

Re-advertisement - Research Advisory in Policy Evaluation 1, International Policy Centre For Inclusive Growth (IPC-IG)/UNDP

Location:	Home Based
Application Deadline:	01 December 2014
Type of Contract:	Individual Contract (IC)
Languages Required:	English
Starting Date:	Immediately
Expected Duration:	From 08 December 2014 to 02 March 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)¹ 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 to develop a Baseline research on National Evaluation Capacities in the 145 UNDP programming countries.

Objectives

The consultant is expected to design the Baseline research of NEC National Evaluation Capacities and National Institutional set-ups in the 145 UNDP programming countries.

The design must include methodology, parameters, indicators and guidelines on how yearly follow-up regarding evaluation capacities of 145 UNDP programming countries will be carry on, 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;

¹ For more information please visit www.unteamworks.org/NEC

- Other accountability mechanisms.

Moreover the research will provide inputs to an evaluation software that are being developed by UNDP.

The final report should include a narrative summary, a situation analysis and a Power Point presentation. All relevant policy documents identified and reviewed during the research process should be attached to the report as Annexes.

Competencies

- Completion of research and publications on time;
- Expertise and long-term experience with policies evaluation;
- Ability to write and present technical reports in English.

Required Skills and Experience

Essential

- University Degree in Economics, Public Administration, Public Management, International Relations, Political Science, Development Studies, or related fields;
- Experience in international development policy research and work experience with an academic, government or research institution, or an international organization;
- Previous experience in conducting, or taking part in, independent evaluations. At least 2 (two) policy evaluation researches undertaken;
- Excellent report-writing skills;
- Fluency in English.

Desirable

- Master's Degree in Economics, Public Administration, Public Management, International Relations, Development Studies, Political Science, or related fields;
- International training in evaluation;
- Publications related to policy/programme evaluation;
- Knowledge of Portuguese, Spanish and French is considered an asset;
- Membership in evaluation associations 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.

Outputs	Deadline	Payment (%)
1- Mid-term report including achievements up to that point in time, outlined in a Power Point presentation	19 January 2015	20%
2- Final Report including a narrative summary, an in-depth situation analyses, annexes and a Power Point presentation	02 March 2015	80%

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;
- A research sample;
- A Work Plan (maximum 3 pages) describing how the consultant would develop the research, containing a research design, methodology, and deadlines.
- Financial Proposal (in US dollars). 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: Eliminary 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, research sample and the Work Plan for scoring technical capacity evaluation.

The scoring criteria are described in the table below

Items	Maximum Score
Master's degree	20
International training in evaluation	20
Knowledge of Portuguese, Spanish and French	15
Membership in evaluation associations	25
Publications related to policy/programme evaluation	20
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 brief Work Plan and a financial proposal (in US dollars) to **ipc-procurement@ipc-undp.org**. The application must be sent no later than 01 December 2014 and must quote in the subject: **"IC – Research Advisory in Policy Evaluation 1"**. All documents must be submitted in English.

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

<http://www.pnud.org.br/arquivos/P11.doc>

Incomplete applications or applications received after the closing date (01 December 2014) 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.