

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: **26 August 2021**

Country: Cabo Verde

Description of the assignment: Evaluation of Cabo Verde UNDAF 2018-2022 (Team of 3 individual consultants, 1 International and 2 National)

Project name: UN RCO Coordination

Period of assignment/services (if applicable): 45 working days

Proposal should be submitted by email to bids.jocv@cv.jo.un.org no later than **9 September 2021, 16H30 (Cabo Verde time)**. With the following subject line for each individual consultant:

International Consultant (Team Leader) Evaluation of Cabo Verde UNDAF 2018-2022

or

National Consultant (Evaluation Expert) Team Member Evaluation of Cabo Verde UNDAF 2018-2022

or

National Consultant (Thematical Expert) Team Member Evaluation of Cabo Verde UNDAF 2018-2022

Any request for clarification must be sent in writing, or by standard electronic communication to the following e-mail: procurement.cv@cv.jo.un.org. Respond will be send 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. Deadline for submitting clarification requests: 3 days before the deadline.

1. BACKGROUND

The Terms of Reference (ToR) of the United Nations Development Assistance Framework (UNDAF) 2018-2022 Evaluation defines the parameters of the evaluation process. Specifically, it outlines the purpose, objectives and scope of the evaluation, the methodology to be utilized, the composition of the Evaluation Team and their respective roles and responsibilities, the expected deliverables, timeline and budget. The ToR also serves as the basis of the contractual arrangement between the Resident Coordinator Office (RCO) and the evaluators or the Evaluation Team to conduct the evaluation. It is important that the entire UNDAF Evaluation process be accessible to everyone involved.

Please see attached ToR for additional information.

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

In line with the UN System's mandate to promote national ownership and capacity development, the Evaluation is country-led. National partners, both within Government and civil society, co-determine what is to be evaluated, jointly assess the quality of the Evaluation and application to the wider national sphere.

Considering that the UNDAF represents the UN approach and framework for supporting national development priorities in Cabo Verde, the Evaluation will focus on the UNDAF outcomes as outlined in each of the 5 UNDAF Strategic Result Areas and the low-level outputs. While the relevance and efficiency criteria will cover the whole UNDAF approach, the effectiveness and sustainability criteria will focus on the UNDAF Outcomes and outputs.

Considering that most of the UN agencies Country Programme (CP)s have been implemented under the umbrella of the UNDAF, the UN agencies undertaking evaluations of their country programmes will coordinate their CP evaluations with the UNDAF Evaluation. The UNDAF Evaluation will also use results of these CP evaluations and other assessment undertaken during the UNDAF period to highlight the UN agencies contribution to the UNDAF and establish the link between results at output and outcome levels.

The Evaluation will cover all geographical areas as intended areas of coverage and reach by the UNDAF, at national level (Cabo Verde) and in all 10 inhabited islands and all 22 municipalities. In terms of thematic areas, it will cover all five pillars of the UNDAF : (1) Sustainable development of human capital (2) Sustainable management of natural resources and biodiversity (3) Economic transformation, and sustainable and inclusive growth, (4) Governance, public policy and justice, and (5) Mobilization, coordination, and efficiency of development resources. Within this scope, it will ensure a special focus on thematical areas of particular relevance for the next programming cycle, such as human capital development, the blue economy (especially blue/green job creation), the Leave No One Behind approach (socioeconomic and political inclusion and gender equality), and the localization of the SDGs (UN action at local level). In terms of temporal scope, the evaluation will cover the whole UNDAF period to date: first quarter 2018 to third quarter of 2021, including support to COVID-19 response.

Given that the realization of the UNDAF outcomes involves several partners, establishing a causal linkage between the development intervention and the observed result (attribution) may prove problematic. The Evaluation will therefore consider the contribution of the UNCT to the UNDAF outcomes in light of national strategies and actions to support the planned change.

Analysis should combine qualitative and quantitative tools. The Evaluation might consider using a pre/post comparison design approaches and/or theory of change approaches and, therefore, does not lend itself to specifically attributing effects to the UNDAF. It should draw on a variety of data collection methods, including but not limited to a comprehensive desk review (synthesis and data analysis) of existing studies, surveys and evaluations conducted by UN agencies , including past or on-going CP evaluations and their partners during the current UNDAF cycle as well as documents from the Government on national policies and strategies; semi-structured key stakeholder interviews; surveys; focus groups; outcome mapping and observational visits. Outcome leads and Results Groups members could provide additional information on relevant data sources by outcome.

Please see attached ToR for additional information.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Consultancy will be composed of one Senior International Consultant (Team Leader) and two National Consultants.

The **Evaluation Team Leader** will lead the entire evaluation process, working closely with the other team member. S/he will conduct the evaluation process in a timely manner, communicate with the EMG on a regular basis and highlight progress made and challenges encountered. S/he will be responsible for submission of draft and final report. S/he must possess the following:

- Post-graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field
- Minimum of 7 years' experience in Evaluation in developing countries
- Documented experience in managing and leading complex UN and international partners evaluations, including UNDAF if possible and a solid understanding on the use of evaluation methodologies
- Substantive knowledge of development issues, especially related to Governance and Equitable Growth/Poverty Reduction, addressed by the UNDAF, and understanding of the development challenges and sensitivity in Cabo Verde
- Substantive knowledge of Gender and Human Rights issues addressed by the UNDAF; including strong skills and experience in applying with human rights based and gender mainstreaming approaches.
- Demonstrated capacity in strategic thinking, problem solving and policy advice
- Previous experience working in Cabo Verde or similar settings in the region is an advantage
- Strong inter-personal, teamwork and organizational skills
- Excellent presentation and drafting skills, especially writing Evaluation Reports (Sample reports done from previous evaluations is a mandatory requirement)
- Fluency in written and spoken English is a must, and Portuguese is an advantage

