INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Country: Belarus

Description of the assignment: Programme Integration Specialist

Project name: UNDP Country Office

Period of assignment/services (if applicable): 6 months

Proposal should be submitted at the following address: Minsk, Kirava str. 17, 6th floor, 220050, United Nations Development Programme (reference number of the tender should be indicated on the envelope – Tender №502/2018) or by email to tenders.by@undp.org (the following Subject should be stated – №502/2018 Programme Integration Specialist) not later than 17:00 (Minsk time) 10 September, 2018.

Any request for clarification must be sent in writing, or by standard electronic communication to the following e-mail irina.grozick@undp.org. UNDP 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

United Nations Development Programme (UNDP) is the UN’s global development network that advocates for change and connects countries to knowledge, experience and resources to help people build a better life.

UNDP has been present in Belarus since 1992. UNDP’s mandate in the country is determined by the Agreement between the Government of Belarus and UNDP of 24 September 1992, which requires UNDP “to support and supplement the national efforts at solving the most important problems of its economic development and to promote social progress and better standards of life”. UNDP currently works under its Country Programme Document (CPD) 2016-2020. The CPD focuses on three priority areas in line with the national development priorities: 1) Stronger systems of inclusive and responsive governance; 2) Greener growth incorporating productive capacities that target employment and create livelihoods for vulnerable groups; and 3) Better access to basic services for vulnerable groups. In 2015 Belarus committed itself to achieving the Sustainable Development Goals (SDGs) under Agenda 2030. UNDP
assists the Government of the Republic of Belarus in the SDGs implementation and mainstreaming at the national and local levels. To deliver on its mandate and support the achievement of the SDGs, UNDP in Belarus is prioritizing the development of new partnerships, new approaches to development and exploration of various resource mobilization opportunities.

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

Under the overall guidance and direct supervision of the Deputy Resident Representative (DRR) / Resident Representative (RR), the Programme Integration Specialist plays a coordination role for the Programme team over a range of programme-specific issues including the provision of support in mobilizing resources and building partnerships as well as facilitating the process of strategic corporate planning, monitoring and reporting.

For detailed information, please refer to the Terms of Reference (Annex 1)

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- University degree in Social Sciences, Humanities, International Relations, Political Science or a related field;
- Additional trainings and courses relevant to the area of work would be an asset.

II. Years of experience:

- Minimum 2 years of progressively responsible administrative experience;
- Previous project/programme experience is a strong asset;
- Previous experience in the international development organization is a strong asset.

III. Competencies:

- Computer literacy in standard office software packages (Word, Excel, PowerPoint);
- Fluency in oral and written English and Russian;
- Strong analytical and reporting skills;
- Excellent communication and interpersonal skills;
- Sound organizational skills, with ability to work on multiple activities, plan effectively and communicate clearly;
- Attention to detail and accuracy
4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment duly signed by a Candidate;
2. Financial Proposal duly signed by a Candidate;
3. Personal CV including past experience in similar projects and at least 3 references;
4. Copy of University Diploma; copies of additional trainings and courses (if available)
5. Copy of Language Certificate; copy of a Language Certificate issued by any internationally recognized English testing system (IELTS, TOEFL, etc.) – if available;
6. Sample of a personal report in English reflecting the candidate’s analytical and report writing skills for evaluation purposes (the information must be presented in Excel and Word files and contain figures, graphics, diagrams and a narrative part).

All aforementioned documents should be provided in 1 envelope if they are submitted by a Candidate by post or delivered in person/through courier.

If documents are submitted by e-mail, all files should be sent in one e-mail transmission, should not exceed 7 MB and should not contain viruses.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

5. FINANCIAL PROPOSAL

**Contract based on daily fee:**
Under the daily fee approach, the financial proposal specifies a single daily fee. UNDP makes payments based on the actual number of days worked. Payments must be supported by a duly completed time sheet approved by the Supervisor.

