**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: **January 31, 2022**

**Description of the assignment:** FACS Programme Support and Coordination Consultant and Conscious Food Systems Alliance (CoFSA ) Community Manager and Coordination Support

**Project name:** SIDA Strategic Collaboration on Environment and Climate Change Project - Green Commodities Programme Phase II - 00124739/00120300- 00137801-00128105

**Type of Contract:** Individual Contract

**Duty Station:** Home based

Proposal should be submitted at the following email [procurement.rblac.regionalhub@undp.org](mailto:procurement.rblac.regionalhub@undp.org) no later than **February 14th, 2022** by **23.59 GMT-5** Time of the Republic of Panama.

Any request for clarification must be sent in writing **no later than 3 working days before the deadline**, or by standard electronic communication to the e-mail indicated above. The responses are going to be published onto the website.

**1. PURPOSE AND BACKGROUND**

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| The Government of Sweden, through SIDA, has funded a four-year, USD$40m global Strategic Collaboration Programme designed to strengthen UNDP capacities to achieve its overall SD vision for poverty eradication through a more integrated, coherent approach to the environmental and climate dimensions of the UNDP Strategic Plan. Sida funds will be used to hire new staff and consultants in support of this vision.  In alignment with the goals of the Sida Programme.  The FACS Practice is looking to engage a consultant to assist in the following tasks:   1. Coordination among UNDP teams and other internal and external stakeholders 2. COFSA related Research and Resource Mobilization 3. COFSA team Internal and External Communications   The consultant will work closely with other UNDP FACS team members, other UNDP staff both at global and country office level, partners agencies focal points and donors. The consultant will report to the FACS Global Head.  For detailed information, please refer to Annex 1 – Terms of Reference |

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

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| For detailed information, please refer to Annex 1 |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **Education (15 pts):**  A Masters’s degree in Economics, International Studies, Agriculture, Development studies, Environment Science or other related fields. Additional studies is an advantage. 15 pts  PhD 15 pts  Master Degree 10 pts  Only Bachelor Degree or No Degree 0 pts  **Experience (80 pts):**   * At least 1-2 years of professional work experience in sustainable development project management support related functions (Planning, reporting, research) 20 pts   More than 2 years of experience 20 pts  1-2 years of experience 15 pts  Less than 1 year of experience 0 pts   * Experience in coordination of projects/Initiatives with different partners/agencies/stakeholders involved. 20 pts   More than 3 projects/stakeholders 20 pts  1-2 projects/stakeholders 10 pts  Less than 1 projects/stakeholders 0 pts   * At least 5 years of experience on multi-stakeholder engagement for sustainable development. 20 pts   5 or more years of experience 20 pts  2-4 years of experience 10 pts  1-2 years of experience 8 pts  Less than 1 year of experience 0 pts   * Experience in supporting projects and initiatives related to food systems and/or agricultural commodities 5 pts   Some experience 5pts  No experience 0 pts   * Knowledge/Experience in working with Mindfulness/Consciousness Initiative is an advantage 5 pts   Some experience 5pts  No experience 0 pts   * Experience with UNDP and/or other UN organizations 10 pts   Some experience 10pts  No experience 0 pts  **Languages (5 pts):**   * Working knowledge of Spanish/French is an asset. 5 pts |

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

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Essay of previous works **(one in Spanish and one in English)**  (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)  2. **Financial proposal (ANNEX II). MANDATORY**  3. Personal CV including past experience in similar projects and at least 3 reference**s**  **4. Excellent command of the English language is essential (Pass/Fail)** |

**5. FINANCIAL PROPOSAL**

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| **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**

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| *Cumulative analysis*  *When using this weighted scoring method, the award of the contract should 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% only the 3 highest scores might be considered to participate of an interview if needed.*  *\* Financial Criteria weight; 30%*  *Only Responsive candidates obtaining the 3 highest scores on their Technical Proposals would be considered for the Financial Evaluation.*   |  |  |  | | --- | --- | --- | | ***Criteria*** | ***Weight*** | ***Max. Point*** | | *Technical* | *70%* | *100 pts* | | **Education (15 pts):**  A Masters’s degree in Economics, International Studies, Agriculture, Development studies, Environment Science or other related fields. Additional studies is an advantage. 15 pts  PhD 15 pts  Master Degree 10 pts  Bachelor Degree and No Degree 0 pts | | | | **Experience (80 pts):**   * At least 1-2 years of professional work experience in sustainable development project management support related functions (Planning, reporting, research) 20 pts   More than 2 years of experience 20 pts  1-2 years of experience 15 pts  Less than 1 year of experience 0 pts   * Experience in coordination of projects/Initiatives with different partners/agencies/stakeholders involved. 20 pts   More than 3 projects/stakeholders 20 pts  1-2 projects/stakeholders 10 pts  Less than 1 projects/stakeholders 0 pts   * At least 5 years of experience on multi-stakeholder engagement for sustainable development. 20 pts   5 or more years of experience 20 pts  2-4 years of experience 10 pts  1-2 years of experience 8 pts  Less than 1 year of experience 0 pts   * Experience in supporting projects and initiatives related to food systems and/or agricultural commodities 5 pts   Some experience 5pts  No experience 0 pts   * Knowledge/Experience in working with Mindfulness/Consciousness Initiative is an advantage 5 pts   Some experience 5pts  No experience 0 pts   * Experience with UNDP and/or other UN organizations 10 pts   Some experience 10pts  No experience 0 pts | | | | **Languages (5 pts):**   * Working knowledge of Spanish/French is an asset. 5 pts | | | | *Financial*  The lowest price will received 100 pts. All other proposals are going to be compared against the Responsive Proposal with the Lowest Price. | *30%* | *100 pts* | |

**ANNEX**

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

**ANNEX 2- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**

**ANNEX 3- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**