

United Nations Development Programme

Programme of Assistance to the Palestinian People

برنامج الامم المتحدة الانمائي / برنامج مساعدة الشعب الفلسطيني



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IC-2016-63

INDIVIDUAL CONSULTANCY SERVICES

Date: 1 April 2016
Reference: IC-2016-63

Country: Occupied Palestinian Territory (oPt)

Title of Consultancy Job: Outreach & Community Mobilization Consultant

Project name: Right to Education

Period of assignment: 120 working days (over a period of six calendar months)

Duty Station: Jerusalem

You are cordially invited to submit an application as detailed in this Individual Consultancy (IC) Procurement Notice. Please note & abide by the following submission methodology:

Technical proposal	Financial Proposal
Technical proposal for the referred assignment should be submitted online at http://jobs.undp.ps/	Financial proposal , using the form found in Annex III, should be sent either via/to e-mail address: quotation.papp@undp.org or Fax No. 02-6268257 (If will be sent through Email: File/Email size should not exceed 10 MB in a single email – financial proposal could be sent by multiple emails as needed)
Both technical and financial proposals should be submitted on or before 17 April 2016. Both the technical and financial proposals should be submitted by the applicant in order to be considered for evaluation. Late and/or incomplete submissions will be rejected.	

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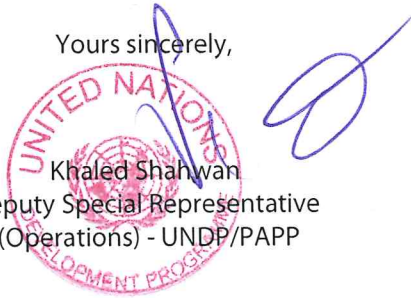
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To enable you to submit a proposal, enclose please find:

- | | |
|-----------|--|
| Annex I | Terms of Reference (TOR) |
| Annex II | Instructions to Applicants |
| Annex III | Financial Proposal Form |
| Annex IV | Individual Consultant General Terms and Conditions |

Yours sincerely,

Khaled Shahwan
Deputy Special Representative
(Operations) - UNDP/PAPP



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ANNEX I

TERMS OF REFERENCE

1. BACKGROUND

With generous funding by the Government of Norway, UNDP/PAPP in partnership with Jerusalem Directorate of Education (JDoE) is currently implementing the Right to Education initiative, aiming to reinforce education system in East Jerusalem, with emphasis on provision of additional classrooms by procuring residential buildings and transforming them into school facilities, in addition to technical assistance for improving quality education by enhancing the capacity of the supervision department and Counsellors and carrying out comprehensive mapping for Awqaf/ JDoE education system to improve the sector efficiency and effectiveness.

2. OBJECTIVES OF THE ASSIGNMENT:

In line with the project goals for supporting JDoE in launching pilot activities for supporting the quality education in East Jerusalem, enhancing coordination and collaboration among stakeholder and increasing community engagement and awareness, the technical individual, namely, Outreach & Community Mobilization consultant, will assist the project team and JDoE in facilitating the implementation of the respective activities outlined under the scope of work.

3. SCOPE OF WORK:

Under the overall guidance of the Programme Analyst and the direct supervision of the Programme Manager and close coordination with JDoE, the individual consultant should carry out the following tasks in a period of six months as scheduled below.

Task 1 – Enhance coordination mechanisms with stakeholders’ national level and international donor level for supporting the education sector in Jerusalem:

- a) Prepare a detailed work plan to enhance coordination mechanisms among relevant partners Educational System in East Jerusalem
- b) Identification and mapping of relevant stakeholders Educational system in East Jerusalem
- c) Advocacy and Outreach activities. This includes; conducting 3 community awareness campaigns and community mobilization for reinforcing education sector in East Jerusalem
- d) Support JDoE in conducting quarterly meetings with relevant stakeholders
- e) Support JDoE in conducting bi annual meetings with Parents Councils
- f) Support the preparation and the arrangement for Education Forum in Jerusalem, anticipated early August 2016
- g) Submit a comprehensive report on every conducted tasks a – f inclusive (quarterly/annual meetings) and circulate among stakeholders
- h) Maintain close coordination with existing media at the Palestinian Ministry of education, Jerusalem directorate of education and donor to ensure the full coverage of project events

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In addition to the above key milestones, the technical consultant will be assisting JDoE and the UNDP project team in providing back-support for the implementation of the following tasks:

Task 2 – Enhancing the capacity of the supervision department at JDoE to provide quality education under the current challenges facing education

- a) Support the recruited 4 supervisors in formulating a technical tool to collect the baseline data from the identified 40 private schools in East Jerusalem
- b) Ensure that the baseline data for the identified schools are collected; as such the collected information will be fully utilized for monitoring and evaluation purposes during the Project lifecycle to enable capitalize on the existing strategic directions and introduce advanced elements aiming at continuous improvement of the existing strategy.
- c) Schedule, attend and prepare minutes of the meetings conducted under this task.
- d) Monitor the implementation of **clauses a, b and c** and report on results on quarterly basis.

