



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date 13.05.2021

Consultancy Title: National Experts for Evaluation of Sao Tome and Principe United Nations Development Assistance Framework (UNDAF) 2017-2021.

Description of the assignment: The role of the Consultants (IC) is to work with the International consultant to conduct the evaluation of Sao Tome and Principe United Nations Development Assistance Framework (UNDAF) 2017-2021.

Duty station: Both Home/Country Based

Period of assignment/services (if applicable): 55 working days distributed over 3 months

Proposals (Technical and Financial) should be submitted by email to BidsSTP@undp.org indicating the following reference “**to conduct the evaluation of Sao Tome and Principe United Nations Development Assistance Framework (UNDAF) 2017-2021.**” by **23/05/2021, 11: 59 pm** São Tomé and Príncipe time.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Brief description of why the candidate considers him/herself as the most suitable for the assignment;
4. Technical Proposal, proposing a methodology to carry out the assignment in accordance with this ToR;
5. Financial Proposal that include daily fees and insurance.

Incomplete applications will be excluded from further consideration.

Any request for clarification must be sent in writing, or by standard electronic communication to procurement.st@undp.org. A response in writing or by standard electronic mail will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

BACKGROUND

The UNCT STP, in collaboration with its Government partners is currently in the process of preparing the 2017-2022 UNDAF Evaluation. The rationale for this UNDAF evaluation is twofold: 1) to use the findings strategically to inform the next UNCF cycle 2023-2027, to better integrate Agenda 2030 and the SDGs to better align and target UN interventions that will support the country in reaching its 2030 commitments; and 2) to use the independent evaluation process and findings as an accountability tool of the results achieved to date and potential impact of the UN interventions, including key lessons learned and good practices for the UNCT in STP and its partners from the current UNDAF cycle.

The evaluation will also take into account the relevance, effectiveness and impact of the Joint Programme (JP) funded by the Joint SDG Fund for Social protection “Reaching the furthest behind first: A catalytic approach to supporting the social protection in Sao Tome & Principe” which was granted to the UN STP team in 2019. The JP aims at contributing to the acceleration of implementation of UNDAF in the area of social protection in particular, to Outcome 1 of the UNDAF. A brief description of the JP and its results framework is provided in Annex B of this document.

The UNDAF evaluation will seek to be independent, in accordance with the principles outlined in the UNEG ‘Ethical Guidelines for Evaluation’. The evaluation will be conducted in a consultative manner and will engage the participation of a broad range of stakeholders.

The UNDP Office intends to recruit an international Consultant to conduct the evaluation of Sao Tome and Principe United Nations Development Assistance Framework (UNDAF) 2017-2022.

2. THE EVALUATION PURPOSE, OBJECTIVES AND SCOPE

Purpose

The UNDAF 2017-2022 evaluation will pursue the following two purposes, as outlined in the interim 2019 UNCF evaluation guideline, for being the main accountability and learning instrument for the collective UN system support at the country level, namely: (i) demonstrate accountability to stakeholders on performance in achieving development results and on invested resources, including the joint programme funded by the Joint SDG fund; (ii) support evidence-based decision-making.

Objectives

The objectives of the UNDAF 2017-2022 Evaluation are:

To provide the UNCT STP, national stakeholders and rights-holders, UNDCO as well as a wider audience with an independent assessment of the STP UNDAF 2017-2022.

To broaden the evidence base to inform the design of the next UNCF programme cycle.

The specific objectives of the UNDAF 2017-2022 evaluation are:

To provide an independent assessment of the relevance, effectiveness, efficiency and sustainability of UN in STP support, including through the implementation of the joint programme funded under the Joint SDG fund.

To provide an assessment of the UNCT coordination mechanisms, with a view to enhancing the UN in STP collective contribution to national development results.

To draw key conclusions from past and current cooperation and provide a set of clear, forward-looking and actionable recommendations and identify lessons learned and good practices for the next programme cycle.

Scope

Geographic Scope

The evaluation will cover the areas where UN implemented interventions: All districts and Region Autonomy of Principe.

Thematic Scope

The evaluation will cover the thematic areas of the UNDAF 2017-2022: Social Cohesion, Governance and Economic Growth and Resilience. In addition, the evaluation will cover cross-cutting issues, such as (human rights-based approach, gender equality, people with disability, environmental sustainability), and transversal functions, such as (coordination; results-based management, capacity development; monitoring and evaluation; innovation; resource mobilization; strategic partnerships). Finally, the evaluation will include, and analysis of the results achieved through the implementation of the Joint SDG Fund Programme for Social protection.

