INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 09.02.2018

Country: Belarus
Description of the assignment: Business Development Advisor
Project name: UNDP CO
Period of services (if applicable): February – July 2018 (approximately 120 working days)

Proposals for tender Ref. № 74/2018 should be submitted to e-mail tenders.by@undp.org no later than 18.00 23 February 2018 (Minsk time) or by fax +375 17 326 03 40 or to the following address: UNDP Office, Kirava Street 17, 6th floor, 220050 Minsk, Belarus (ref. num. of the tender should be indicated on the envelope).

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

Ref. (74/2018, Business Development Advisor) of the tender should be indicated in the subject field of the e-mail.

1. BACKGROUND

United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is 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 helps the country to implement these commitments and mainstream them at the national and local level.

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. This assignment will focus on providing support to this business development
work. UNDP is now implementing the project aimed at support to the National SDG Coordinator and the Parliament in the implementation of Sustainable Development Goals. UNDP, UNICEF and UNFPA currently work on development of the new project document to provide assistance in the implementation, monitoring and evaluation of Sustainable Development Goals, based on the national interests, including the accelerators identified through MAPS mission, and matching these activities with the UNDAF/CPD priorities of the UN agencies.

In addition, the incumbent will support the Deputy Resident Representative in various processes and procedures related to the strategic planning and reporting.

Under the overall guidance of the Deputy Resident Representative, the incumbent will provide full-fledged assistance in identifying new programme areas and resource mobilization opportunities consistent with the UNDAF/CPD priorities, will provide support to building partnerships and mobilizing an appropriate and sustainable funding base, and finding creative responses to emerging challenges and opportunities.

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

Objectives of the Assignment
The Business Development Advisor is required to support UNDP Belarus in the following objectives:

Objective 1 - expanding resource mobilization and pipeline development through engagement with new and existing partners, donors, and resourcing instruments;

Objective 2 - fulfilling donor- and corporate obligations through high-quality planning and reporting.

Responsibilities

Responsibilities under Objective 1:

- Contribute to the formulation and implementation of UNDP Belarus strategies related to resource mobilization and partnerships building;
- Research and analyze resource mobilization opportunities for UNDP Belarus;
- Develop intelligence on the donor landscape and roles of other in-country organisations;
- Support the analysis of key development and sectoral policies currently being discussed and implemented in the country and key donors willing to support policies;
- Support the development of a detailed Partnership and Resource Mobilization Strategy with planning tools to implement the strategy;
- Support the development of pipeline proposals, project proposals and concept notes, working in cooperation with Programme Officers, Project Managers, national and international partners and experts;
- Perform other relevant tasks as necessary.

Responsibilities under Objective 2:

- Provide support to the Deputy Resident Representative with the planning and follow-up on the key corporate planning and reporting exercises;
- Provide support to the Programme Team with the preparation of inputs into the corporate planning and reporting tools, including but not limited to the Result Oriented Annual Report and Integrated Work Plan;
- Perform other relevant tasks as necessary.
Deliverables

- Ten completed Concept Notes or Project Proposals;
- Five completed corporate communication products;
- Generation of succinct 2-page project briefs for all ongoing projects;
- Extensive negotiation with all relevant stakeholders on modalities of cooperation;
- Report on the evaluation of the outcome and output-level results for all ongoing and just finished projects;
- Substantive inputs to the new SDG-related project developed by UNDP with UNICEF and UNFPA.

Please see the detailed Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- Master’s Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or another related field.

II. Years of experience:

- At least three years of international working experience relating to partnership development, project development, and/or reporting;
- At least one year of working experience relating to the Eastern Europe/Commonwealth of Independent States region;
- Previous experience with bodies of the United Nations is an advantage.

III. Competencies:

- Proven excellent writing and drafting skills in English;
- Strong analytical and drafting skills;
- Excellent communication and teamwork skills;
- Strong organizational and time-management skills;
- Proven attention to detail and accuracy.
- Proven full proficiency in MS Office and other standard office software.
- Fluency in English;
- Knowledge of Russian 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:
   1. Letter to UNDP Confirming Interest and Availability;
   2. Financial proposal;
   3. Personal CV or P11 including past experience in similar work and at least 2 references (or contact information of at least 2 people who could provide a reference upon request). Please describe in detail your experience in relation to partnership development, project development, and/or reporting.
   4. Sample or link to analytical report/s, if available.
All documents required shall be presented altogether in just one (1) envelope, if submitted by courier, or in one email transmission, or as an attachment to an on-line application, without password encryption.

