



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 30 2017

Country: Cape Verde

Description of the assignment: SENIOR CONSULTANT - FORMULATION OF AN ACTION DOCUMENT (PROJECT PROPOSAL) ON GOVERNANCE CAPACITY DEVELOPMENT IN THE CONTEXT OF PALOP-TL /EU COOPERATION

Project name: ProGov PALOP TL identification and formulation process

Period of assignment/services: The consultancy should take place between April 27 and July 31, 2017, for a period of 50 working days.

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

procurement.cv@cv.jo.un.org no later than **April 16th 2017, 23:59Hrs Cape Verde Time**. Please write "**Application for Consultancy: Action Document on Gov. Capacity Dev. Pro PALOP**" 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. 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.

1. BACKGROUND

Since August 2012, the Cabo Verde UNDP has gathered significant experience through the creation and direct implementation of projects in the context of PALOP-TL | EU cooperation. In particular, it has established good practices via a participatory formulation, bottom-up process that included the Pro PALOP-TL PACE and Pro PALOP-TL SAI / PRISC projects.

Within this context, the UNDP office in Cabo Verde intends to recruit a senior consultant to carry out, under the supervision of the Deputy Representative, and in close cooperation with the European Union Delegation (EUD) and the National Authorizing Officer (NAO) of the EDF in Mozambique & Regions, the formulation of an Action Document (project proposal) in one of the key focus area for the Multiannual Indicative Program for PALOP-TL | EU Cooperation for the 11th EDF – ‘Governance Capacity Development’ – in coherence with preliminary documents (the UNDP’s expression of interest, concept note, and initial identification document).

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

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

Objective of the assignment

Under the supervision of the UNDP Cabo Verde Deputy Representative, in coordination with the UNDP team in the PALOP countries and East Timor, and in close cooperation with the European Union Delegation and the National Authorizing Officer of the EDF in Mozambique & Regions Authorizing Officer for the EU/PALOP TL cooperation based in Mozambique, the Senior Consultant should support the UNDP Cabo Verde office in finalizing the identification phase and to successfully carry out the formulation phase of the project/action proposal to be carried out in the context of the Multiannual Indicative Program for PALOP-TL | EU cooperation for the 11th EDF, in the key focus area of 'Governance Capacity Development'. This support will consist of drafting a project proposal (identification form and Action Document) and organizing all information necessary to carry out the formulation of the above-mentioned project.

SCOPE OF WORK

As outlined in the above context, the consultancy should be carried out between April 24 and July 31, 2017, for a period of 65 working days, based on the following suggested calendar:

- **April 27, 2017:** Timeline and methodology is developed and approved
- **May 1 / June 16:** Diagnostic and formulation missions to beneficiary countries to be confirmed; revision of the preliminary assumptions and diagnoses of desk reviews and mapping.
- **June 22:** Completion of the Country Diagnostic Statements with input from field formulation missions that should be integrated into the Action Document.
- **30 June:** Finalization and delivery of the final version of the Action Document with all comments and points highlighted above duly integrated.
- **June 15:** Finalization of the Action Document following any comments from the donor.
- **July 31:** Presentation of the final consultancy report.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Experience

- Minimum of 7 years of professional experience in areas that allow an applied knowledge of development data and policies in PALOP countries and East Timor;
- Good knowledge of the fields of economic governance, justice, political participation of women and young people, ideally in PALOP countries and East Timor;
- Experience in formulation of multi-county projects, experience in EU-funded project identification and formulation will be an asset;
- Work experience in South-South Cooperation, including peer-to-peer exchange between state institutions, civil society and academia will be in asset.

Education

- Advanced university degree in the field of social sciences or equivalent.

Language

- Fluency and excellent written and oral expression in Portuguese language; Good knowledge of English language;
- Excellent writing skills, information analysis, indicators and quantitative data.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

- Brief description of the reason why the candidate should be considered the most suitable for the mission;
- Brief methodology on how he/she will approach and conduct work, highlighting past work experiences and skills relevant to the position in question;
- Personal CV or P11, listing all past experience in similar projects, as well as the candidate's contacts (email and telephone) and at least 3 professional references;
- Financial proposal that includes the total value of the contract, with all costs included and presented in detail, according to the template provided. If a proposal or consultant is at the service of another organization / company / institution and foresees his/her employer will charge the UNDP a release fee under a 'Reimbursable Loan Agreement (RLA)', the proposal or the consultant must indicate this and ensure that all such costs are incorporated in the financial proposal submitted to the UNDP;
- Letter of Confirmation of Interest and Availability, using the template provided by UNDP

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.

Criteria	Weight	Max. Point
<u>Technical</u>		70
<p><i>Criteria A (Candidate profile):</i></p> <ul style="list-style-type: none"> • Minimum of 7 years' professional experience in fields that allow an applied knowledge of development data and policies in PALOP countries and East Timor. • Excellent skills in writing, information analysis, indicators and quantitative data. • Experience in formulation of multi-county projects; experience in EU-funded project identification and formulation will be an asset. • Work experience in South-South Cooperation, including peer-to-peer exchange between state institutions, civil society and academia, will be an asset. 	70%	30
<p><i>Criteria B (Candidate profile):</i></p> <ul style="list-style-type: none"> • Advanced university degree in the field of social sciences or equivalent; • Fluency and excellent written and oral expression in Portuguese; Good knowledge of English. 		20
<p><i>Criteria C (Methodological Proposal)</i></p> <ul style="list-style-type: none"> • Good knowledge of the areas of economic governance, justice, political participation of women and young people ideally in PALOP countries and East Timor; • Relevance and degree of detail of the proposed methodology; • Approach for monitoring and quality control of expected products. 		20
<u>Financial</u>	30%	30
<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