Focus on Disability of the Joint Programme “Reaching the furthest behind first: A catalytic approach to supporting the social protection in Sao Tome & Principe”

As persons with disabilities are among the most vulnerable and marginalized groups across countries and considering the critical role that social protection can play in supporting their inclusion, most joint programs had identified them as direct or indirect beneficiaries. In line with the Leaving No One Behind principle and the obligations stemming from the Convention on the rights of persons with disabilities, even programs that do not target directly persons with disabilities should ensure that persons with disabilities within targeted population can access the program without discrimination.

The evaluation will therefore assess to what extent:

Joint programme design, implementation, and monitoring have been inclusive of persons with disabilities (accessibility, non-discrimination, participation of organizations of persons with disabilities, data disaggregation)

Joint programme effectively contributed to the socio-economic inclusion of persons with disabilities by providing income security, coverage of health care, and disability-related costs across the life cycle.

Temporal Scope

The evaluation will cover interventions planned and/or implemented within the time period of the current UNDAF 2017-2022.

Roles and responsibilities of the Evaluation Team:

The team will undertake the following roles and responsibilities:

- ✓ Organizing the work and preparing an evaluation plan for the team;
- ✓ Conducting briefing and debriefing; and facilitating productive working relationships among the team members;
- ✓ Consulting with Evaluation Technical Committee and related partners to ensure the progress and the key evaluation questions are covered;
- ✓ Assuring the draft and final reports are prepared in accordance with the Terms of Reference,

- ✓ Facilitating the meeting to present the main findings and recommendations of the evaluation, and discussing the proposed action plan to implement recommendations including changes in contents and direction of the programme.

Specific tasks of the Evaluation Team

Team Leader

The evaluation team leader will hold the overall responsibility for the design and implementation of the evaluation. S/he will be responsible for the production and timely submission of all expected deliverables in line with the ToR. S/he will lead and coordinate the work of the evaluation team and ensure the quality of all evaluation deliverables at all stages of the process. The team leader will undertake the following tasks:

- ✓ Taking the lead in contacting the UNDAF Evaluation Management Group regarding Evaluation-related methodological and planning aspects and ensure that the process is as participatory as possible;
- ✓ Organising the team meetings, assigning specific roles and tasks of the team members and closely monitor the work;
- ✓ Supervising data collection and analysis;
- ✓ Consolidating draft and final evaluation reports, and a proposed action plan with the support provided by team members;
- ✓ Completing the final Evaluation report, which incorporated comments of the UNDAF Evaluation Management Group and key stakeholders;
- ✓ Submitting the draft and final Evaluation report and a proposed action plan to UNDAF Evaluation Management Group and the RCO, on schedule;
- ✓ Presenting the results and facilitating the meeting Specific tasks of the team member.

EXPECTED OUTPUTS, DELIVERABLES AND PAYMENT MILESTONES

Key Evaluation Phases and Activities	Dates/Duration	Responsible/partners
Preparatory Phase		
Preparation of letter for Government and other key stakeholders to inform them about the upcoming UNDAF evaluation	2 nd half of April	RCO
Appointment of Evaluation manager/EMG	2 nd half of April	RCO
Establishment of the evaluation consultation (ECG)	2 nd half of April	RCO/UNCT
Development of the theory of change underpinning the UNDAF (if needed)	2 nd half of April	RCO/UNCT
Compilation of background information and documentation on the country context and the UNDAF for desk review by the evaluation team	2 nd half of April	RCO/UNCT
Drafting the terms of reference (ToR), Review and approval of the ToR	2 nd half of April	RCO/UNCT
Publication of the call for evaluation consultancy and Recruitment of the evaluation team by the CO	2 nd half of May	RCO
Design Phase 14 working days (1st half of June 2021)		
Evaluation kick-off meeting between the evaluation manager/EMG, the evaluation team		EM/EMG

