



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 5th May 2016

Country: Cabo Verde

Description of the assignment: Evaluation of Cabo Verde's United Nations Development Assistance Framework (UNDAF)

Project name: Resident Coordinator Office

Period of assignment/services : 30th May 2016 to 15th July 2016 (35 working days)

Proposal should be submitted to the following e-mail address: procurement.cv@cv.jo.un.org on or before **24th May 2016 at 15:30 hours, Cabo Verde time**, with the subject line: **IC UNDAF Evaluation**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address to the following email: pedro.gomes@cv.jo.un.org. UN Cabo Verde 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.

1. BACKGROUND

Cabo Verde is one of eight pilot countries originally identified for the implementation of the "Delivering as One" initiative, as part of the UN reform. Adopted in Cabo Verde in 2008, this initiative is based on five principles - one program, one budget, one leader, one voice and one office, the United Nations House. In this sense, the majority of UN operations in the country are part of one unique program, benefiting from the expertise and experience of a total of 19 resident and non-resident agencies, funds and programs serving the priorities identified jointly with the country's development actors.

Under the initiative "Delivering as One", the Government of Cabo Verde has decided to work with the United Nations system by capitalizing on the strengths and comparative advantages of the different members of the UN family, so as to increase the impact of the intervention of the United Nations system through more coherent programs, reduced transaction costs for both national partners also for the United Nations system.

The Cabo Verde United Nations Development Assistance Framework (UNDAF) for the 2012-2016 period, extended until end of 2017, is the response of the United Nations System (UNS) to national priorities as

defined in the Documento Estrategico para o Crescimento e a Redução da Pobreza III (PRSP III), and through sectoral policies and programs.

The UNDAF 2012-2017 is the result of the UN reform at country level, to ensure a collective, coherent and integrated response to national priorities and is accompanied by a UNDAF Action Plan, which aims to operationalize the strategic UNDAF results.

The UNDAF identifies a set of priorities aimed at contributing to the consolidation of a fair and integrated development of the country and based on the UN System's comparative advantages. These priorities are centered on four main results:

- 1 - Inclusive growth and poverty reduction;
- 2 - Consolidation of institutions, democracy and citizenship;
- 3 - Reducing inequalities and disparities;
- 4 - Environmental sustainability and adaptation to climate change.

The desired outcomes for each of these pillars are defined according to the following cross-cutting principles of the UN programming: results-based management, human rights-based approach, gender equality, environmental sustainability and capacity development. They reflect national priorities and are based on the comparative advantages of the UN System in Cabo Verde. In formulating these strategic outcomes, particular attention was given to the specific needs of vulnerable populations and in promoting equal opportunities for the acquisition of individual rights.

The Cabo Verde UNDAF (2012-2017) describes the different coordination and management bodies, namely: (i) the Delivering as One Steering Committee, comprised of the Government of Cabo Verde, the UN system in Cabo Verde and representatives of civil society, (ii) the UN Country Team, (iii) the Program Management Team (PMT) made of leaders and co-leaders of the pillar groups, the Office of the Resident Coordinator and head of the UNCT Thematic Working Groups, (iv) four pillar groups (results' groups) and (v) five cross-cutting working groups (Human Rights and Gender, Monitoring and Evaluation, Health and HIV-AIDS, Operations, and Communication).

The government and the UN are involved in an ongoing active dialogue, based on the exchange of good practices and lessons learned, promoting integration of the two systems of monitoring and evaluation, as recommended by the Paris Declaration on Aid Effectiveness. Setting up effective and consistent monitoring and evaluation mechanisms was seen during the examination of the last One UN program as the priority of the Government of Cabo Verde.

