR, Climate change and social development studies – 10 Points
  - Experience in working with UN agencies and UNDP in particular, in the African region on DRR, Climate Change, environment and social development, policy and strategy development and implementation and related projects and programmes for requisite duration (Band 1, Band 2 or Band 3) – 10 points
  - Demonstrated language skills: and ability to write reports, presentations and briefs – 10 points.

Only those candidates who obtain a total technical score of 70 and above will be included in the roster

Successful candidates will be included in UNDP RSCA Experts Roster for a period of 5 years, in one of the “bands” indicated above. However, the addition of an individual in the Roster does not guarantee a contract with UNDP.

- Interested candidates are advised to carefully review this advertisement and ensure that they meet the requirements and qualifications described above.
- Qualified women are encouraged to apply.

**Stage 2: - Evaluation and call off mechanism for specific assignment /Contracting/**

When a request for services arises, the roster manager shall contact the individuals included in the specific area of expertise with ToR, location and dates of the assignment seeking confirmation of availability, as well as other costs such as living allowance, travel cost, etc. The daily fee quoted by the individual during this application process shall remain as the ceiling fee and can’t be increased upwards for any offered individual assignment(s).
Consultants that confirmed their availability for Specific assignment will be evaluated in one of the two evaluation criteria that shall be clearly indicated in the respective assignment ToR

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.

2. Cumulative analysis
When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:
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; [To be determined]

* Financial Criteria weight; [To be determined]

Only candidates obtaining a minimum point specified on the assignment ToR, in the technical evaluation, would be considered for the Financial Evaluation

The individual selected for the deployment will be contracted as an Individual Contractor to the UNDP.
•  The Contract and its terms and conditions are non-negotiable.

**Payment:**
Payment(s) shall be made following certification by the hiring UNDP Office that the services related to each deliverable, as specified in the contract, have been satisfactorily performed and the deliverables have been achieved by or before the due dates specified, if any.

**Other information**
• This call for experts is not linked to other UNDP rosters or to a specific UNDP recruitment opportunity.
• Due to the large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process.

---

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR) –**