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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 18th April 2022

Country: RWANDA
Description of the assignment National Consultant for the Mid-term Evaluation of “the Joint Youth Programme
Project name: Youth Employment
Period of assignment/services: 50 days

Dear Sir / Madam,

We kindly request you to submit your Proposal for a National Consultant for the Mid-term Evaluation of “the Joint Youth Programme
Please be guided by the form attached HERE to as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Monday, May 02, 2022 to the address below:
United Nations Development Program
KN 67 Street No 4
P.O Box 445 Kigali, Rwanda, Kigali, Rwanda
Attn: Head of Procurement Unit.

Only Electronic Submission is allowed and will be submitted by email at offers.rw@undp.org Time: 05h00 PM Kigali Rwanda local time. Your Proposal must be expressed in the RWF, and valid for a minimum period of 90

Any request for clarification must be sent in writing, or by standard electronic communication to procurement.rw@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.

Sincerely yours,

Fidele Habimana
Operations Manager a.i



1. BACKGROUND

Initiated in 2019, the One UN Joint Youth Programme is a 5-year Programme ending in June 2024. The Joint Programme builds on the past successes of the Youth and Women Employment Programme such as the YouthConnekt initiative as well as the Art-Rwanda and iAccelerator programmes that established impactful approaches for youth empowerment.

The Joint Youth Programme aims to reach three key objectives: (1) increased youth (girls and boys) access to decent jobs in Rwanda; (2) empowerment of youth to fully engage in policy-making and civic engagement; and (3) increased youth use of health services and adoption of healthy lifestyle practices. These objectives align the Programme with the UN's renewed Youth Strategy, contributing to the advancement in Rwanda of each of the Strategy's three pillars: peace and security, human rights, sustainable development. The Programme contributes to the One UN Rwanda's UNDP's efforts to create decent jobs and provide access to education and health care services. By seeking to realize the full potential of youth, the Programme also aligns with the African Union's Vision 2063 and the Sustainable Development Goals. At the national level, the proposed Programme's strategy to promote skills development and job creation aligns with the Rwandan Government's Vision 2050, the National Strategy for Transformation, and the National Youth Policy. The Joint programme brought together 7 sister UN agencies based on their comparative advantages (UNDP, UNFPA, WHO, UNWOMEN, FAO, UNCDF, UNICEF) under the coordination of MYCULTURE and UNDP to support different implementing partners (MYCULTURE, MoH, MIGEPROF, Imbuto Foundation, NYC, RYAF, among others). The main donor of the Joint Youth Programme is KOICA (Korea International Cooperation Agency). MYCULTURE, UNDP and UNFPA signed an agreement with Korea International Cooperation Agency (KOICA) in 2019 to support the scaling-up of the YouthConnekt and i-accelerator initiatives in Rwanda through a 4-year programme (2019-2022) with a budget of USD 7,500,000.

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

The mid-term evaluation main objectives are :

- Assess the Programme's implementation strategy
- Assess the relevance, efficiency, effectiveness, sustainability, and impact of the interventions
- Assess the Programme's processes, including budgetary efficiency
- Assess the extent to which planned activities and outputs are being achieved
- Identify the main achievements and impacts of the programme's activities including the most successful initiatives to be scaled-up
- Identify the underlying causes and issues of non-achievement of some targets
- Document lessons learnt of effective approaches
- Make recommendations for the next project cycle
- Make recommendations for strengthening the synergies among UN agencies and implementing partners.

The evaluation covers the implementation period of the project, from 2019 up to now. It covers the UN agencies funded interventions of the Joint Youth Programme with a specific attention to the KOICA funded activities.

For detailed information, please refer to TORs Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master's degree

II. Years of experience:

At least 7 years accumulated experience in project/programme evaluation and 10 years' experience in programme management support including formulation, monitoring and evaluation and RBM implementation.

III. Competencies:

- At least master's degree in Public Policy and Management, Public Administration, Development studies, International Development, Economics or/and Management and Business
Proven expertise, knowledge and experience in the field of Youth Employment/Empowerment/ entrepreneurship and/or business development.
- Good understanding of gender equality, human-rights based approach and environmental sustainability concepts.
- Strong interpersonal and managerial skills, ability to work with people from different backgrounds and evidence of delivering good quality evaluation and research products in a timely manner
- Proven understanding of key elements of result-based programme management in international development cooperation.
- Fluent in English and working knowledge of French would be an added advantage
- Excellent written and verbal communication skills in English.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. 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 (if applicable)

2. Financial proposal

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

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around the set deliverables in the TORs (whether payments fall in installments or upon completion of the entire contract). Payments are based upon delivery of the services/deliverables 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).

Travel;

All envisaged travel costs must be included in the financial proposal. 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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION**Cumulative analysis**

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 70/100 points would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical:</u>	70%	
At least master's degree in Public Policy and Management, Public Administration, Development studies, International Development, Economics or/and Management and Business;	10%	10
At least 7 years accumulated experience in project/programme evaluation	15%	15
At least 10 years' experience in programme management support including formulation, monitoring and evaluation and RBM implementation	15%	15
Proven expertise, knowledge and experience in the field of Youth Employment/Empowerment/ entrepreneurship and business development initiatives;	20%	20
Overall Methodology (clear demonstration of evaluation methodology and understanding of the ToR)	30%	30
Fluent in English (written and verbal skills)	10%	10
<u>Financial:</u>	30%	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY