Re-advertisement - Research Advisor – Child Sensitive Social Protection reforms in MENA International Policy Centre For Inclusive Growth (IPC-IG)-UNDP

Location: Home Based with travel to MENA countries.
Vacancy Type: Social Protection Research Advisor
Type of Contract: Individual Contract (IC) – International Consultant
Languages Required: English; French (desirable)
Starting Date: Immediate
Expected Duration: 8 months (August 2014 to March 2015)
Deadline for applications: 25 July 2014

Background

The International Policy Centre for Inclusive Growth (IPC-IG) is a partnership between the United Nations Development Programme (UNDP) and the Government of Brazil. IPC-IG 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.

Social Protection is considered by IPC-IG and UNDP as a key area. Within a broad partnership framework on knowledge sharing on social protection within the context of the G20 Development Working Group, IPC-IG contributes to a multi-dimensional policy agenda, building on its renowned global outreach and advocacy portfolio. IPC-IG offers the dissemination and support to knowledge-sharing on the current practice as well as forward-looking policy innovations taking place in the field of social protection in low and middle income countries through policy dialogue and support to comparative research.

Against this background, IPC-IG celebrated an agreement with UNICEF Middle-Eastern and North Africa Regional Office (MENARO) to support 3 UNICEF Country Offices in MENA in their assistance to partner Governments on social protection reform and, in particular, to support the utilization of the evidence and analysis for child sensitive policy change and to strengthen South-South dialogue and cooperation as an additional support to social protection reforms.

The IPC-IG Project Team seeks an expert to act as a Research Advisor and develop the deliverables jointly with the IPC team for the period of 8 months with approximately 30 working days dedicated to the project. This consultancy involves travel to Morocco, Tunisia and Algeria on the first activity and contact with IPC/MENA Research Coordinator by skype and email.
Competencies

- Monitoring and Evaluation of social protection programmes;
- Experience with child-sensitive social protection policies;
- Expertise and long-term experience policy recommendation on social protection; and
- Ability to write and present analytical reports in English and French.

Expected Outputs

The consultant will report directly to the IPC-IG Research Coordinator who will coordinate all activities jointly with Unicef/MENARO focal point. The consultant is expected to provide the following services and expected outputs:

a) To join the IPC-IG support team in the discussions with the country offices (and the regional office) to advice on different policy scenarios and prepare short notes to detail the implications in terms of capacity needs, timeline, costs etc;
b) To support the preparation of key policy messages and options to be discussed with governments during field missions;
c) Provide advocacy support in presenting and explaining the proposed policy scenarios;
d) To provide inputs and support the preparation and presentation of Policy proposals with costing, proposed programme design and preliminary implementation details.
e) To support the creation of the 1 year Workplan and M&E framework (with documentation of 1-2 case studies) with UNICEF Country Offices for SSC.

Minimum Required Qualifications, Skills and Experiences

- Masters in Development Studies, Economics or related field;
- At least 5 years of research experience in social protection in developing countries;
- Experience with training and policy advisory to developing country government in the area of social protection (experience in MENA countries is an asset); and
- Fluent English.

Desirable Qualifications

- Experience with child sensitive social policies;
- Experience with the analysis and reporting documents of Social Protection Policies in developing countries; experience with Morocco, Tunisia and Algeria will be considered an asset;
- Experience in reporting evidence based on impact evaluations and Multiple Overlapping Deprivation Analysis (MODA) studies; and
- Fluent French.
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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</thead>
<tbody>
<tr>
<td><strong>Product I:</strong></td>
<td>September 2014</td>
<td>40%</td>
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<tr>
<td>Inputs for the outline of key policy messages and options for planning papers for 3 countries (Morocco, Tunisia and Algeria) with presentations. (12 days)</td>
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<tr>
<td><strong>Product II:</strong></td>
<td>October 2014</td>
<td>20%</td>
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<tr>
<td>Report of key policy messages and options for discussions with Governments and progress report on the advocacy support to present and explain the proposed policy scenarios in interactions with counterparts. (6 days)</td>
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<tr>
<td><strong>Product III:</strong></td>
<td>December 2014</td>
<td>20%</td>
</tr>
<tr>
<td>Progress Report of the creation of the 1 year Workplan and M&amp;E framework with UNICEF Country Offices for South-South Cooperation. (6 days)</td>
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<td><strong>Product IV:</strong></td>
<td>March 2015</td>
<td>20%</td>
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<tr>
<td>Progress Report and advocacy support to the two draft of policy proposals that goes into details such as costing, proposed programme design and preliminary implementation details. (6 days)</td>
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Application Procedures

Applicants must submit: Technical Proposal, Personal History Form (P11), Curriculum Vitae (CV), and financial proposal to ipc-procurement@ipc-undp.org no later than 25 July 2014, quoting in the subject “IC – Research Advisor MENA”. Applications posted after this deadline will not be accepted.

Applications already submitted do not need to be posted again.

The financial proposal must be deliverable-oriented. The consultant is expected to propose a gross amount in United States of America Dolars (USD) for the 8 months consultancy and per output/product to be presented.

P11 Form is available online at http://www.pnud.org.br/arquivos/P11.doc and should be signed and scanned.

Travel expenses to countries involved in the project to disseminate research results or to attend field missions and conferences under the IPC-IG request should not be considered in the financial proposal. These costs will be covered by the project directly, once missions are planned and approved. The total amount of the contract must include any charged fees related to the Brazilian law, if applicable.

The consultant must detail a timeframe for delivering output(s) or part of the final output. The installments will depend upon their equivalency to delivered outputs, whose cost will be indicated by the consultant in the financial proposal.
Candidates must be able to travel and to start working immediately.

Selection Process

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

Evaluation will be carried on based on:

- Curriculum Vitae (CV) and Technical Proposal to assess the technical capacity.
- Financial Proposal. The financial part of the tenders will be opened only for submissions with score 70 or higher in the technical capacity.

a. Scoring the Technical Capacity

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

i. 1st Phase: Eliminatory Assessment of CVs. Candidate who does not meet with the required skills and level of education will not be considered.

ii. 2nd Phase: Classificatory. Assessment of CVs and Technical Proposal for scoring technical capacity evaluation.

The scoring criteria are described in the table below.

<table>
<thead>
<tr>
<th>Items</th>
<th>Maximum Score</th>
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<tr>
<td>Relevant experience with the analysis and reporting documents of Social Protection Policies in developing countries;</td>
<td>30</td>
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<tr>
<td>Relevant experience with child sensitive social protection policies.</td>
<td>25</td>
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<td>Relevant publications published.</td>
<td>15</td>
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<td>Previous work experience with Morocco, Tunisia and Algeria or other MENA country.</td>
<td>15</td>
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<td>Fluent French</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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</table>

iii. 3rd Phase: Classificatory. Interview with candidates who reached 70 points after assessment of the 2nd phase.
b. Scoring the Financial Proposal

The financial proposal will be scored as percent distance to the lowest bid.
Financial Score = \(100 \times \frac{(Lb)}{(Bp)}\)

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 weight of 0.70 and the financial score, with weight 0.30.

**Final Remarks**

This selection process will be conducted by IPC-IG, according 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.