



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: June 22, 2011

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**Country:** Cape Verde

**Description of the assignment:** Support to the UNDAF Action Plan process in Cape Verde

**Project name:** RC Project

**Period of assignment/services (if applicable):** 22 August – 23 January 2011 (5 months)

Proposal should be submitted by email to [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) no later than **Monday, 11 July 2011 at 9:00 am**.

Any request for clarification must be sent in writing, or by standard electronic communication to the following e-mail: [jose.navarro@cv.jo.un.org](mailto:jose.navarro@cv.jo.un.org). The UN office in Cape 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.

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### 1. BACKGROUND

As one of eight pilot countries driving the UN Reform at country level, the UN Country Team in Cape Verde is working together within the “Delivering as One” initiative. The objective is to enhance effectiveness and efficiency of the UN to better assist the Government of Cape Verde in achieving its development results, including the Millennium Development Goals (MDGs).

The UN system in Cape Verde, together with the Government of Cape Verde, has finalized the new United Nations Development Assistance Framework (UNDAF) to cover the period 2012-2016 at the outcome level. After the elections in March 2001, the government has published the new programme for 2011-2016 and the development of the UNDAF Action Plan at the output level can now be resumed. In the view to successfully conclude the formulation process in line with both UN and governmental programming cycle, the support of an external consultant is required to accompany the process until the UNDAF Action Plan is signed by the government before the end of 2011.

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

Grounding the analysis on Result-based Management (RBM) and Human Rights Based Approach (HRBA) principles and securing that a gender-aware perspective is solidly integrated, the consultant will accompany the process of developing the 2012-2016 UNDAF Action Plan, as well as other common programming processes mentioned below.

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

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

The Consultant should have:

- Relevant working/analytical experience of not less than 2 years in the M&E sector.
- At least a Masters degree in either of the following: Development, Social Science, Public Administration, Economics or related fields.
- Previous experience and demonstrated expertise with UNDAF preparation is required.
- Previous experience with “Delivering as One” countries is a distinct asset.
- Knowledge and demonstrated experience with Result-based Management (RBM) and familiar with the UNDG RBM Handbook.
- Knowledge and experience with Human Rights Based Approach to Programming (HRBAP) is an asset.
- Familiar with the updated guidelines for UN Country Teams on how to prepare an UNDAF.
- Working knowledge of English and French is required.
- Knowledge of Portuguese is an asset.
- Knowledge of developmental challenges and stakeholders in Cape Verde is 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. 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 (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

## 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. In general, UNDP should 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 methodology:

### 1. Lowest price and technically compliant offer

*The award of a contract will be made to the individual consultant whose offer has been evaluated and determined as both:*

*a) responsive/compliant/acceptable, fully meeting the TOR provided*

*b) offering the lowest price/cost*

*Only candidates obtaining a minimum of 70 point would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Max. Point</b>
<b><u>Technical</u></b>	<b>70</b>
• UNDAF	25
• M&E	15
• DaO	10
• RBM	5
• HRBAP	5
• Languages	5
• Stakeholders in Cape Verde	3
• Masters Degree	2
<b><u>Financial</u></b>	<b>30</b>
<u>Best Financial offer under available budget</u>	30
<b><u>Total</u></b>	<b>100</b>

## ANNEX

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

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**