

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: April 25, 2019

Post Title:	Individual Contract (IC) – Regional Electoral Support Project Midterm Review
Starting Date:	25 May 2019
Duration:	15 working days
Location:	Home Based with expected travel to Amman (5 days)
Project:	Regional Electoral Support Project
National or International consultancy	International Consultant
Requisition Number:	

CONTEXT/BACKGROUND

The United Nations Development Programme implements regional electoral assistance in the Arab States through its Global Project for Electoral Cycle Support (GPECS) Arab States. The regional project is based in UNDP regional hub in Amman and it aims to strengthen regional knowledge and cooperation, establish and enhance capacities of regional actors engaged in the field of elections, and to reinforce inclusive political participation throughout the electoral cycle in the region, with an overall objective to enhance the credibility, transparency, effectiveness and sustainability of electoral institutions and processes in the region. In particular, the GPECS adopts an electoral cycle approach –as opposed to election day- looking at the electoral process over time, while seeking also to integrate electoral assistance into a wider framework of democratic governance and peacebuilding, as well as to engage with different actors throughout the cycle.

With support from the Swedish International Development Agency (SIDA), GPECS Arab States is in its phase II of implementation, focused on the following key outputs:

- 1) Regional electoral capacity and knowledge enhanced
- 2) Profession of electoral administration strengthened through regional cooperation.
- 3) Civic and political participation of women enhanced
- 4) Role of youth in the electoral cycle promoted

SCOPE OF WORK AND DELIVERABLES

The midterm review consultant is expected to assess the level of progress made towards achieving Phase II project outputs. The evaluation must provide evidence-based information that is credible, reliable and useful. The evaluator is expected to follow a participatory and consultative approach ensuring close engagement with relevant counterparts. The evaluation should result in concrete and actionable recommendations for any proposed future programming.

The evaluation should be able to:

- Assess the level of progress made towards achieving the outcomes and outputs of the project;
- Capture lessons learned and best practices from the implementation of the project.
- Provide concrete and actionable recommendations (strategic and operational), taking into consideration phase I final evaluation.
- Provide a comprehensive roadmap for the project, based on evaluation findings, conclusions and recommendations. The roadmap should delineate how in its next phase the project could improve, inter alia, its relevance, delivery of results and engagement with stakeholders.

Evaluation criteria and key guiding questions

UNDP Regional Electoral Support project applies the electoral cycle approach as its policy context. The electoral cycle approach focuses on creating an inclusive and participatory electoral process and a professional electoral administration to enhance the credibility of the process and trust in electoral results. Taking a longer-term development view, the electoral cycle approach seeks to increase national ownership and build capacity of national institutions and processes.

The evaluation will use the OECD-DAC evaluation criteria of relevance, effectiveness, efficiency, and sustainability as defined and explained in the UNDP Handbook on Planning, Monitoring and Evaluating for Development Results. The final report should comply with the UNEG Quality Checklist for Evaluation Reports.

<http://web.undp.org/evaluation/guidance.shtml#handbook>

<http://www.unevaluation.org/document/detail/607>

Below is the criteria to be considered for the evaluation process:

Relevance and appropriateness

- Was the project relevant, appropriate and strategic to the electoral needs in the region?
- Was the project relevant, appropriate and strategic to the UN electoral assistance mandate and UNDP development goals?
- How well the project addressed the issues of gender inclusion, women's participation and empowerment. How well gender perspectives have been mainstreamed into the design and implementation of the project?
- What has been the capacity of the project in identifying priorities and challenges and developing alternative options and contingency plans?

- Assess mechanism of coordination with main stakeholders and donors.

Effectiveness

- What have been the main challenges faced by the project and how the project sought to overcome them?
- What unforeseen and foreseen factors have contributed to achieving (or not achieving) the intended outputs?
- To what extent were the project outputs achieved?
- In which areas does the project have the greatest achievements? Why and what have been the supporting factors? How can the project build on or expand these achievements?
- In which areas does the project have the fewest achievements? What have been the constraining factors and why? How can or could they be overcome?
- Are the projects objectives and outputs clear, practical and feasible within its frame?
- To what extent have stakeholders been involved in project implementation?
- To what extent are project management and implementation participatory and is this participation contributing towards achievement of the project objectives?
- To what extent has the project been appropriately responsive to the needs of its constituents and changing partner priorities?

Efficiency

- To what extent was the project management structure as outlined in the project document efficient in generating the expected results?
- To what extent have the UNDP project implementation strategy and execution been efficient and cost-effective?
- Has the project managed risks effectively?
- Assess the project efficiency in terms of technical assistance and advisory support provided to key electoral stakeholders, during the implementation of the project;
- Were the resources utilized in the best way possible?
- Were the resources (time, funding, and human resources) sufficient?

Impact and sustainability

- Will the outputs/outcomes lead to benefits beyond the life of the existing project?
- Were the actions and results owned by beneficiaries, partners and stakeholders?
- Was capacity (individuals, institution, systems) built through the actions of the project?
- What is the risk that the level of stakeholders' ownership will be sufficient to allow for the project benefits to be sustained?
- Did the Project address cross cutting issues including gender and youth?
- Are there any financial risks that may jeopardize the sustainability of project outputs?
- Are there any social or political risks that may jeopardize sustainability of project outputs and the project's contributions to project's outputs and outcomes?
- Was the project able to establish and maintain sustainable and efficient partnerships and cooperation, in the implementation period
- To what extent do stakeholders support the project's long-term objectives?
- To what extent do UNDP interventions have well-designed and well-planned exit strategies?
- What could be done to strengthen exit strategies and sustainability?

EXPECTED OUTPUTS AND DELIVERABLES

Lump sum payment will be made upon satisfactory delivery of the final deliverable (Final Midterm Review Report) in accordance with the following schedule and following outputs:

	Deliverables	Timeline	% of payment
1.	Inception report on proposed evaluation methodology, work plan and proposed structure of the report.	Within 2 days of contract	20%
2.	A draft preliminary evaluation report: inclusive of identifications on programming lessons learnt and propose looking forward approaches and options.	10 days – including conducting desk review and necessary meetings	60%
3	Final report including a 2-3 pages' executive summary: Incorporate comments received on the draft report.	Within 3 working days after receipt of comments on the draft report	20%

INSTITUTIONAL ARRANGEMENT

- The individual is required to exhibit his or her full-time commitment with UNDP-RBAS;
- S/He shall perform tasks under the general guidance of the Regional Programme Coordinator and the direct supervision of the Chief Technical Advisor (CTA) of the Strengthening Arab Economic Integration for Sustainable Development (AEISD) regional project. The supervision will include approvals/acceptance of the outputs as identified in the previous section;
- S/he shall demonstrate the financial capability to conduct the study through presentation of records of financial statements of the last three years from the date of the submission of the bidding proposal.
- The individual is expected to liaise and collaborate in the course of performing the work with other consultants, suppliers and UN colleagues, as required;
- The individual is required to provide periodical progress reports on regular and needed basis throughout the assignment in order to monitor progress;
- The individual is required to maintain close communication with UNDP-RBAS on regular and needed basis at any period throughout the assignment in order to monitor progress. In the event of any delay, S/he will inform UNDP promptly so that decisions and remedial action may be taken accordingly;
- Should UNDP deem it necessary, it reserves the right to commission additional inputs, reviews or revisions, as needed to ensure the quality and relevance of the work.

DURATION OF THE WORK and travel

The consultant is expected to start 25 May 2019 and will be contracted for 15 working days, ending on 20 June 2019 (note: working week Sunday-Thursday). The consultant is expected to have 5 working days in Amman at the UNDP Hub office

QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic qualification:

- A university degree in political science, statistics, social sciences or other related field,

II. Work Experience:

- A minimum of seven (7) years of evaluation-related professional experience.
- Experience in in results based management, project management and monitoring and evaluation is strong asset
- Experience in participatory evaluations of electoral assistance required, with experience in the Arab region is preferred. Project evaluation experience within the United Nations system.
- Excellent analytical and organizational skills. Knowledge of result-based management evaluation methodologies.
- Demonstrated strong experience in project design, project management and implementation;
- Strong communication skills including the ability to write, review, edit reports as well as the conduct meetings with stakeholders;
- Fluency in spoken and written English mandatory; Arabic language skills considered a strong asset;
- Consultant should demonstrate neutrality and impartiality in relation to the electoral environment.
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III. Key Competencies

▪ *Corporate*

- Demonstrates integrity and fairness, by modeling the UN/UNDP'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.

▪ *Functional*

- Time management and organizational skills, with the ability to undertake multiple tasks and deliver under pressure;
- Strong analytical and synthesis skills;
- Ability to work independently and achieve quality results with limited supervision and within tight schedules;
- Strong quantitative and qualitative research skills;
- Experience in reports production;
- Ability to write in a clear and concise manner;
- Good teamwork and interpersonal skills;
- Flexibility and ability to handle multiple tasks and work under pressure;

- Excellent computer skills especially Word, Excel and Power Point.
- *Knowledge Management and Learning*
 - Ability to strongly promote and build knowledge products;
 - Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example;
 - Seeks and applies knowledge, information and best practices from within and outside of UNDP;
 - Demonstrates a strong capacity for innovation and creativity in providing strategic policy advice and direction.
- *Leadership*
 - Demonstrated ability to think strategically and to provide credible leadership;
 - Demonstrated flexibility in leadership by performing and/or overseeing the analysis/resolution of complex issues;

SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

All proposals must be expressed in a *lump sum amount*. This amount must be “all-inclusive”. Please note that the terms “all-inclusive” implies that all costs (professional fees, communications, consumables, travel fees.....etc.) that could possibly be incurred are already factored into the final amounts submitted in the proposal. Also, please note that the contract price will be Deliverables/Outputs based - not fixed - subject to change in the cost components.

The contractor will be paid an all-inclusive Deliverables/Outputs based lump sum amounts over the assignment period, subject to the submission of Certification of Payment (CoP) duly certified and confirmation of satisfactory performance of achieved work (deliverables/outputs) in line with the schedule of payments table hereunder:

Milestone	Estimated due date	Payment
Milestone 1: Successful delivery of deliverable1	Within 2 days of contract.	Up to 20% of total contract amount
Milestone 2: Successful delivery of deliverable2	10 days – including conducting desk review and necessary meetings	Up to 60% of total contract amount
Milestone 3: Successful delivery of deliverable 3	Within 3 working days after receipt of comments on the draft report	Up to 20% of total contract amount

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Candidates that fail to submit the required information will not be considered.

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, 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;
- c) **Brief Description** of why the individual considers him/herself as the most suitable for the assignment, including references to how she/he will approach and complete the assignment.
- d) **Technical Proposal** A half page technical proposal detailing how they will approach the assignment, prioritizing activities to meet the deliverables as set above in the most efficient and effective manner;
- e) **Two previous sample of similar work:** to demonstrate the individual's competencies to undertake this assignment;

Interested candidates shall submit above documents to the Job Advertisement Website:

[https://jobs.undp.org/cj view jobs.cfm](https://jobs.undp.org/cj_view_jobs.cfm) as one document not later than 11thMay , 2019

Interested candidates can find Procurement notice, letter of confirmation of interest and availability and P11

<http://procurement-notices.undp.org/>

Please do not submit financial proposal in this stage. Financial proposal shall be requested from Candidates who are considered technically responsive

EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Step I: Screening and desk review:

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Individual consultants will be evaluated based on the following methodology.

Applications will be first screened and only candidates meeting the following minimum requirements will progress to the pool for shortlisting:

- Criteria A: A university degree in political science, statistics, social sciences or other related field,
- Criteria B: A minimum of seven (7) years of evaluation-related professional experience.
- Criteria C: Language proficiency and writing skills in English

Shortlisted Candidates will be then assessed and scored against the following evaluation criteria:

Technical evaluation Criteria max 100 points (Weighted 70):

- Experience in results based management, project management and monitoring and evaluation. (20 Points)
- Experience in participatory evaluations of electoral assistance required, with experience in the Arab region. (20 points)
- Comparative experience in participatory review/evaluations, with exposure and experience in conducting review/evaluation of electoral assistance programming. (please reference two comparable sample evaluations undertaken for international organization where the consultant was the lead or sole evaluator) (30 points)
- Draft methodology for the conduct of the Midterm Review. (30 Points)

Financial Criteria - 30% of total evaluation

For those offers considered in the financial evaluation, the lowest price offer will receive 30 points. The other offers will receive points in relation to the lowest offer, based on the following formula: $(PI / P_n) * 30$ where P_n is the financial offer being evaluated and PI is the lowest financial offer received.

Step II: Final evaluation

The final evaluation will combine the scores of desk review and financial proposal with the following weights assigned to each:

Individual consultants will be evaluated based on the **cumulative analysis** methodology (weighted scoring method), where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation.

Technical Criteria weight: [70%]

Financial Criteria weight: [30%]

Only Individual Consultants obtaining a minimum of 49 points (70%) on the Technical evaluation would be considered for the Financial Evaluation.