**TERMS OF REFERENCE AND PROCUREMENT NOTICE**



**Date:** 04.06.2021

**Country:** **Azerbaijan**

**Description of the assignment:** **Development Consultant**

**Type of Contract:** Individual Contract (National position) - Framework Agreement

### **Project name:** UNDP CO

**Period of assignment/services:**  30 June 2021 - 31 December 2021 (35 consultancy days)

Overall period of the assignment is planned to be around 125 consultancy days within a span of 36 months (14 June 2021 – 31 May 2024). The first contract will cover around 35 consultancy days with the possibility of extension for the next two years, subject to a) satisfactory performance by the consultant; b) actual needs; c) availability of financing. The number of days is indicative. The contract is non-binding, non-exclusive and does not create a financial obligation or commitment from UNDP. Financial commitments will only be established each time services are requested under the contract, through an agreed triggering action or document that signals the commencement of a given engagement (usually, Purchase Orders).

Proposal should be submitted by email no later than 11.06.2021 18.00 local Baku time. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above ([procurement.aze@undp.org](mailto:procurement.aze@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**

UNDP Azerbaijan is implementing many initiatives that are critical for further strengthening of UNDP presence in the UNSDCF[[1]](#footnote-1)/CPD[[2]](#footnote-2) priority areas and expansion into new policy domains aligned with Sustainable Development Goals (SDGs). The UNSDCF is aligned with Government strategic development priorities over the period 2021- 2025 and is directly linked to the attainment of Sustainable Development Goals (SDGs) and its targets in support of the 2030 Agenda. Leaving no one behind and deploying a rights-based approach to development are the founding tenets of the approach adopted. In addition to investing in inclusive growth and improved public sector service delivery, the UNSDCF has made what is often seen as cross-cutting issues central to this investment offering; gender equality, protecting the environment, and addressing climate change.

The 2021 Integrate Work Plan prioritizes the following intervention areas including new and ongoing projects and programmes: 1) support to women with disabilities and veterans of Nagorno-Karabagh war project; 2) expansion of the women empowerment and gender equality programme including project supporting communities in tackling the gender based violence and domestic violence; 3) application for new EU and other donor funding windows for initiatives around the above agenda; 4) early recovery support initiatives; 5; 6) launch of a new programme with civil society organizations and socially oriented SMEs; 7) advisory support to the implementation of the Strategic Roadmaps and other development-oriented state programmes.

**2. OBJECTIVE OF THE ASSIGNMENT**

The Development Consultant will support the programme and project development and implementation in the UNSDCF priority areas outlined but not limited to the above, and provide consultancy services on the key aspects of the UNDP Country Programme if required.

1. **SCOPE OF WORK**

The Development Consultant will be tasked to extend multi-vector technical support to various projects and programmes, which includes:

* General technical and advisory support in implementation of programmes and projects:
* Undertake assessments, reviews, data collection and analysis to inform programme and project development;
* Develop concept papers, applications to Calls for Proposals from EU and other donors, support design and formulation of UNDP project documents in the CPD priority areas and in line with UNDP standards and requirements;
* Prepare analytical briefs on political, economic and social developments in the country;
* Provide consultancy support to the preparation and revision of the UNDP programmatic documents;
* Contribute to the preparation of the Terms of Reference for local and international experts;
* Contribute to the preparation of the project publications and other visual aid materials, training resources, promotional materials;
* Perform ad hoc project implementation tasks;
* Participate in the meetings with the programme team, senior management, national partners and international organizations, if and as required; prepare talking points and minutes of the meetings;
* Contribute to knowledge – sharing by acting as a resource person in his/her area(s) of expertise;
* Perform any other consultancy tasks, as may be required.
* Support in Small Grant Project management:
* Develop terms and conditions for the Call for Proposals, including eligibility, geographic coverage, sector/thematic area, budget, duration, evaluation criteria etc.;
* Develop a template for the project proposals from CSOs;
* Co-facilitate and respond to the questions during the information sessions and in response to requests for clarifications;
* Assist UNDP and EU in reviewing, evaluating and short-listing the proposals, make recommendations for awards;
* Provide feedback to the short-listed applicants in finalizing their full proposals;
* Debrief unsuccessful candidates, if required;
* Prepare Grant Agreements;
* Prepare a register of Grant Agreements, including name of the organization, type of organization, area of proposed intervention, contact details, ref. No of the G/A, amount, signature date and end date.
* Support in social entrepreneurship:
* Provide inputs into stakeholder mapping and SWOT analysis on the current state, development potential and barriers of social enterprises and their ecosystems;
* Provide inputs into the development of the roster of social entrepreneurs and establishment of the digital knowledge platform for social entrepreneurs;
* Facilitate organization of workshops and consultative meetings with key stakeholders in the area of social entrepreneurship;
* Provide inputs into development of a policy paper and roadmap on social entrepreneurship;
* Participate in the ToT training on social entrepreneurship;
* Provide ongoing mentoring and advisory support to social entrepreneurs as part of the Social Enterprise Platform;
* Provide support to international consultants engaged in SE strategy development and Social Enterprise Platform.

