**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

**Country:** Home based and various

**Description of the assignment:** VETTED ROSTER FOR TECHNICAL EXPERTS, SUPPORT TO UNDP PROJECTS AND PROGRAMMES: Independent Evaluation

**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](mailto: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**

High-quality evaluations are critical for results-based management, knowledge generation for wider use, and for accountability to programme partners. One of the requirements of the UNDP evaluation policy is that programme units – policy, practice, regional bureaus and country offices – ensure that evaluations inform programme management and contribute to development results. Therefore, UNDP has been increasingly emphasizing the need to carry out high quality decentralized evaluations. As part of this process, the UNDP Independent Evaluation Office (IEO) assesses the quality of the decentralized evaluations carried out each year. These assessment findings are made available to the relevant UNDP Bureaus and programme units and are reported to the UNDP Executive Board as part of the IEO Annual Report on Evaluation.

Decentralized evaluations include programme-level evaluations, outcome evaluations, and project evaluations. UNDP Bureaus and country offices develop Evaluation Plans, articulating the evaluations to be carried out during each 5-year planning cycle. Approximately 200 - 250 decentralized evaluations get carried out world-wide each year. UNDP Bureaus and Country Offices have discretion over which of their programmes and projects are evaluated, unless otherwise specified in partnership agreements with funders. Of particular relevance to these terms of reference, all full-size projects funded by the Global Environment Facility (GEF) require a final (terminal) evaluation upon closure.

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

**2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.**

**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:

* **Sustainable Development including** - Poverty reduction, Natural resource management, Development planning and risk management;
* **Democratic governance** - Enabling and strengthening Governance systems; Governance strengthening and innovation; Civil society engagement and inclusion; Integrity in public institutions;
* **Resilience -** Supporting recovery in all aspects from conflict (economic and governance); Preparing for and dealing with the consequences of natural disasters; and
* **Environment and Energy** - Water use and systems; Air pollution and quality; Land degradation; Coastal erosion; Efficient energy use.
* **Programme Monitoring and Evaluation** in the (related) areas above

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

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

I. Academic Qualifications:

Degree in either of or related fields

* **Sustainable Development** or any of the following- Poverty reduction, Natural resource management, Development planning and risk management;
* **Socio economic or political governance** - Enabling and strengthening Governance systems; Governance strengthening and innovation; Civil society engagement and inclusion; Integrity in public institutions;
* **Environment and Energy** - Water use and systems; Air pollution and quality; Land degradation; Coastal erosion; Efficient energy use

II. Years of experience:

* **Band 1, Implementation Suppor**t: 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, theory of change, 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;
* Previous work experience in Africa Region is an asset.

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| **III. Language Requirements:**   * Excellent oral and written English; Fluency in French, Portuguese and/or Spanish would be an asset, or as 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).   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.**

In*terested* individual consultants must submit the following documents/information to demonstrate their qualifications:

1. **A cover letter, clearly identifying** the “Areas of Expertise” as mentioned in the background section above.
2. **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
3. **Daily professional fee**

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

* [procurement.rsca@undp.org](mailto:procurement.et@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
  + ***Demonstrated specialized expertise*** *in a minimum of ONE of the THREE action areas mentioned in the TOR: 40 points*

* *Sustainable Development -  Poverty reduction, Natural resource management, Development planning and risk management;*
* *Democratic governance - Enabling and strengthening Governance systems; Governance strengthening and innovation; Civil society engagement and inclusion; Integrity in public institutions; and*
* *Environment and Energy - Water use and systems; Air pollution and quality; Land degradation; Coastal erosion; Efficient energy use. –*

* + ***Demonstrated specialized experience*** *(as applicable) in policy and strategy development, programme/project design, management, capacity development, knowledge management, research and documentation and Result based management, Developing Theories of Change, monitoring and evaluation aspects required for fulfilling the consultancy successfully; –* ***40 points***

* ***Demonstrable educational qualifications*** *and experience in conducting evaluations in the UN agencies in African region on Governance, Poverty reduction, Natural resource management and environment and energy-related projects; –* ***10 points***

* ***Demonstrated language and communication skills****: and ability to write reports in English and or French, 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 and qualified representatives from key and LGBTI populations are encouraged to apply.

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| **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, on technical evaluation, would be considered for the Financial e*valuation* |

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| 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) –**