Desk review of background information and documentation on the country context and the UNDAF (incl. bibliography and resources in the ToR)		Evaluation Team
Drafting of the design report (incl. approach and methodology, theory of change, evaluation questions, final stakeholder map and sampling strategy, evaluation work plan and agenda for the field phase)		Evaluation Team
Review of the draft design report by the evaluation manager/EMG		
Presentation of the draft design report to the ECG for comments and feedback		Evaluation Team
Revision of the draft design report and circulation of the final version to the evaluation manager for approval		Evaluation Team
Field Phase 20 working days (2nd half of June 2021)		
Data collection (incl. interviews with key informants, site visits for direct observation, group discussions, desk review, etc.)		Evaluation Team
Debriefing meeting to present emerging findings and preliminary conclusions after data collection		Evaluation Team
Reporting Phase 16 working days (1st half of July 2021) – draft report		
5 working days (2nd half of July 2021) – final report		
Drafting of the evaluation report and circulation to the evaluation manager		Evaluation Team
Review of the draft evaluation report by the evaluation manager, the ECG		EM/EMG
Drafting of the final evaluation report (incl. annexes) and circulation to the evaluation manager/EMG		Evaluation Team
Dissemination and Facilitation of Use Phase July 2021		
Preparation of the management response		RCO
Development of the communication plan and preparation for its implementation		RCO
Development of the presentation on the evaluation results		Evaluation Team
Development of the evaluation brief		RCO
Publication of the final evaluation report, the evaluation brief and the management response		RCO

Budget and Payment Modalities

The payment of fees will be based on the submission of deliverables, as follows:

Upon approval of the design report	20%
Upon submission of a draft final evaluation report of satisfactory quality	40%

Upon approval of the final evaluation report and the PowerPoint presentation of the evaluation results	40%
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INSTITUTIONAL ARRANGEMENT

In addition to the daily fees, the evaluators will receive a daily subsistence allowance (DSA) in accordance with the UN Duty Travel Policy, using applicable United Nations DSA rates for the place of mission. Travel costs will be settled separately from the consultancy fees.

DURATION OF THE WORK AND DUTY STATION

The consultancy is expected to start in June and to be completed in July. It requires 55 working days to be carried out within a 55-days contract period. The duty station will be São Tomé, workshops places and home-based.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

a. Education:

- Master's degree in international development, gender, economics, evaluation, social sciences or related fields.

b. Experience:

- A minimum of 10 years of professional experience specifically in the area of evaluation of international development initiatives and development organizations. Results based management and knowledge of the UN architecture and modus operandi will be required.
- Extensive knowledge of, and practical experience in programme development, planning and implementation, including experience in the UN development cooperation system, experience in doing UNDAF reviews/evaluation;
- Strong experience and knowledge in the five UNDAF Programming Principles: human rights (the human rights-based approach to programming, human rights analysis and related mandates within the UN system), gender equality (especially gender analysis), environmental sustainability, results-based management, and capacity development.
- Be exposed and have prior experience of working in international development- working with multi stakeholders including Government especially in Africa
- Have strong research and analytical skills, communication (oral and written), facilitation and management skills with specific experience in undertaking evaluations;
- Sound leadership and organizational skills- demonstrating experience of have managed and lead an evaluation team

c. Language:

- Fluency in spoken and written English; knowledge of Portuguese, Spanish or French language is considered to be an asset.

Important Note:

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

Qualified women and members of minorities are encouraged to apply.

Due to large number of applications we receive, we are able to inform only the shortlisted candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

- (i) Explaining why they are the most suitable for the work
- (ii) Provide a brief methodology on how they will approach and conduct the work
- (iii) Fill annex 1 Offeror's Letter to UNDP attached

2. Financial proposal

3. Personal CV including past experience in similar projects and contact details of 3 references.

5. FINANCIAL PROPOSAL

Financial Proposal* - specifying a daily rate in USD, insurance and, if applicable, a lump sum for round-trip travel costs to join duty station/repatriation travel.

Please note that living allowance (DSA), in-town transportation, and other related costs will be supported by the UN in São Tomé.

6. EVALUATION

Applicants will be screened against qualifications and competencies specified below through a desk review or an interview process. Applicants will be evaluated based on: Cumulative analysis based on a combination of the Technical and Financial Scores.

Technical Evaluation Criteria: 70%

Financial Evaluation Criteria: 30%

Technical Evaluation Criteria

Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted a max. of 70% (70 points, out of total 100 points), and combined with the price offer which will be weighted a max. of 30% (30 points out of total 100 points).

Applicants obtaining 49 points (70% of available points) or more of the total technical evaluation points will be considered for financial evaluation.