The first **National Consultant/Team Member** (evaluation expert) will contribute to the evaluation process substantively through data collection and analysis and drafting. S/he will share responsibilities for conducting the desk review, interviews and field visits to project sites. S/he will provide substantive inputs to the inception report as well as to the draft and final reports. S/he must possess the following:

- Graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field
- Minimum of 3 years' experience in projects evaluation and understanding on the use of evaluation methodologies
- Knowledge of development issues, especially related to Governance and Equitable Growth/Poverty Reduction and understanding of the development challenges and sensitivity in Cabo Verde
- Knowledge of Gender and Human Rights issues, including skills and experience in applying with human rights based and gender mainstreaming approaches.
- Experience working in Cabo Verde or similar settings in the region
- Strong inter-personal, teamwork and organizational skills
- Excellent presentation and drafting skills, especially writing Evaluation Reports (Sample reports done from previous evaluations is a mandatory requirement)

- Fluency in written and spoken Portuguese, knowledge of English is an advantage

The second **National Consultant/Team Member** (thematical expert) will contribute to the evaluation process substantively through the integration of her/his environmental expertise in the intermediary inputs provided by the evaluation Teams, and in the review and finalization of the deliverables. S/he will share responsibilities for conducting the desk review, interviews and field visits to project sites, integrating environmental issues – especially related to climate change, biodiversity and/or disaster risk reduction – in these activities and their outputs. S/he will provide substantive inputs to the inception report as well as to the draft and final reports. S/he must possess the following:

- Graduate degree in environmental sciences, or any other related field
- Minimum of 3 years' experience in policy advice and/or projects management on environment protection and sustainable use of natural resources
- Knowledge of development issues, especially related to including climate change, biodiversity and disaster risk reduction and understanding of the development challenges to these issues in Cabo Verde
- Experience working in Cabo Verde or similar settings in the region on environmental issues
- Strong teamwork skills
- Fluency in written and spoken Portuguese, knowledge of English is an advantage

Please see attached ToR for additional information.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

The Candidate must provide the following documents:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (*must be filled and sent*);
- b) **Personal CV and P11 using the template provided by UNDP (must be filled and sent)**, 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** (max. 1 page) on how they will approach and complete the assignment, especially in terms of gathering and processing existing documents and data (it is not necessary to mention which document and data), and engaging in key stakeholders and beneficiaries (online tools, focus groups, etc.);
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (*must be filled and sent*).

5. FINANCIAL PROPOSAL

Lumpsum Amount that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs, as per template attached to the Letter of Confirmation of Interest template.

If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

6. EVALUATION

The criteria which shall serve as basis for evaluating offers is the:

- a) 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%;
- b) Only candidates obtaining a minimum of 49 point on technical evaluation would be considered for the Financial Evaluation.
- c) The following criteria will be used to select the Senior consultant suitable for the assignment:

Criteria	Weight	Max. Point
	100%	100
Post-graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field	5%	5
Minimum of 7 years' experience in Evaluation in developing countries	10%	10
Documented experience in managing and leading complex UN and international evaluations, including UNDAF, and a solid understanding on the use of evaluation methodologies	30%	30
Substantive knowledge of development issues, especially related to Governance and Equitable Growth/Poverty Reduction, addressed by the UNDAF and understanding of the development challenges and sensitivity in Cabo Verde	10%	10
Excellent presentation and drafting skills, especially writing Evaluation Reports (Sample reports done from previous evaluations is a mandatory requirement)	5%	5

Substantive knowledge of Gender and Human Rights issues addressed by the UNDAF; including strong skills and experience in applying with human rights based and gender mainstreaming approaches.	10%	10
Total technical proposal	70%	70
Financial Proposal	30%	30
Total (Maximum obtainable points)	100%	100

The following criteria will be used to select the first Junior consultant suitable for the assignment:

Criteria	Weight	Max. Point
	100%	100
Graduate degree in development studies/international development, international relations, political science, governance and public policy, social sciences, or any other related field	5%	5
Minimum of 3 years' experience in projects evaluation and understanding on the use of evaluation methodologies	10%	10
Knowledge of development issues, especially related to Governance and Equitable Growth/Poverty Reduction and understanding of the development challenges and sensitivity in Cabo Verde	30%	30
Experience working in Cabo Verde or similar settings in the region	10%	10
Excellent presentation and drafting skills, especially writing Evaluation Reports (Sample reports done from previous evaluations is a mandatory requirement)	5%	5
Knowledge of Gender and Human Rights issues, including skills and experience in applying with human rights based and gender mainstreaming approaches	10%	10
Total technical proposal	70%	70
Financial Proposal	30%	30
Total (Maximum obtainable points)	100%	100

The following criteria will be used to select the second junior consultant suitable for the assignment:

Criteria	Weight	Max. Point
	100%	100
Graduate degree in environmental sciences, or any other related field	5%	5
Minimum of 3 years' experience in policy advice and/or projects management on environment protection and sustainable use of natural resources	25%	10
Knowledge of development issues, especially related to including climate change, biodiversity and disaster risk reduction and understanding of the development challenges to these issues in Cabo Verde	30%	30
Experience working in Cabo Verde or similar settings in the region on environmental issues	15%	10
Excellent presentation and drafting skills, especially writing Evaluation Reports (Sample reports done from previous evaluations is a mandatory requirement)	5%	5
Knowledge of Gender and Human Rights issues, including skills and experience in applying with human rights based and gender mainstreaming approaches	10%	10
Total technical proposal	70%	70
Financial Proposal	30%	30
Total (Maximum obtainable points)	100%	100

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

ANNEX 4 – P11 form

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.