Survey Expert Consultant, International Policy Centre For Inclusive Growth (IPC-IG)/UNDP

**Location:** Brasília, Brazil  
**Application Deadline:** 26 April 2015  
**Type of Contract:** Individual Contract (IC)  
**Languages Required:** English  
**Starting Date:** Immediately  
**Expected Duration:** From 04 May 2015 to 31 August 2015

**Background**

The UNDP’s International Policy Centre for Inclusive Growth (IPC-IG) is located in Brasilia (Brazil) and facilitates South-South learning, with the aim of expanding developing countries’ knowledge and capacities to design, implement and evaluate effective policies towards the attainment of high inclusive growth. In this sense, IPC-IG develops a series of research projects and has been enrolled in several projects for capacity building, research methodology of impact evaluation, impact evaluation of social protection interventions and lessons learned from worldwide experiences.

Evaluation in development plays a central role in UNDP’s approach to provide objective evidence on the impact of policy measures to achieve the eradication of poverty and a reduction of inequality and exclusion. After the Third National Evaluation Capacities (NEC) Conference (São Paulo, 2013), IPC-IG assumed the role of facilitator of knowledge exchange among the countries and partners interested in promoting National Evaluation Capacities towards the 2015 International Year of Evaluation.

The Centre is hiring a short-term consultant expert in survey in order to collect and analyze data responses from UNDP country programmes, focusing on the 54 signatory countries of the NEC Commitments.

**Objectives**

The consultant is expected to conduct desk review and revise and re-design a survey. Apply and follow-up the survey and analyze the responses by producing a Baseline study out of the results of this process.

The design must include elements and gather information regarding the evaluation capacities of all UNDP country programmes, focusing on the 54 signatory countries of the NEC Commitments, including at least:

- National legal basis related to evaluation (existent or in designing/negotiation process);  
- National policies oriented to policy/program evaluation (describing focus area, objectives, duration...);  
- Institutional arrangements (ministries/secretaries responsible for evaluation processes and other institutions involved);  
- Sector specific evaluation mechanisms.

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1 For more information please visit www.unteamworks.org/NEC
The consultant will develop the products according to the following steps:
- Desk review the literature available about the status of National Evaluation Capacities in UNDP programme countries, with particular focus on the 54 signatory countries of the NEC commitments;
- Re-design a previously conducted survey together the UNDP team;
- Apply the survey to UNDP country offices;
- Follow-up and ensure a credible number of responses;
- Analyze the information and responses gathered from the survey;
- Elaborate a publication containing the findings of the Baseline survey and desk review.

**Required Skills and Experience**

**Essential**
- University Degree in Economics, Public Administration, Public Management, Statistics, International Relations, Political Science, Development Studies, or related fields;
- Experience in designing, applying and analyzing surveys;
- Experience with an academic, government or research institution, or an international organization;
- Fluency in English.

**Desirable**
- Master’s Degree or higher in Economics, Public Administration, Public Management, International Relations, Development Studies, Political Science, or related fields;
- Previous experience with research analysis, including design, conduct and analysis of surveys;
- International training in evaluation;
- Excellent report-writing skills;
- Knowledge of Portuguese, Spanish and French is considered an asset.

**Payments**

Payments shall be processed upon the approval of invoices prepared by the consultant describing the activities developed, in accordance with expected outputs.

<table>
<thead>
<tr>
<th>Products</th>
<th>Deadline</th>
<th>Payment (%)</th>
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<tbody>
<tr>
<td>- Desk review the literature available, revision and re-design the survey to be applied in all UNDP country programmes, focusing on the 54 signatory countries of the NEC Commitments.</td>
<td>29 May 2015</td>
<td>20%</td>
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<tr>
<td>- Produce a monitoring report explaining and outlining where the surveys were applied and the responses received.</td>
<td>26 June 2015</td>
<td>20%</td>
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A draft version of the analysis/study which will be published by IPC-IG. This study should contain the results found during the desk review, research and the Baseline survey of each country analyzed.

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<th>-</th>
<th>03 August 2015</th>
<th>20%</th>
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Final version of the publication containing the findings of the Baseline survey and desk review.

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<th>-</th>
<th>31 August 2015</th>
<th>40%</th>
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**Selection Process Procedures**

Only submissions with all the documents listed under section APPLICATION PROCEDURES will be considered.

Evaluation will be carried on based on:

- P11 Form;
- Cover Letter;
- One research sample related to survey design;
- One Recommendation Letter;
- Financial Proposal (in Brazilian Reais). The financial part of the tenders will be opened only for submissions with score 70 or higher in the technical capacity.

a. **Technical Capacity Scoring**

The technical capacity scoring of the candidate will be divided into two different phases:

i. **1st Phase:** Eliminatory Assessment of P11. Candidates who do not meet the required skills and level of education will not be considered.

ii. **2nd Phase:** Classificatory Assessment of P11 and research sample for scoring technical capacity evaluation.

iii. **3rd Phase:** Interview with the IPC-IG and the Independent Evaluation Office of UNDP

The scoring criteria are described in the table below:

<table>
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<th>Items</th>
<th>Maximum Score</th>
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<tr>
<td>Master’s degree</td>
<td>20</td>
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<tr>
<td>Previous experience with research analysis, including design, conduct and analysis of surveys</td>
<td>40</td>
</tr>
<tr>
<td>International training in evaluation</td>
<td>10</td>
</tr>
<tr>
<td>Excellent report-writing skills</td>
<td>20</td>
</tr>
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</table>
Knowledge of Portuguese, Spanish and French | 10
---|---
**Total** | **100**

b. Financial Proposal Scoring

The financial proposal will be scored as percentage distance to the lowest bid

Financial Score = 100 * [(Lb) / (Bp)]

Where:
(Lb) is the lowest financial proposal bid and
(Bp) is the amount of financial proposal of the bidder

c. The final score

The final score will be a weighted average of the technical capacity score, with a weight of 0.70, and the financial score, with a weight of 0.30.

**Application Procedures**

Applicants must send a detailed P11 form*, a cover letter, a research sample, a recommendation letter and the financial proposal (in Brazilian Reais) to **ipc-procurement@ipc-undp.org**. The application must be sent no later than 26 April 2015 and must quote in the subject: “IC–Survey Expert”. All documents must be submitted in English.

*The Personal History Form (P11) is available for download at:


Incomplete applications or applications received after the closing date (26 April 2015) will not be taken into consideration. Please note that only applicants who are short-listed will be contacted.

This selection process will be conducted by IPC-IG, according to the applied rules and regulations (simplified selection and recruitment under Individual Contractors).

Best evaluated tender: The best evaluated tender that will be recommended for the award of the contract will be the one found to have the highest ranked bid with combined technical and financial score.

Confidentiality: Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the contract.

Corruption and conflict of interest: Any bidder who makes a deliberate attempt to influence the tendering process and award of tender will be automatically disqualified.

**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.**