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

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

A. Purpose

The UN Development Group (UNDG) requires all UN country offices to undertake an evaluation of their respective UNDAF in the penultimate year of the programming cycle. To this end, the UN Evaluation Group (UNEG) in collaboration with UN Development Operations Coordination Office (DOCO) has issued

guidance on the required Management Structure and Terms of Reference to ensure quality standards are maintained¹. The planned evaluation of the Cabo Verde UNDAF must observe the parameters of the UNEG/DOCO guidance, whilst ensuring an inclusive approach which involves stakeholder representatives in key decision-making processes. This is critical to ensure the Evaluation is nationally owned, encompasses topics of national interest and has application in the wider national sphere.

The purpose of the evaluation is twofold:

i) **To support greater accountability of the UN to stakeholders** – by objectively verify results achieved within the framework of the UNDAF and assessing the effectiveness of the strategies and interventions used, the evaluation will enable the various stakeholders in the UNDAF process, including national counterparts and donors, to hold the UNCT and other parties accountable for fulfilling their roles and commitments.

ii) **To support learning** – the evaluation must provide clear recommendations for strengthening programming and results at the country level, specifically informing the planning and decision-making for the next UNDAF programme cycle and for improving United Nations coordination at the country level. The UN, the Government of Cabo Verde and UNDAF international and national stakeholders should be able to learn from the process of documenting good practices and lessons learned which can then be shared with UN DOCO and used for the benefit of other countries.

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

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Education:

- Master's degree in International Development, Public Administration, Evaluation, Social Research or related field

Experience:

- Minimum 10 years' experience of conducting complex evaluations, including at least one UNDAF evaluation and one Gender Equality and Human Rights responsive evaluation.
- Extensive experience of qualitative and quantitative data collection and analysis methods
- A strong record in designing and leading evaluations, using a wide range of evaluation approaches
- Strong understanding of the United Nations system and UNDAF programming processes and procedures
- Ability to assess the application of the five UN Programming Principles: human rights (the human rights-based approach to programming, human rights analysis and related mandates within the UN system), gender equality (especially gender analysis), environmental sustainability, results-based management, and capacity development.
- Understanding of DaO principles and processes
- Familiarity of national planning processes.
- Experience of the Cabo Verdean context is desirable.
- Strong management, communication, interview and writing skills

¹ <http://www.undg.org/docs/12720/UNDAF%20ToR%20Guidance%20OCT%2022%20Draft.pdf>

- Excellent communication and interview skills
- Demonstrated ability to deliver quality results within strict deadlines

Skills:

- Process management and facilitation skills, including ability to negotiate with a wide range of stakeholders
- Excellent analytical skills;
- Excellent interviewing, facilitation and presentation skills; and
- Recruitment Qualifications;
- Ability to operate in a multicultural environment with political sensitivity and an ability to meet deadlines;
- Proficiency in English and Portuguese; French an asset

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Technical 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, and highlighting their relevant work experience and skills for the assignment.

2. Financial proposal.

3. The consultant's Curriculum, mentioning detailed qualifications, experience and skills. UN P.11 form filled. References specified in P11 should be available and containing information for reference check, at least 3.

4. A letter confirming the interest and availability for the consultancy (Template for Confirmation of Interest and Submission of Financial Proposal).

Proposals must include all 4 (four) documents. Proposals not meeting this requirement will be rejected.

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services 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. UNDP does 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

Individual consultants will be evaluated based on the following methodologies:

2. Cumulative analysis

When using this weighted scoring method, the award of the contract is 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 out of 100 points** at the technical evaluation will be considered for the Financial Evaluation*

Criteria	Weight	Max. Point
<u>Technical</u>	70%	100
Criteria A: Educational background		15
Criteria B: Practical previous experience conducting complex evaluations		30
Criteria C: Substantial professional knowledge and understanding of the United Nations system and UNDAF programming processes and procedures		20
Criteria D: Substantial professional knowledge of human rights, gender equality, environmental sustainability, results-based management, and capacity development		20
Criteria E: Management, communication, interview and writing skills		15
<u>Financial</u>	30%	100

ANNEX

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