INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 15 September 2022

Country: Arab Republic of Egypt

Description of the assignment: Supporting SDG localization in Egypt

Post Level: National Consultant

Period of assignment/services (if applicable): 8 months

No. of working days: 60 working days

Proposal should be submitted by email to procurementnotice.egypt@undp.org no later than 25 September 2022.

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

Localizing the SDGs is a process to translate global SDG targets into realities on the ground, and for individuals and communities to take ownership of the goals, help set local targets, participate in SDGs implementation at the sub national level, as well as to hold governments accountable for achievement of the 2030 Agenda.

Without effective Localization processes with inclusive civic participation, national development policies may fail to accommodate the specific development context at the local level.

The process of SDG localization will:

- Improve collective prioritization of the SDGs in the local context
- Build disaggregated monitoring and reporting mechanisms - incorporate SDGs into local development planning and monitoring of progress.
- Increase inclusiveness and participation
The objective of the assignment is to provide support to the Ministry of Planning and Economic Development, in implementation of SDG localization initiatives across a number of selected governorates by:
- strengthening coordination and collaboration on SDGs localization on the local level,
- Undertaking relevant analysis and studies supporting development of Voluntary Local Reviews
- conducting capacity building and awareness building activities

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

The SDG localization expert will support SDG localization efforts through the following tasks:

**Strengthening coordination and collaboration on SDGs localization on the local level**
- Develop in consultations with UNDP, MoPED and Governorate offices, a detailed workplan and methodology by reviewing the proposed Concept Note and areas of proposed action.
- Support in organization and logistical arrangements for all meetings and consultations between UNDP, MoPED and Governorate offices related to SDG localization initiatives activities and project activities;
- Prepare progress reports for publication, speeches, press releases, meeting minutes, narrative and financial reports as required;
- Mainstream and explore synergies between development partners and institutions working on SDGs Localization and sustainable development and ensure efforts are captured.

**Undertaking relevant analysis and studies supporting development of Voluntary Local Reviews:**
- Develop a detailed workplan with critical milestones. This should be developed in coordination with MoPED and Governorates offices by seeking comments/views from relevant officials from governorate offices
- Conduct desk review of background materials, including international best practices in SDG localization, development of medium-term development policy and plans at national and subnational level, the medium-term development plans (aligned with SDGs and Vision 2030) of selected governorates and their implementation progress against set indicators and targets, and identify bottlenecks to SDG localization.
- Review all relevant documents related to the selected governorate local economic development plans, and their economic and social development
- Conduct a short assessment of the baseline and progress of the selected governorates’ key development and SDGs indicators, data readiness/gap and their sources, and the implementation status of relevant plans and programs and pre-identify population groups and/or locations lagging behind in terms of SDGs, national development goals and policies
- Identify selected governorates’ socio-economic and environmental indicators by reviewing relevant documents, reports and statistical data on national, local/governorate and sector development in order promote the principle of ‘Leaving no one behind’ (LNOB);
- Support the compilation of disaggregated data on Voluntary Local Reviews published and archived.
- Prepare brief report on the LNOB assessment for the selected governorates;
- Assist in policy advocacy to address the needs of most vulnerable groups through the governorate’s development planning, budgeting and reporting processes;
Assist in identification of priority projects and resource mobilization using innovative approaches and their implementation by supporting activities to accelerate the SDGs and support in drafting bankable projects as required;

Support governorates in drafting of at least 4 local VLRs.

Monitoring, conducting capacity building and awareness building activities:

- Introduce the monitoring and tracking tools on the SDGs progress to ensure the sustainability and institutionalization of SDG localization initiatives at the local level.
- Prepare training and policy advocacy materials on SDG awareness and capacity building for the selected governorates, implementing agencies, and local representatives; and
- Conduct and organize trainings and awareness building activities for the governorates
- Support in updating the SDG dashboard by collecting disaggregated SDG data by governorate

Based on the above areas, the following deliverables are expected from the consultant:

<table>
<thead>
<tr>
<th>Description of deliverables</th>
<th>Target delivery dates</th>
<th>Payment schedule</th>
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<tbody>
<tr>
<td><strong>Deliverable 1:</strong> Detailed workplan, and baseline research on current status and best practices</td>
<td>Within 1 month after contract signature (10 w/days)</td>
<td>20%</td>
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<tr>
<td><strong>Deliverable 2:</strong> First draft of VLR’s developed</td>
<td>Within 3 months after contract signature (20 w/days)</td>
<td>30%</td>
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<tr>
<td><strong>Deliverable 3:</strong> Trainings, consultations and capacity development sessions</td>
<td>Within 3 months after contract signature (10 w/days)</td>
<td>30%</td>
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<tr>
<td><strong>Deliverable 4:</strong> Final draft of VLR’s developed</td>
<td>Within 5 months after contract signature (20 w/days)</td>
<td>20%</td>
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Impact of Results and Critical Success Factors

Performance indicators for evaluation of results includes press coverage, social media KPIs, success of project campaigns, and number of events supporting initiatives for COP27.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master’s degree in development economics, public policy analysis, Public Administration, and other related fields;
II. Experience:

- Proven experience in policy making, policy analysis, planning, and development of performance indicators;
- Experience in statistic data collection, processing, analysis, and report writing;
- Experience in working with Government agencies and the local government is an asset;
- Fluency in written and oral English and Arabic.

III. Competencies:

**Competencies**

**Corporate competencies:**
- Demonstrates integrity by modeling 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 favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Functional competencies:**
- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team;
- Openness to change and ability to receive/integrate feedback;
- Ability to work under pressure and stressful situations;
- Strong analytical, reporting and writing abilities;
- Excellent public speaking, editorial and presentation skills;
- Excellent journalistic-style writing and editorial skills, with ability to articulate ideas in a clear and concise way to a variety of audiences;
- Excellent proven facilitation skills;
- Highly developed and proven communications skills in multi-cultural settings.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. 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

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

4. Medical Proof should be submitted to cover the assignment (In case the applicant doesn’t have medical, please include the medical plan into the financial offer as it will be reimbursed by UNDP.

5. FINANCIAL PROPOSAL

- 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 of this lump sum amount (including travel, per diems, and number of anticipated working days).

6. EVALUATION

Individual consultants will be evaluated based on the following methodology:

**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; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 of the points would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70%</td>
<td>70</td>
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<tr>
<td>• Criteria A: Education and Background.</td>
<td>20%</td>
<td>10</td>
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<tr>
<td>• Criteria B: Relevant previous experience including substantial knowledge and competencies</td>
<td>30%</td>
<td>20</td>
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<tr>
<td>• Criteria C: Proposed Methodology to conduct required tasks and achieve requested deliverables</td>
<td>20%</td>
<td>40</td>
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<tr>
<td>Financial</td>
<td>30%</td>
<td>30</td>
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ANNEX

ANNEX 1 – Terms of Reference

ANNEX - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS