



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 30 2017

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**Country:** Cape Verde

**Description of the assignment:** CONSULTANCY FOR THE ELABORATION OF CABO VERDE UNDP, UNFPA AND UNICEF COUNTRY PROGRAMME 2018-2022

**Project name:** The Joint Office of UNDP, UNFPA and UNICEF project

**Period of assignment/services:** The entire process is expected to take 40 working days, over a maximum period of three months starting after the contract is signed.

Proposal should be submitted to the following email address, by the individual:

[procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) no later than **April 16<sup>th</sup> 2017, 23:59Hrs Cape Verde Time**. Please write “**CCPD 2018-2021 of UNDP, UNFPA and UNICEF Cabo Verde**” in the subject line of the email.

Any request for clarification must be sent in writing, by standard electronic communication, to [unoffice.cv@one.un.org](mailto:unoffice.cv@one.un.org). UN Cape Verde will respond 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.

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### 1. BACKGROUND

The Joint Office of UNDP, UNFPA and UNICEF (JO) is in the process of developing strategies to inform programming for the next programming cycle, aimed to coincide with the Government of the Cabo Verde’s own development schedule, 2017-2021, as well as the United Nation’s Development Assistance Framework (UNDAF) scheduled for 2017-2021.

The current Common Country Programme Document (CCPD) was developed in the context of a singular organizational context - the Joint Office of UNDP, UNFPA and UNICEF (JO). Cabo Verde became the first pilot Joint Office of the Ex-Com agencies (UNDP, UNICEF, UNFPA and WFP) on 1 January 2006. This was a major step of UN reform towards the harmonization and simplification of UN activities in small countries, a common premise for the UN already existed since the early 1990s, but a call for further cost-effective and cohesive UN country programmes had led to the initiative to merge the organizations

of these four agencies to one. Since 2010, WFP ended its operations in Cabo Verde. The JO is now comprising only 3 agencies – UNDP, UNICEF and UNFPA. The Joint Office model consists of a single UN office of the participating agencies, led by one representative who equally represents all the participating agencies and is also the UN Resident Coordinator. The JO has one organizational structure and a single programme (Common Country Programme Document – CCPD) encompassing the activities and mandates of the three participating agencies (UNDP, UNFP and UNICEF), and uses one set of business processes, rules and regulations under a “support agency” arrangement. It was decided that UNDP processes, systems and contracting arrangements would be adopted by the Joint Office.

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

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

Under the direct supervision of the Deputy Representative and the overall guidance of the Representative, the international consultant will work closely with the programme team to conduct the following:

1.Undertake a desk review of JO, country documentation (e.g. current CCPD, evaluation of CCPD, strategic frameworks of the three agencies, draft CCA, outcomes of internal strategic moments of reflection exercises, gender reviews, National plan for Sustainable Development) and data analysis; Prepare, facilitate and participate in internal workshop/s and partner’s consultations on overall strategic focus of the new country programme, specific strategies and potential country programme outcome and output, using results-based management and theory of change tools, including a prioritization workshop to conduct the problem analysis, formulate the Theory of Change (ToC) and the RRF.

2.Prepare a Country Strategy Note based on the above consultations, as well as desk review.

3.Prepare a first draft of the CPD, Theory of Change, and the Results and Resources Framework in line with the stipulated guidance and template, ensuring alignment with the UNDAF, the three Corporate Strategic Plan and the Government Strategic document (PEDS);

4.Incorporate discussions and comments from meetings with Government to produce a final draft CPD, with results framework.

5.Finalize the CPD draft after consultation and validation with key stakeholders after receiving final comments from UNDP, UNFPA and UNICEF programme units, senior management and Regional Bureaus.

6.Provide ongoing RMB capacity development support to the JO throughout the process.