1. **DELIVERABLES, TIMING AND TERMS OF PAYMENT**

The deliverables will be linked to the specific tasks assigned and communicated in the emails and Purchase Order. The deliverables may include but not limited to any of the following:

* Assessments, reviews, data collection and analysis
* Concept papers, applications to Calls for Proposals from EU and other donors, project documents in the CPD priority areas and in line with UNDP standards and requirements;
* Analytical briefs on political, economic and social developments in the country;
* UNDP programmatic documents;
* Terms of Reference for local and international experts;
* Project publications and other visual aid materials, training resources, promotional materials;
* Meeting reports;
* Expert advice;
* Call for grant proposals;
* Template for the project proposals from CSOs;
* Responses to FAQs
* Evaluations
* Grant Agreements
* Trainings
* Mentoring and advisory support

The initial assignment is planned to start on 1 June 2021 and continue until 31 December 2021, with estimated 35 working days input. The number of days is indicative. The contract is non-exclusive and does not create a financial obligation or commitment from UNDP. Financial commitments will only be established each time services are requested under the contract, through an agreed triggering action or document that signals the commencement of a given engagement (usually, a Purchase Order).

Payment will be 100% upon certification of the satisfactory completion of the tasks and acceptance of the deliverable by authorised UNDP personnel.

**Approval Process**

The authorisation for each respective payment will be made by Authorised UNDP personnel (Programme Analyst, Programme Advisor or Project Manager) after the acceptance of each deliverable.

1. **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **I. Academic Qualifications:**   * Advanced University Degree in any development-related field – **10 points**   **II. Years of Experience:**   * Minimum 7 years of experience in programme and project development, implementation, monitoring and reporting – **25 points** * At least 7 years of experience with international development institutions – **15 points** * At least 7 years of experience in policy development, strategic planning, preferably in a cross-sectoral integrated manner – **15 points**   **III. Knowledge and skills:**   * Proven analytical skills – **10 points** * Good understanding of the local context– **10 points**. * Strong communication and presentation skills – **10 points** * Knowledge of UN/UNDP programme and operational policies and procedures will be an asset * Strong computer skills   **IV. Language requirements:**   * A good working knowledge of Azerbaijani and English is a requirement - **5 points**   **Competencies:**   |  | | --- | | **Corporate Competencies:**   * Demonstrates integrity by modeling the UN’s values and ethical standards * Promotes the vision, mission, and strategic goals of UNDP * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability * Treats all people fairly without favoritism   **Functional Competencies:**  **Knowledge Management and Learning**   * Promotes knowledge management in UNDP and a learning environment in the office through leadership and personal example. * Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills   **Innovation and Marketing New Approaches - Developing new approaches**   * Seeks a broad range of perspectives in developing project proposals; * Identifies new approaches and promotes their use in other situations; * Creates an environment that fosters innovation and innovative thinking; * Makes the case for innovative ideas from the team with own supervisor.   **Self-management/Emotional Intelligence**   * Stays calm and maintains composure under stress or during a crisis, keeping disruptive emotions under control * Adapts flexibly to changing situations, overcomes obstacles and recovers quickly from set-backs * Tolerates conditions of stress, uncertainty or ambiguity and continues to maintain a positive outlook and to work productively * Is realistic about own limits using support mechanisms as needed and maintaining an appropriate work-life balance * Senses the emotions of others, understanding their perspective, taking an active interest in their concerns * Fosters a positive outlook and maintains focus during period of stress and heavy work load, inspiring and guiding others towards goal achievement * Creates a climate of enthusiasm and flexibility, where people feel encouraged to give their best * Stands up to group pressure, not giving in out of a desire to please or to avoid confrontation and conflict   **Promoting Organizational Learning and Knowledge Sharing - Developing tools and mechanisms**   * Makes the case for innovative ideas documenting successes and building them into the design of new approaches; * Identifies new approaches and strategies that promote the use of tools and mechanisms   **Job Knowledge/Technical Expertise - In-depth knowledge of the subject-matter**   * Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines; * Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally; * Demonstrates comprehensive knowledge of information technology and applies it in work assignments; * Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments; * Have effective interpersonal and negotiations skills and ability to coordinate complex, multi-stakeholder projects and be able to think in a strategic manner on complex and difficult projects. * Strong drafting, presentation and reporting skills; * Excellent written communication skills.   **Client Orientation - Contributing to positive outcomes for the client**   * Anticipates client needs; * Works towards creating an enabling environment for a smooth relationship between the clients and service provider; * Demonstrates understanding of client’s perspective.   The applicants will be interviewed to demonstrate their knowledge and skills. Only shortlisted candidates with a minimum 49 points at the desk review stage will be invited to the interview. | |