Task 3 – Enhancing the capacity of the counsellor department at JDoE to contribute in decreasing the drop-outs and resolve quality education matters

- a) Support the recruited 2 counsellors in formulating a technical tool to collect the baseline data from the identified 40 private schools in East Jerusalem
- b) Ensure that the baseline data for identified schools are collected; as such the collected information will be fully utilized for monitoring and evaluation purposes during the Project lifecycle (December 2016) to enable capitalize on the existing strategic directions and introduce advanced elements aiming at continuous improvement of the existing strategy.
- c) Schedule, attend and prepare minutes of the meetings conducted under this task.
- d) Monitor the implementation of **clauses a, b and c** and report on results on quarterly basis

4. RESPONSIBILITIES:

UNDP will coordinate with the JDoE to provide to the Individual consultant all the necessary facilitation and documentation needed for a successful completion of the tasks.

5. DELIVERABLES:

Tasks	Deliverables	Target Date
Task 1	Enhance coordination mechanisms with stakeholders national level and international donor level) to support the achievement of the Education strategic plans;	Early May 2016- October 2016 Expected working days: 60 days
Task 2	Enhancing the capacity of the supervision department at JDoE;	Early May 2016- October 2016 Expected working days: 30 days

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Tasks	Deliverables	Target Date
Task 3	Enhancing the capacity of the counsellor department at JDoE;	Early May 2016- October 2016 Expected working days: 30 days

6. PAYMENT TERMS:

Payments are based upon output, i.e. upon delivery of the services specified in the TOR:

Milestone	Condition of payments requests by consultant	Corresponding Payment amount	Timing of payment's
Completion of Task 1	After 60 certified working days and successful completion of Task 1	60 * daily rate	Corresponding to actual tasks' completion dates - During the period of Early May 2016- October 2016
Completion of Task 2	After 30 certified working days and successful completion of Task 2	30 * daily rate	
Completion of Task 3	After 30 certified working days and successful completion of Task 3	30 * daily rate	

The consultant will be receiving the remuneration on delivered assignment per day rate as stated in the financial offer. The daily rate is inclusive all the individual expenses including local transportation, allowances and other related direct costs.

All payments will be issued upon certification of UNDP responsible officer.

UNDP will provide the Individual Consultant with any comments/inputs/observation on the delivered products within 15 calendar days from the date of delivery; the Individual Consultant has another 15 calendar days to re-submit to UNDP the final amended version of the documentations.

7. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications and Years of experience:

- BA in Social Science or Business Administration with minimum of five (5) years' proven experience in similar fields or engagements.

II. Competencies:

Core Values

- Integrity;
- Professionalism;
- Respect for Diversity.

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Core Competencies

- Communications;
- Teamwork;
- Planning and organization;
- Accountability;
- Creativity;
- Client orientation;
- Commitment to continuous learning;
- Technological awareness.

Communications skills

- Fluency in written and spoken English and Arabic;
- Excellent report writing skills.

Additional:

- Willing to be based at the Jerusalem Directorate of Education/East Jerusalem
- Willing to attend meetings upon the request of the Programme Manager

Languages

- Fluency in English and Arabic and ability to communicate effectively in both languages both orally and in writing.

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.

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ANNEX II

INSTRUCTIONS TO APPLICANTS

1. Introduction

UNDP/PAPP seeks technical proposals from qualified individual consultants to provide *the Consultancy Services*, as outlined under the Terms of Reference.

2. Documents comprising the Technical and Financial Proposals

Interested individual consultant must submit the following documents/information, which comprises the Technical & Financial Proposals:

- (i) Provide personal CV including all qualifications and past experience in similar projects;
- (ii) Submit at least two (2) up-to-date recommendation/reference letters.
- (iii) Explain why you are the most suitable for the work;
- (iv) Provide a brief methodology and/or work-plan on how you will approach and conduct the work
- (v) Submit sample report/project document or relevant deliverables; and
- (vi) Completed financial proposal form, found under Annex III

3. Evaluation

Preliminary examination

UNDP/PAPP will examine the Proposals to determine whether they are complete, and whether they are substantially responsive to the qualification and experience minimum requirements. A Proposal determined as not substantially responsive will be rejected by UNDP/PAPP and may not subsequently be made responsive by the Applicant by correction of the non-conformity.