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

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Academic Qualifications:**

- Advanced university degree (Master’s degree or above) in social sciences, or other relevant disciplines;

**Years of experience:**

- At least 10 years of social or economic development experience
- At least 10 years of proven solid experience in programme design, development and planning, programme cycle management
- Substantive knowledge in UNDP and/or UNFPA and/or UNICEF practice areas.
- Substantive knowledge and practical experience of MDGs-based/SDGs-based planning.
- Prior documented experience drafting a UNDAF or UN Agency Country Programme Document.

**Competencies:**

- Proven excellent oral and written communication skills (with sample of writing report),
- Proven facilitation skills in the context of participatory strategic and operational planning exercises. Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.

**Languages:**

- Spoken and written fluency in English, with excellent writing skills is required
- Excellent working knowledge of spoken and written Portuguese is required

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP, Annex II;
- Personal CV and P11, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidates and at least three (3) professional references;
- Brief description of why the Candidate considers as the most suitable for the assignment, and a brief methodological proposal on how the assignment will be approached and completed. The methodological proposal should include at least: Statement of the research problem: the conceptual framework and Proposed timeframes (hour days)
- One sample of past publications in English, French, Portuguese or Spanish;
- Financial Proposal: the financial proposal must be expressed in the following pricing option: Lump Sum Amount. The lump sum amount must be "all-inclusive" (honorariums, living allowance, trips, health insurance, etc.); the price should be in USD indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP – Template attached Annex II

**Incomplete applications will be excluded from further consideration.**

## 5. FINANCIAL PROPOSAL

### Fixed lump-sum contracts

The financial proposal should specify the amount of the lump sum and the specific and measurable terms of payment (qualitative and quantitative). Payments are based on the product; i.e. the services provided specified in the TdR. In order to help the unit recruited compare the financial bids, the proposal should include a breakdown of the lump sum (including travel, subsistence allowance and predicted number of work days).

### Travel

All planned travel expenses must be included in the financial proposal. This covers all trips to the workplace. As a general rule the UNDP will not accept travel expenses higher than those of an economy class ticket. If the Individual Consultant wishes to travel in a higher class, he must use his own resources.

In the event of an unforeseen trip, payment of travel expenses including tickets, accommodation and final expenses must be agreed between the respective unit and the Individual Consultant before the trip and expenses will be reimbursed.

## 6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

### Cumulative analysis

*Offers will be evaluated according to the Combined Scoring method: where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%.*

*Applicants obtaining **49 points** or more of the total technical points will be considered for financial evaluation.*

*Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>		<b>70</b>
<p><i>Criteria A (Candidate profile):</i></p> <ul style="list-style-type: none"> <li>• At least 10 years of social or economic development experience</li> <li>• At least 10 years of proven solid experience in programme design, development and planning, programme cycle management</li> <li>• Prior documented experience drafting a UNDAF or UN Agency Country Programme Document is required.</li> <li>• Proven facilitation skills in the context of participatory strategic and operational planning exercises. Proven ability to deliver quality output including reports writing and making presentation under tight deadlines.</li> </ul>	70%	25

<p><i>Criteria B (Candidate profile):</i></p> <ul style="list-style-type: none"> <li>• Advanced university degree (Master’s degree or above) in social sciences, or other relevant disciplines;</li> <li>• Excellent command of spoken and written English, with superior writing/drafting skills, is required.</li> <li>• Excellent working knowledge of spoken and written Portuguese is required</li> <li>• Proven excellent oral and written communication skills (quality of sample of writing report),</li> </ul>		25
<p><i>Criteria C (Methodological Proposal)</i></p> <ul style="list-style-type: none"> <li>• Relevance and appropriateness of methodology;</li> <li>• Evidence of substantive knowledge in UNDP and/or UNFPA and/or UNICEF practice areas.</li> <li>• Evidence of substantive knowledge and practical experience of MDGs-based/SDGs-based planning.</li> </ul>		20
<u>Financial</u>	30%	<b>30</b>
<u>Total</u>	100%	100

**ANNEXES:**

**ANNEX 1- TERMS OF REFERENCES (ToR)**

**ANNEX 2 - TEMPLATE FOR CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL**

**ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 4 - P11 MODIFIED FOR SCs AND ICs**