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

5. FINANCIAL PROPOSAL

The total payment for the assignment of Business Development Advisor will be a lump sum fee paid in three equal installments after two months, four months, and six months. Each payment will be made subject to confirmation by the DRR of adequate progress against the Deliverables listed above. Travel expenses shall be included in the lump sum.

6. EVALUATION

The Evaluation Team will conduct shortlisting process. All shortlisted candidates should meet minimum TOR requirements. UNDP reserves the right to conduct interview with the shortlisted candidates.

Individual consultants will be evaluated based on cumulative analysis. When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer received the highest score out of a pre-determined set of weighted technical and financial criteria:

Total score = Technical Score + Financial Score

Example
* Technical Criteria weight; [70%], maximum 70 points
* Financial Criteria weight; [30%], maximum 30 points

All the 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:

\[ P = Y \times \left( \frac{L}{Z} \right) \]

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
<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Score (max. 1000 points)</th>
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<tbody>
<tr>
<td><strong>Education</strong></td>
<td>100</td>
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<tr>
<td>Master’s Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or another related field.</td>
<td>100</td>
</tr>
<tr>
<td><strong>Experience</strong></td>
<td>300</td>
</tr>
<tr>
<td>At least 3 years of international working experience relating to partnership development, project development, and/or reporting.</td>
<td>100</td>
</tr>
<tr>
<td>More than 3 years of international working experience relating to partnership development, project development, and/or reporting.</td>
<td>80</td>
</tr>
<tr>
<td>Each additional year will be assessed with additional 20 points – but not more than 80 additional points in total.</td>
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<tr>
<td>At least 1 year of working experience relating to the Eastern Europe/Commonwealth of Independent States region.</td>
<td>50</td>
</tr>
<tr>
<td>More than 1 year of working experience relating to the Eastern Europe/Commonwealth of Independent States region.</td>
<td>20</td>
</tr>
<tr>
<td>Each additional year will be assessed with additional 10 points – but not more than 20 additional points in total.</td>
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<tr>
<td>Previous experience with bodies of the United Nations is an advantage. (50 points, if have it)</td>
<td>50</td>
</tr>
<tr>
<td>**Personal Skills, Competencies (to be evaluated using the applied scoring system below on a basis of desk review or interview) *</td>
<td>300</td>
</tr>
<tr>
<td>Proven excellent writing and drafting skills in English (assessment will be made according to evaluation of provided materials, reports, etc.) *</td>
<td>80</td>
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<tr>
<td>Fluency in English*</td>
<td>50</td>
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<tr>
<td>Knowledge of Russian is an asset*</td>
<td>30</td>
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<tr>
<td>Strong analytical and drafting skills (assessment will be made according to evaluation of provided materials, reports, etc.) *</td>
<td>70</td>
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<td>Excellent communication and teamwork skills*</td>
<td>20</td>
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<td>Strong organizational and time-management skills*</td>
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<tr>
<td>Proven full proficiency in MS Office and other standard office soft*</td>
<td>10</td>
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<tr>
<td><strong>Financial proposal</strong></td>
<td>300</td>
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<td><strong>Total maximum</strong></td>
<td>1000</td>
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**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>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>Excellent evidence of ability to exceed contract requirements</td>
<td>100%</td>
</tr>
<tr>
<td>Good</td>
<td>Good evidence of ability to exceed contract requirements</td>
<td>80%</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Satisfactory evidence of ability to support contract requirements</td>
<td>60%</td>
</tr>
<tr>
<td>Poor</td>
<td>Marginally acceptable or weak evidence of ability to comply with contract requirements</td>
<td>40%</td>
</tr>
<tr>
<td>Very poor</td>
<td>Lack of evidence to demonstrate ability to comply with contract requirements</td>
<td>10%</td>
</tr>
<tr>
<td>No submission</td>
<td>Information has not been submitted or is unacceptable</td>
<td>0%</td>
</tr>
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**ANNEXES:**
ANNEX I – Terms of Reference
ANNEX II – FINANCE PROPOSAL
ANNEX III – IC contract form
ANNEX IV – General Terms for IC contracts
ANNEX V - Letter to UNDP Confirming Interest and Availability