Detailed examination

A two-stage procedure is utilized in evaluating the proposals, with evaluation of the technical proposals **prior to any financial proposal being opened and compared/evaluated.**

The technical proposals are evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

Below please find the evaluation form for the technical proposals. The obtainable number of points specified for each evaluation criterion indicates the relative significance of weight of the item in the overall evaluation process.

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<u>Evaluation Criteria</u>	<u>Allocated Points</u>
<p><u>Level of Expertise:</u></p> <ul style="list-style-type: none">- Experience in specific field (< 3 years' experience ; 5 ; >=3 years projects – 15 points);- Experience in similar projects of comparable size, complexity and technical specialty (< two projects – 5; two to four projects – 10; >= five projects – 15 points);- Experience in development projects of comparable conditions (1 to 2 projects – 5; 3 to 5 – 10 ; >=6 projects– 15 points)- Knowledge & experience in Communications (20 points)- Experience and/or knowledge of/in UNDP or UN projects (1 to 2 years – 3; >3 – 5 points);	70
<p><u>Proposed Methodology:</u></p> <p>To what degree does the applicant understand the task? Have the important aspects of the task been addressed? Is the scope of task well defined and does it correspond to the TOR? Is the conceptual framework adopted appropriate for the task? (20 points)</p>	20
<ul style="list-style-type: none">- Sample report/project document or relevant deliverables	10
TOTAL	100

In the Second Stage, UNDP/PAPP will open and compare/evaluate the Financial Proposals received from applicants who attained the minimum technical score of 70% of the obtainable score of 100 points in the evaluation of the technical proposals.

4. Financial Proposal

Lump Sum Approach

The financial proposal shall specify a total lump sum amount. The total **daily lump sum** shall be **all-inclusive** and shall take into account various expenses incurred by the Consultant/Contractor during the contract period and shall form the amount of the resulted contract between the winning Consultant/Contractor and UNDP. No other entitlements will be considered after submission of financial proposals.

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The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, all envisaged travel (such as but not limited to all travel to join duty station/repatriation travel), per diems/daily allowances).

Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

5. Award of Individual Contract

The procuring UNDP entity reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without incurring any liability to the affected applicant or any obligation to inform the affected applicant or applicants of the ground for the UNDP's action.

The procuring entity will award the Individual Contract to the applicant who attained the Highest Combined Technical and Financial score, subject to a satisfactory interview with the evaluation committee.

The Combined score will be calculated as follows:

The total **technical score** is simply calculated by summing the scores attained for each evaluation criterion in the "evaluation criteria" table shown above.

The **price score** for the financial proposal will be calculated in the following manner:

Where "x" is the price of the lowest proposal

And "y" is the price of any other proposal,

The percentage score for price allocated to the lowest priced proposal will be 100 points, and to any other proposal x/y times 100

The General mark or combined score for each proposal will be arrived as follows:

The total score of the Technical proposal multiplied by 70% will be added to the Financial Proposal score multiplied by 30%. The candidate whose proposal received the highest combined score will be the successful applicant.

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ANNEX III FINANCIAL PROPOSAL FORM

Subject: Outreach & Community Mobilization Consultant

Your financial offer in USD shall specify a **lump sum daily fee all inclusive**, and shall take into account various expenses incurred during the contract period and shall form the amount of the resulted contract between the winning Consultant/Contractor and UNDP. No other entitlements will be considered after submission of financial proposals.

The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, all envisaged travel (such as but not limited to all travel to join duty station/repatriation travel), per diems/daily allowances). Fee Breakdown should be attached under a separate sheet.

Description	Fixed daily Rate (USD)	Number of working days	Total Amount (USD)
To serve as Outreach & Community Mobilization Consultant as described/stated in the TOR. This includes Undertaking all the tasks (& <i>completion of all the deliverable</i>) as detailed in the relevant Terms of Reference (TOR)		120	
Total Lump Sum amount (all inclusive) in USD – in numbers			
Total Lump Sum amount (all inclusive) in USD – in words :			
Name & signature of applicant :			
Date:			

- 1) Payments will be paid-out in monthly equal installments upon certification of responsible officer (refer to payment terms under in the TOR)
- 2) Candidate is requested to submit the quotation on or before **17 April 2016**.

Submissions should be made either via/to e-mail address: **quotation.papp@undp.org** or to Fax No. **02-6268257** (If will be sent thru Email: File/Email size should not exceed 10 MB in a single email - quotation could be send by multiple emails as needed).

Any submission of the financial proposal via any other mean will cause the whole application from the candidate to be rejected and disregarded.

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ANNEX IV

INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Available on <http://www.ps.undp.org/content/papp/en/home/operations/procurement.html>