



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 6 September 2019

Country: Cabo Verde

Description of the assignment: Researcher on Women Empowerment and Gender Responsive Budgeting (IC-ReWEGRB)

Project name: Pro PALOP-TL SAI (Phase II) – Programme for Consolidating Economic Governance and Public Finance Management Systems (PFMS) in the PALOP-TL (Pro PALOP-TL SAI (Phase II))

Period of assignment/services (if applicable): The LTA period covers three years; however, contract will be signed for a period of 12 months with possibility of extension annually upon positive evaluation of the IC performance. Under an IC designed as a framework arrangement, the IC LTA does not form a financial obligation or commitment from UNDP at the time the IC LTA is signed, and that such an agreement is non-exclusive.

Proposal should be submitted at the following email address: procurement.cv@cv.jo.un.org no later than **29 September 2019, 23H59 pm Cape Verde Time**.

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

The European Union (EU) is one of the major partners and funders of UNDP's work. Currently, the EU and UNDP are partnering in 140 countries to deepen democratic governance, prevent or recover from conflict and natural disasters, build resilience and adapt to climate change. The EU and its Member States are jointly the world's largest donor of the development aid, with their Official Development Assistance (ODA) having reached €75.5 billion in 2016.

Communications and visibility are key for the EU to mobilize its citizens and governments to remain engaged in development aid and cooperation as well as for the EU - UNDP strategic partnership, including resource mobilization.

In the past decade, the Portuguese-speaking countries of Angola, Cabo Verde, Guinea-Bissau, Mozambique, Sao Tome and Principe, and Timor-Leste have experienced significant progress in economic governance. Recent public finance management reforms are the main reason for this success.

However, weaknesses, including inadequate institutional capacity, skills and human resources, continue to hamper their public administration systems. This situation has undermined effective public finance management, budgetary oversight and control of public resources, which has significant adverse impacts on other governance and development sectors.

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

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

The IC-ReWEGRB work in close coordination with the project experts to:

- Carry out a thorough desk-review of the first phase gender-related products and additional comparative research to feed into a handbook on Pro PALOP-TL SAI approach and achievements promoting GRB and a standardized framework for legislative oversight and social monitoring of public expenditure promoting gender equality in the PALOP-TL countries.
- Collect data and indicators related to gender during the programme learning and capacity development activities, in particular, on gender responsive budgeting and legislative/social oversight/monitoring of public expenditure with focus on gender inequalities delivered in all beneficiary countries.
- Report on the programme learning and capacity development activities, in particular, on gender responsive budgeting and legislative/social oversight/monitoring of public expenditure with focus on gender inequalities delivered in all beneficiary countries.

He/she will prepare concept notes and/or papers based on the project achievements and impact in promoting GRB

in the PALOP-TL countries, using comparative analysis and collecting best practices.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Preference will be given to candidates who have a:

Academic Background:

- Advanced degree in statistics and information management, social sciences, economics, governance or related fields;

General Experience:

- b. Minimum 3 years of “relevant” work experience in initiatives for Women Empowerment and gender mainstreaming in policies in at least one of the PALOP and Timor-Leste;
- c. Practical experience in budgeting analysis from a gender perspective and in facilitating processes of Gender Responsive Budgeting (experience in at least one of the PALOP and Timor-Leste is an asset);
- d. Record of publications on gender issues and demonstrated researcher and drafting capacity.
- e. Experience in working with Ministries of Finances, Gender Parliamentary Networks/Women Caucuses and CSO on gender policy and related issues.

Required Languages:

Working Knowledge (written and Spoken) and professional proficiency in Portuguese and English are required.

Core Competencies:

The IC-ReWEGRB is expected to have core competencies:

- g. Promoting Ethics and Integrity/Creating Organizational Precedents;
- h. Building support and political acumen;
- i. Building staff competence, creating an environment of creativity and innovation;
- j. Building and promoting effective teams;
- k. Creating and promoting enabling environment for open communication;
- l. Creating an emotionally intelligent organization;
- m. Leveraging conflict in the interests of UNDP & setting standards;
- n. Sharing knowledge across the organization and building a culture of knowledge sharing and learning;
- o. Fair and transparent decision making;
- p. Calculated risk-taking.

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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- 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, and a methodology on how they will approach and complete the assignment.
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided – except travel costs, as per reference in previous points. If an Offer or 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 Offer or must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Incomplete applications will be excluded from further consideration.

Only recommended candidate will be notified.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable deliverables referred in point E (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon completion of the output/deliverables, cleared by the CTA. 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 per deliverables referred in point E.

Travel

All costs related to the travel to the beneficiary countries needed to deliver outputs 6, 12 and 15 will be fully covered by UNDP Cabo Verde and should not be included in the financial proposals. These costs include travel tickets, UNDP Daily Substance Allowance for each beneficiary country, travel insurance (reimbursable) and terminal expenses (airport-Hotel-airport in departure point and arrival point).

The IC is requested to provide a quotation of the fees/cost for the services and a matrix indicating the level of work to be undertaken and associated timelines. The quotation must remain valid till the completion of the contracted work.

The expert will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor. Signed contracts in the individual agreement mode do not entail any advance fees either at the contract start date or at the start of the specific consulting periods.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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; [70%]

* Financial Criteria weight; [30%]

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation

Criteria (as per ToR)	Weight	Max. Point
<u>Technical</u>	70%	100
(1) Minimum 3 years of “relevant” work experience in initiatives for Women Empowerment and gender mainstreaming in policies in at least one of the PALOP and Timor-Leste. (2) Practical experience in budgeting analysis from a gender perspective and in facilitating processes of Gender Responsive Budgeting (experience in at least one of the PALOP and Timor-Leste is an asset); (3) Record of publications on gender issues and demonstrated researcher and drafting capacity.		20
(1) Advanced degree in statistics and information management, social sciences, economics, governance or related fields. (2) Working Knowledge (written and Spoken) and professional proficiency in Portuguese and English.		10
(1) Practical experience in budgeting analysis from a gender perspective and in facilitating processes of Gender Responsive Budgeting (experience in at least one of the PALOP and Timor-Leste is an asset). (2) Experience in working with Ministries of Finances, Gender Parliamentary Networks/Women Caucuses and CSO on gender policy and related issues.		30
Methodological Proposal		30
Quality assurance of deliverables (M&E mechanisms and criteria)		10
<u>Financial</u>	30%	30

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

ANNEXES:

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 FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 – P11 form