The financial evaluation score (max. 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

Applicants receiving the Highest Combined Score who have accepted the UNDP's General Terms and Conditions will be awarded the contract

CRITERIA FOR SELECTING THE BEST OFFER		
Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:		
<ul style="list-style-type: none"> ▪ Responsive/compliant/acceptable, and ▪ Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are: <ol style="list-style-type: none"> a. Technical Criteria weight is 70% b. Financial Criteria weight is 30% 		
Criteria	Weight	Max. Point
Technical Competence (based on P11 and Proposal)	70%	70 pts
<ul style="list-style-type: none"> ▪ Criteria a. Education 	10%	10 pts*
<ul style="list-style-type: none"> ▪ Criteria b. ▪ Experience as Defined in the ToR (30) ▪ Competences as Defined in the ToR (10) 	40%	40 pts**
<ul style="list-style-type: none"> ▪ Criteria c. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal 	20%	20 pts **
Financial (Lower Offer/Offer*100)	30%	30 pts
Total Score	Technical Score * 70% + Financial Score * 30%	

A. CONSULTANT FOR SOCIAL COHESION AREA

<u>Technical</u>	70%	70
<i>Criteria A</i>		
<ul style="list-style-type: none"> • Hold a Master's degree in social sciences, development economics or related field 	10%	10

<p><i>Criteria B</i></p> <ul style="list-style-type: none"> • Minimum of 5 years of experience in evaluation exercises for development strategies / programs on social cohesion (10) • Experience in development issues (with focus on health, education, social protection and others social sector) (10) • Knowledge of the national political, economic and social context, public policies and reforms undertaken, national institutions and the donor community; (5) • A good understanding and knowledge of bilateral and multilateral cooperation, United Nations agencies, and their planning and programming tools; (5). • A good knowledge of the gender and the human rights-based approach; (5). • Specializing in development and monitoring and evaluation (5). 	30 %	30
<p><i>Criteria C</i></p> <ul style="list-style-type: none"> • Understanding the Scope of Work (SoW); (5) • Comprehensiveness of the methodology/approach (10) • Organization & completeness of the proposal (5) 	30%	30
<u>Financial</u>	30%	30

B. CONSULTANT FOR GOVERNANCE & ECONOMIC GROWTH AND RESILIENCE AREA

<u>Technical</u>	70%	70
<p><i>Criteria A</i></p> <ul style="list-style-type: none"> • Hold a Master's degree in social sciences, development economics or related field; 	10%	10
<p><i>Criteria B</i></p> <ul style="list-style-type: none"> • Minimum of 5 years of experience in evaluation exercises for development strategies / programs on governance & Economic Growth and resilience (10) • Experience in development issues (with focus on governance & Economic Growth and resilience) (10) • Knowledge of the national political, economic and social context, public policies and reforms undertaken, national institutions and the donor community; (5) • A good understanding and knowledge of bilateral and multilateral cooperation, United Nations agencies, and their planning and programming tools; (5). 	30 %	30

<ul style="list-style-type: none"> • A good knowledge of the gender and the human rights-based approach ; (5). • Specializing in development and monitoring and evaluation (5). 		
<p><i>Criteria C</i></p> <ul style="list-style-type: none"> • Understanding the Scope of Work (SoW); (5) • Comprehensiveness of the methodology/approach (10) • Organization & completeness of the proposal (5) 	30%	30
<u>Financial</u>	30%	30

7. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed *Table of Contents*. Therefore, prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

8. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

9. ANNEXES TO THE IC DOCUMENT

ANNEX 1- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 2- BREAKDOWN OF COSTS SUPPORTING THE AL-INCLUSIVE FINANCIAL PROPOSAL

Approved By: _____ Katarzyna Wawiernia

Signature: K. Wawiernia

Date Signed: 13/05/2021 Resident Representative

ANNEX 1
OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

United Nations Development Programme
São Tomé, São Tomé and Príncipe

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of *[indicate title of assignment]* under the *[state project title]*;
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- E) I hereby propose to complete the services based on the following payment rate: *[please check the box corresponding to the preferred option]*:
- An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
- A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- H) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;
- J) If I am selected for this assignment, I shall *[please check the appropriate box]*:
- Sign an Individual Contract with UNDP;

- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that *[check all that applies]*:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;

- I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) *If you are a former staff member of the United Nations recently separated, please add this section to your letter:* I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES NO If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES NO

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES NO If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES NO If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) **Breakdown of Cost by Components:**

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B) **Breakdown of Cost by Deliverables***

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	USD

*Basis for payment tranches

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.