INDIVIDUAL CONSULTANT PROCUREMENT NOTICE:

Country: Home Based and Various

Description of the assignment: VETTED ROSTER FOR TECHNICAL EXPERTS, SUPPORT TO UNDP PROGRAMS AND PROJECTS: Gender Equality and Women’s Empowerment

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 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.icroster@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

As the development network of the United Nations, UNDP supports African countries in developing national and local capacities to advance human development and accelerate progress toward the achievement of SDGs and the Africa Development Agenda 2063. It is our aim to help the region to achieve rapid inclusive growth by encouraging a strong private sector, social protection for the most vulnerable and employment opportunities, especially for the young. In addition, UNDP promotes agricultural transformation to bolster food security and incomes across the region. It also helps to empower women so they can participate in all spheres of activities, from the economic to the political. Secondly, UNDP aims to strengthen the resilience of African societies by working to prevent conflict, build peace and pave the way for long-term recovery; ensuring development progress is preserved and built upon. The organization also helps to minimize the impact of natural and climate-related disasters, collaborating with countries to prevent losses and help them to recover wherever these events occur. In doing so, Gender equality and women’s empowerment is regarded as one of the core strategies for achieving Africa’s development. UNDP, Regional Service Centre for Africa, is supporting African member states, the African Union and to adopt and implement gender equality and women’s empowerment policy reforms and initiatives. Underpinning this approach is the need for a transformative and sustainable strategies for gender equality. Indeed, a policy and programming focus on harnessing the potential of women is an important economic and social driver for more inclusive and sustainable development. It is UNDPs view that, policies and programmes that unintentionally leave out or disenfranchise women will never be successful over the long term. Nor can inclusive growth be achieved if women’s empowerment is compartmentalized, or seen as a separate activity from what are traditionally perceived as the core functions of government

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:

- Women in Peace, Security and Governance
- Gender analysis in the area of Environmental and climate change policy and programmes
- Gender and Economic policy, modelling and statistics
- Gender and the Private Sector Management
- Gender analysis Social policy development
- Gender migration and violent extremism
- Gender equality advocacy tools development
- Gender equality and/or gender mainstreaming policy and strategy formulation
- Client-facing policy advisory services and policy advocacy related to gender equality and women’s empowerment
- Design and facilitation of capacity development initiatives for gender mainstreaming
- Design and development of materials for communicating gender equality results
- Formulation of a project document with an objective of advancing gender equality and women’s empowerment
- Management of a development project with an objective of advancing gender equality and women’s empowerment
- Gender evaluation and review of development projects

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS:

I. Academic Qualifications:

- Degree in Gender studies, development studies, public policies, economics, human rights, public administration, or 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.
- Experience at the subnational/national/international level in policy research and analysis and policy advocacy on gender equality, women’s empowerment and/or GBV response/prevention
- Experience in working with Government institutions and/or international development organizations
- Supporting community-led implementation processes and coordination and facilitation of complex teams in a local context for advancing gender equality and women’s empowerment
- Design and facilitation of institutional gender mainstreaming capacity development measures
- Previous experience of working with UNDP is an asset
- Knowledge and familiarity with the African region’s development challenges and issues is an asset
III. Language Requirements

- Excellent oral and written English. French, Portuguese and Spanish will be an asset.

IV. Competencies

- Good track record in project management, with UNDP experience being an asset.
- Understanding of Government functioning and systems.
- Updated familiarity on, various international projects on across one or more areas of expertise.
- Working knowledge of objectives-oriented project planning, or results-based management.

V. Leadership skills.

- Strong interpersonal and communication skills.
- Strong analytical writing skills.

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 specialized expertise in a minimum of one of the four action areas mentioned in the TOR: (i) Women in Peace, Security and Governance (ii) Gender and Economic policy, modelling and statistics (iii) Gender and the Private Sector Management; (iv) Gender analysis Social policy development – 40 points
- Demonstrated specialized 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 – 40 points
- Demonstrable educational qualifications and experience in working with UN agencies in African geographies on Gender and macroeconomic policy modelling and research, women Governance, Peace and security, Legal and policy reform -related projects 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 cannot 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) –