**Travel:**
Not required

6. EVALUATION

*Cumulative analysis*
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:

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%, maximum 700 points]
* Financial Criteria weight; [30%, maximum 300 points]
Only offers of individual consultants who scored 490 (70% from 700) and more points during the desk review/interview are acceptable for financial evaluation. The lowest technically qualified proposal receives 300 points and all the other technically qualified proposals receive points in inverse proportion according to the formula:

\[ P = Y \times \frac{L}{Z}, \]

where

- \( P \) = points for the financial proposal being evaluated
- \( Y \) = maximum number of points for the financial proposal
- \( L \) = price of the lowest price proposal
- \( Z \) = price of the proposal being evaluated

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<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point - 1000</th>
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<tbody>
<tr>
<td><strong>Technical</strong></td>
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<tr>
<td>• Academic qualifications:</td>
<td>10%</td>
<td>100</td>
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<tr>
<td>University degree in Social Sciences, Humanities, International Relations, Political Science or any other related field</td>
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<td>80</td>
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<td>Additional trainings and courses relevant to the area of work (10 additional points for each training, but no more than 20 points in total)</td>
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<td>20</td>
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<td>• Professional experience:</td>
<td>40%</td>
<td>400</td>
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<td>Minimum 2 years of progressively responsible administrative experience</td>
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<td>320</td>
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<td>Previous project/programme experience is a strong asset</td>
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<tr>
<td>Previous experience in the international development organization is a strong asset</td>
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<td>40</td>
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<tr>
<td>• Competencies:</td>
<td>20%</td>
<td>200</td>
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<tr>
<td>Proficiency in English confirmed by corresponding University Diploma or Language School Certificate</td>
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<td>90</td>
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<td>Certificate from any internationally recognized English testing system (IELTS, TOEFL, etc.) with the result not lower than “very good user” or equivalent is a strong asset</td>
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<tr>
<td>Computer literacy in standard office software packages (Word, Excel,</td>
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<td>20***</td>
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<td><strong>PowerPoint)</strong></td>
<td><strong>Strong analytical and reporting skills</strong></td>
<td><strong>20</strong>***</td>
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<td><strong>Excellent communication and interpersonal skills</strong></td>
<td><strong>20</strong>***</td>
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<td><strong>Sound organizational skills, with ability to work on multiple activities, plan effectively and communicate clearly; Attention to detail and accuracy</strong></td>
<td><strong>20</strong>***</td>
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| **Financial** | **30%** | **300** |
| **All-inclusive daily fee** | | **300** |

*Will be evaluated based on the sample report provided by the candidate
** Will be evaluated during the interview conducted by UNDP with short-listed candidates only
***Applied scoring system:

<table>
<thead>
<tr>
<th>Degree of compliance</th>
<th>Supporting Evidence</th>
<th>Scoring scale (% from maximum available score for the given sub-criteria)</th>
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<tbody>
<tr>
<td>Excellent</td>
<td>Excellent evidence of ability to exceed contract requirements</td>
<td>80-100%</td>
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<tr>
<td>Good</td>
<td>Good evidence of ability to exceed contract requirements</td>
<td>60-80%</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Satisfactory evidence of ability to support contract requirements</td>
<td>40-60%</td>
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<tr>
<td>Poor</td>
<td>Marginally acceptable or weak evidence of ability to comply with contract requirements</td>
<td>10-40%</td>
</tr>
<tr>
<td>Very poor</td>
<td>Lack of evidence to demonstrate ability to comply with contract requirements</td>
<td>0-10%</td>
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<tr>
<td>No submission</td>
<td>Information has not been submitted or is unacceptable</td>
<td>0%</td>
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**ANNEX**

**ANNEX 1 - TERMS OF REFERENCES (TOR)**
**ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**
**ANNEX 3 – IC CONTRACT FORM**
**ANNEX 4 – OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**
**ANNEX 5 – FINANCIAL PROPOSAL**