**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

Date: **January 31, 2022**

**Description of the assignment:** National Systems Change Facilitation Specialist for Brazil soy and beef sectors

**Project name:** 128105 Green Commodities Programme - SECO Scoping Assessment –

**Type of Contract:** Individual Contract

**Duty Station:** Home based - Brazil

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 national Systems Change Facilitation Specialist consultant will bring process expertise to the work and support the design of workshops/(online) meetings, to make the best use of all your stakeholders’ time. The person will also be key in bringing a systemic change perspective and ensuring all the stakeholders are engaged in the appropriate way. S/he will facilitate the emergence of key insights and analyses that will feed into the project proposal.  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 (10 pts):**  University Degree in Social Sciences, Psychology, Human Development, International Development, Agriculture, etc. or related fields. 10 pts  Master Degree and/or higher 10 pts  Only Bachelor Degree 5 pts  No Degree 0 pts  **Experience (90 pts):**   * At least ten years of experience designing and facilitating using a variety of approaches and tools with an emphasis on employing a systemic thinking approach and design thinking. 20 pts   More than 20 years of experience 20 pts  10-15 years of experience 15 pts  10 years of experience 10 pts  Less than 10 years of experience 0 pts   * At least ten years of experience working with multi-stakeholder, multi-sector groups forging collaboration, and collective agreement across differences of opinion and perspectives. Working with multi-stakeholder platforms in the agriculture or commodities sector would be an advantage. 20 pts   More than 20 years of experience 20 pts  10-15 years of experience 15 pts  10 years of experience 10 pts  Less than 10 years of experience 0 pts   * Astute political instincts. Multiple experiences of working in different political and cultural contexts. The ability to see how it will impact and influence the process and commitment to adapt these processes to the current context. 10 pts   \*\*\* Please include on your proposal two projects that demonstrate where the candidate had Astute political instincts. Multiple experiences of working in different political and cultural contexts. The ability to see how it will impact and influence the process and commitment to adapt these processes to the current context.   * An excellent collaborative work style, with an openness to change and ability to receive/integrate feedback and a track record with ways to promote diversity and inclusion in dialogue. 10 pts   \*\*\* Please include on your proposal two projects that demonstrate where the candidate had to work collaboratively, had to have an openness to change and ability to receive/integrate feedback and a track record with ways to promote diversity and inclusion in dialogue.\*\*\*   * An excellent ability to plan/project manage, organize, implement, report on work and work under pressure and tight deadlines. 5 pts   \*\*\* Please include on your proposal two projects that demonstrate where the candidate had to plan/project manage, organize, implement, report on work and work under pressure and tight deadlines.\*\*\*   * Proposed approach and understanding of assignment Inclusion of implementation plan and approach 25 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) Proposed approach and understanding of assignment Inclusion of implementation plan and approach **(MANDATORY)**  (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. Proven Record of fluency in both Portuguese and English, including excellent drafting and presentation skills. – 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 (10 pts):**  University Degree in Social Sciences, Psychology, Human Development, International Development, Agriculture, etc. or related fields. 10 pts  Master Degree and/or higher 10 pts  Only Bachelor Degree 5 pts  No Degree 0 pts | | | | **Experience (90 pts):**   * At least ten years of experience designing and facilitating using a variety of approaches and tools with an emphasis on employing a systemic thinking approach and design thinking. 20 pts   More than 20 years of experience 20 pts  10-15 years of experience 15 pts  10 years of experience 10 pts  Less than 10 years of experience 0 pts   * At least ten years of experience working with multi-stakeholder, multi-sector groups forging collaboration, and collective agreement across differences of opinion and perspectives. Working with multi-stakeholder platforms in the agriculture or commodities sector would be an advantage. 20 pts   More than 20 years of experience 20 pts  10-15 years of experience 15 pts  10 years of experience 10 pts  Less than 10 years of experience 0 pts   * Astute political instincts. Multiple experiences of working in different political and cultural contexts. The ability to see how it will impact and influence the process and commitment to adapt these processes to the current context. 10 pts   \*\*\* Please include on your proposal two projects that demonstrate where the candidate had Astute political instincts. Multiple experiences of working in different political and cultural contexts. The ability to see how it will impact and influence the process and commitment to adapt these processes to the current context.   * An excellent collaborative work style, with an openness to change and ability to receive/integrate feedback and a track record with ways to promote diversity and inclusion in dialogue. 10 pts   \*\*\* Please include on your proposal two projects that demonstrate where the candidate had to work collaboratively, had to have an openness to change and ability to receive/integrate feedback and a track record with ways to promote diversity and inclusion in dialogue.\*\*\*   * An excellent ability to plan/project manage, organize, implement, report on work and work under pressure and tight deadlines. 5 pts   \*\*\* Please include on your proposal two projects that demonstrate where the candidate had to plan/project manage, organize, implement, report on work and work under pressure and tight deadlines.\*\*\*   * Proposed approach and understanding of assignment Inclusion of implementation plan and approach 25 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**