1. **FINANCIAL PROPOSAL**

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| **Financial proposal:**  Financial offer – specifying the Consultant’s daily rate for the tasks and deliverables specified in the TOR. The rate shall include all taxes and social charges applicable to the expert as an individual service provider. The contract will be based on the daily fee to be paid on the actual days worked, however, whenever travel to the regions is required and approved by UNDP the cost of travel based on the above proposal could be additionally covered by UNDP/projects (please see information about travel in below para.). The financial comparison will be considering daily professional fee rates only.  **Travel**  Duty station is Baku, Azerbaijan. Domestic and international travel may be required. The Consultant shall include in the financial proposal his/her proposed fee for living/overnight stay in regions (per night) for any unforeseen trip and for the next years. Under no circumstance this should be higher than UN daily subsistent allowance rate, which is currently established at 96 USD for overnight stay. If the need for travel arises, the transport for trips to regions will be provided by the office. |

1. **SELECTION CRITERIA**

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| Individual consultants will be evaluated based on the Combined Scoring Method  Combined Scoring Method principle considers a combination of the applicants’ qualification and financial proposal (70% technical and 30 % financial offer). The award of the contract will be made to the 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.  Out of the maximum score of 100 points, the score for technical criteria equals 70% - maximum 70 points, and for financial criteria 30% - maximum 30 points.  **I. Academic Qualifications:**   * Advanced University Degree in any development-related field – **10 points**   **II. Years of Experience:**   * Minimum 7 years of experience in programme and project development, implementation, monitoring and reporting – **25 points** * At least 7 years of experience with international development institutions – **15 points** * At least 7 years of experience in policy development, strategic planning, preferably in a cross-sectoral integrated manner – **15 points**   **III. Knowledge and skills:**   * Proven analytical skills – **10 points** * Good understanding of the local context– **10 points**. * Strong communication and presentation skills – **10 points** * Knowledge of UN/UNDP programme and operational policies and procedures will be an asset * Strong computer skills   **IV. Language requirements:**   * A good working knowledge of Azerbaijani and English is a requirement - **5 points**   The applicants will be interviewed to demonstrate their knowledge and skills. The interview will be conducted in Baku, Azerbaijan (can be organized via Zoom considering limitations imposed due to COVID-19 pandemic). Only shortlisted candidates with a minimum 49 points at the desk review stage will be invited to the interview.  Only candidates obtaining a minimum of 70 points for technical criteria would be considered for the Financial Evaluation.  Technical Criteria weight: 70%  Financial Criteria weight: 30%  Total Scores = Technical Scores x Technical Criteria weight + Financial Scores x Financial Criteria weight  Financial Scores = 100 x Fm/ F, in which “Fm” is the lowest daily fee, and “F” the daily fee in the proposal under consideration.  The contract will be awarded to the candidate that will obtain the highest aggregate score based on the technical and financial evaluation.  Note: Maximum possible score is **100 points**. In order to be eligible, the candidate has to score **at least 70 points** (70% of maximum possible score) |

1. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

a) Duly accomplished OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY using the template provided by UNDP (please download the form from <https://www.az.undp.org/content/azerbaijan/en/home/procurement.html>, under Individual Contract Application Forms heading)

b) Personal CV or P11 form, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references

c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how they will approach and complete the assignment.

**Failure to submit any of the above listed documents will result in disqualifying the application.**

1. **IMPLEMENTATION ARRANGEMENTS**

Development Consultant will work in close collaboration with UNDP Programme Unit and assigned Project Team and will get any assistance required to implement the functions under the contract.

1. **MONITORING AND EVALUATION:**

The detailed monitoring and progress controls will be developed by authorized UNDP personnel in charge of each specific assignment. This will include reporting requirements, frequency, format, and deadlines.

1. **LOCATION**

The duty station is Baku, Azerbaijan. Domestic and international travel may be required.

1. **REPORTING**

The Development Consultant must ensure timely fulfillment of his/her assisting and support actions, thus making timely and sufficient contribution to the timely preparation and submission of the inputs.

1. The United Nations Sustainable Development Cooperation Framework [↑](#footnote-ref-1)
2. Country Programme Document [↑](#footnote-ref-2)