

## TERM OF REFERENCE

### Consultant: Technical Adviser to support the PRAIA Group on Governance Statistics

<b>Location :</b>	Praia, Cabo Verde
<b>Application Deadline :</b>	4 April 2017 16h00
<b>Type of Contract :</b>	Individual Contract
<b>Post Level :</b>	National Consultant
<b>Languages Required :</b>	Fluency in English is a necessity, as is either French and/or Portuguese
<b>Starting Date :</b> (date when the selected candidate is expected to start)	April 2017
<b>Duration of Initial Contract :</b>	12 months
<b>Expected Duration of Assignment :</b>	12 months

### **I. BACKGROUND**

The Praia Group on Governance Statistics (the “Praia Group”) was created by the UN Statistical Commission in March 2015, to contribute to establishing international standards and methods for the compilation of statistics on the major dimensions of Governance, and to collaborate with the UN bodies and other organisations concerned with specific aspects of Governance statistics.

The overall objective of the Praia Group is to encourage countries to produce Governance statistics based on sound and documented methodologies. The specific objectives of the Praia Group are:

- (a) To provide a forum for national and international statistical organisations, international agencies, as well as academia, research groups and civil society organisations to share and develop expertise in Governance statistics;
- (b) To review, propose and promote the definition and harmonisation of Governance indicators, through the development of manuals and methodological guidelines;
- (c) To document sound practices and provide inputs for the development of an indicator framework for the measurement and monitoring of the goals and targets related to Peace and Governance in the post-2015 development agenda and in other global initiatives;
- (d) To assess demand for Governance statistics amongst potential user constituencies and highlight best-practices in their use;
- (e) To advise on ways to enhance processes and standards for the public dissemination of Governance statistics.

The Praia Group is one of the few city groups which is being hosted and chaired by a developing country; Cabo Verde. The challenge is to ensure sufficient human and financial capacities exist at the national

statistics office of Cabo Verde, i.e. Institute Nacional de Estatística de Cabo Verde (INECV) to fulfil its mandate effectively.

UNDP, in view of its long-standing commitment to enhance the quality and impact of governance assessments and to strengthen national capacities for the production of high-quality governance data at country-level, has been appointed by the UN Statistical Commission to provide technical and financial support towards the creation and launch of the Praia Group on Governance Statistics.

A national consultant is needed to bolster support to the City Group's secretariat over the 12 month period.

## **II. DUTIES AND RESPONSIBILITIES**

### **Tasks will include, but not be limited to:**

The National Consultant will provide facilitation support to the Secretariat of the Praia Group on Governance Statistics, with the following:

1. Provide overall secretariat support to the Praia group in close coordination with INE
2. Primary responsibility for directing/preparing communication and co-ordination across the membership of the Praia Group in close coordination with INE
3. Act as in office focal point for the Praia Group Secretariat
4. Support the facilitation and preparation of meetings and conferences as well as the preparation of documents and other documentation as required
5. Provide support to the implementation of the activities agreed in the 2017 workplan
6. Contribute to relevant research activities on occasion

## **III. QUALIFICATIONS OF THE SUCCESSFUL CANDIDATE**

### **Competencies:**

#### **Functional Competencies:**

- Strong understanding of the role of statistics in the current development agenda;
- Track record of work with governance statistics;
- Good analytical, research and statistical skills;
- Good organizational and management skills
- Ability to work diplomatically and sensitively with senior officials
- Ability to write and communicate in a clear and concise manner.
- Good communication skills

#### ***Corporate Competencies:***

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP, and partner organizations;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Excellent understanding of international development issues and knowledge of the UN system.

### **Required Skills and Experience:**

#### **Education:**

- Degree in Economics, Sociology, Statistics, Development Studies, or other relevant field.

### ***Professional Experience:***

- Minimum of 5 years' experience in the field of democratic governance or statistics for development;
- Excellent drafting skills;
- Experience of organising (international and national) conferences;
- Experience in an administrative position, preferably in a policy and/or academic setting;
- Fundraising and grant management experience;

### ***Language:***

- Fluency in English and fluency in Portuguese or French, both written and oral;
- A working knowledge of French will be a significant advantage

## **III. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The Secretariat of the Praia Group, under the supervision of its Steering Committee, will provide overall supervision of the assignment. The Consultant will also provide updates on progress to the UNDP Oslo Governance Centre Director and the UNDP Resident Coordinator in Cabo Verde.

## **IV. TRAVEL**

The consultant is expected to arrange her/his own travel and be responsible for ticketing, visa and accommodation.

## **V. APPLICATION PROCEDURE:**

The application is a two-step process. Failing to comply with the submission process may result in disqualifying the applications:

Interested consultants must submit their application to the Joint UNDP, UNFPA and UNICEF Operating Services Office, at email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org), *until the 4<sup>th</sup> April 2017, 16H00*. The dossier should include the following elements:

### **Step 1: Submission of technical proposal**

1. Curriculum Vitae, which must include the qualifications, experience and detailed expertise.
2. P.11 form filled ([http://sas.undp.org/Documents/P11\\_Personal\\_history\\_form.doc](http://sas.undp.org/Documents/P11_Personal_history_form.doc));
3. A mandatory, brief description and justification (approx. 300-500 words) of the approach proposed to conduct the tasks required for this assignment, demonstrating how the applicant's qualifications and experience will enable him/her to successfully deliver against the requirements of this assignment

**Step 2: Submission of Financial Proposals: *The Financial Proposal should be submitted SEPARATELY, if not complied the application will not be considered. Should be in PDF files only and password protected, free from virus and corrupted files. Password will be requested from those who was considered for evaluation.***

4. A financial proposal, using the financial proposal template available here: [http://procurement-notices.undp.org/view\\_file.cfm?doc\\_id=45780](http://procurement-notices.undp.org/view_file.cfm?doc_id=45780). The financial proposal should be all-inclusive professional daily fee, and include a detailed breakdown of the cost. The term 'all-inclusive' implies that all costs (professional fees, assignment- and mission- related travel expenses as provided above, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal. The cost of the

assignment shall be linked to the deliverables specified above and reflected in the Section B. of the Financial Proposal template.

**Incomplete applications or applications received after the closing date will be disqualifying/not be accepted.**

**Criteria for selection:**

Only those candidates who meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review, and may also include interviews with shortlisted candidates.

Combined scoring method – where the qualifications and methodology will be weighted a max of 70%, and combined with the price offer which will be weighted a max of 30%.

Method: cumulative analysis method will be used to evaluate proposals.

When using this weighted scoring method, the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- VI. Responsive / compliant / acceptable; and
- VII. 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 (70% of total obtainable scores).

Financial criteria weight: 30 (30% of total obtainable scores)

Only candidates obtaining a minimum of 49 (70%) points on technical part will be considered for the financial evaluation.

**Criteria and scores for technical evaluation (total 70):**

- Strong understanding of the role of statistics in the current development agenda; (10)
- Track record of work with governance statistics; (10)
- Good analytical, research and statistical skills; (10)
- Good organizational and management skills (10)
- Ability to work diplomatically and sensitively with senior officials (5)
- Ability to write and communicate in a clear and concise manner. (15)
- Good communication skills (10)

**Criteria for financial evaluation (30 points maximum):**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

$y$  = maximum number of points for the financial proposal:

$\mu$  = price of the lowest priced proposal:

$z$  = price of the proposal being evaluated:

The award of contract will be made to the individual consultant who receives the highest combined score out of the weighted technical and financial criteria as specified above.

GENERAL TERMS AND CONDITIONS\_INDIVIDUAL CONSULTANT (IC)

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.