INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Home-Based and Various

Description of the assignment: VETTED ROSTER FOR TECHNICAL EXPERTS, SUPPORT TO UNDP PROGRAMS AND PROJECTS: - Inclusive Growth and Jobs Livelihoods

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 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

The Inclusive Growth and Sustainable Development Cluster (IGSDC) of UNDP is responsible for supporting the implementation of UNDP’s Strategic Plan at the regional and country level across the Sub-Saharan Africa, working with a network of Country Offices and regional partners. It focuses on integrating UNDP’s economic, social and environmental work into a coherent, sustainable development policy and programming framework. It seeks to provide an integrated package of services covering all strands of sustainable development, including an integrated development planning and inclusive and sustainable growth, sustainable livelihoods and economic recovery in crisis and post crisis-situations and natural capital and the environment. Within the auspices of the Post 2015 agenda, this Cluster’s work will address inter alia poverty, economic growth, employment and livelihoods, social inclusion and equality, recovery in post crisis countries, the management of ecosystems and biodiversity, marine resources, extractive industries and chemicals.

In order to ensure continued support to our initiatives, UNDP invites candidates to send their applications for inclusion in a Vetted Roster of external experts. The process of including candidates in the Expert Roster is described in the later sections of this advertisement

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:

- UN Sustainable Development Goals and AUC Agenda 2063:
- Social Protection, Jobs and Livelihoods
- Local Economic Development
- Private Sector Development and Engagement:

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Degree in economics, development studies, business administration and/or other social science/s.

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.
- Solid understanding of SDGs and the localization agenda
- Experience working with private sector and private sector organizations on issues related to private sector development and engagement
- Experience in working with state/central Governments and/or an international organization, policy think tank.
- Hands-on experience working in a development setting.
- Experience working Africa or on Africa related assignments.
- Ability to synthesize complex issues drawing synergies and linkages between development issues.
- Ability to work with, and analyse data, using relevant tools/computer programs to present findings.
- Ability to leverage your personal and the institutional network to achieve greater outreach, share lessons and good practices.

III. Language Requirements

- Excellent oral and written English, French, Portuguese or Spanish, as required by assignment
IV. Competencies

- Solid understanding of government functions and other development stakeholder’s systems
- Familiarity and exposure to development projects (one or more areas of expertise).
- Working knowledge of objectives-oriented project planning, or results-based management.
- Leadership skills.
- Good grasp of statistical forecasting methods and economic modelling.
- Ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Strong organizational and interpersonal relationship and communication 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.
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 following areas mentioned in the TOR: (1) **UN Sustainable Development Goals**: solid understanding of SDGs, the localization agenda and AUC Agenda 2063; (2) **Social Protection, Jobs and Livelihoods**; (3) **Local Development**: experience in working with state/central Governments and/or an international organization, policy think tank; (4) **Private Sector Development and Engagement**: experience working with private sector and private sector organizations on issues related to private sector development and engagement; (5) Hands-on experience working in a development setting and experience in working with UN agencies will be an added advantage:– 40 points
- **Demonstrated programme/project management experience** (as applicable) 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** relevant for the successful fulfilment of Bands 1, 2 or 3 – 10 points
- **Demonstrated language** skills: and ability to write reports, presentations and briefs – 10

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 the minimum point specified on the assignment ToR, in the technical valuation, 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) –