Researcher and policy advisor consultant on Social Protection policies,
International Policy Centre For Inclusive Growth (IPC-IG)/UNDP

Location: Brasilia, Brazil and home based
Application Deadline: 08 April 2015
Type of Contract: Individual Contract (IC)
Languages Required: English
Starting Date: Immediately
Expected Duration: 6 months

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. To this effect, IPC-IG develops a series of research projects and has been enrolled in several projects for capacity building, advisory services, impact evaluation of social protection interventions and lessons learned from worldwide experiences.

The Centre is currently recruiting a Research and policy advisor consultant with experience on Social Protection to support South-South Learning, Knowledge Sharing and research projects at the IPC-IG. The job provides an exciting opportunity for a person with excellent technical knowledge of Social Protection policies, programmes and cutting-edge knowledge current debates in the area.

Objectives

To assist IPC-IG research coordinators in producing high quality research products in the area of social protection as well as on policy advisory activities in countries where the IPC-IG is currently engaged in policy discussions. The focus of the research and policy advisory activities will be on cash transfer programmes and social protection reform and financing.

Required Skills and Experience

Essential

- MA/MSc degree in the field of Economics, Demography, Statistics, Development Studies, International Relations, Social Sciences or a related discipline;
- Experience in development policy research and work experience with an academic, government, research institution or international organization;
- Knowledge of social protection policies and programmes in developing countries;
• Excellent word-processing, spreadsheet skills;
• Excellent writing skills in English.

Desirable
• PhD degree in the field of Economics, Demography, Statistics, Development Studies, International Relations, Social Sciences or a related discipline;
• Research work on one or more issues related to the area of social protection policies;
• Relevant experience in social protection policy or programmes evaluation;
• Relevant experience with subsidy reforms and the role of social protection.
• Experience with statistical analysis and related software (e.g. Stata, SPSS, SAS).
• Proficient in French;
• Knowledge of other UN languages.

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

<table>
<thead>
<tr>
<th>Outputs</th>
<th>Deadline</th>
<th>Payment (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Product 1 – A detailed work plan for the period 13 April to 11 September.</td>
<td>30-Apr-15</td>
<td>35%</td>
</tr>
<tr>
<td>Product 2 – Narrative Report on the activities developed as of:</td>
<td>29-Jun-15</td>
<td>40%</td>
</tr>
<tr>
<td>assistance to researchers,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>publication,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>development of research proposals and</td>
<td></td>
<td></td>
</tr>
<tr>
<td>review of relevant literature on cash transfer programmes and social protection reform and financing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Product 3 – Final report on the achievements of: researches, publications and assistances.</td>
<td>11-Sep-15</td>
<td>25%</td>
</tr>
</tbody>
</table>

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 and a CV;
- Cover Letter;
- A research sample;
- Financial Proposal (in BRL 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, research sample and the Work Plan for scoring technical capacity evaluation.

The scoring criteria are described in the table below

<table>
<thead>
<tr>
<th>Items</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic background (PhD= max 5)</td>
<td>5</td>
</tr>
<tr>
<td>Research work on one or more issues related to the area of social protection policies;</td>
<td>15</td>
</tr>
<tr>
<td>Relevant experience in social protection policy or programmes evaluation;</td>
<td>20</td>
</tr>
<tr>
<td>Relevant experience with subsidy reforms and the role of social protection.</td>
<td>20</td>
</tr>
<tr>
<td>Experience with statistical analysis and related software (e.g. Stata, SPSS, SAS).</td>
<td>20</td>
</tr>
<tr>
<td>Proficient in French;</td>
<td>15</td>
</tr>
<tr>
<td>Knowledge of other UN languages.</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

b. Financial Proposal Scoring

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

\[
\text{Financial Score} = 100 \times \left[ \frac{(\text{Lb})}{(\text{Bp})} \right]
\]

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 CV, a cover letter, a research sample; and a financial proposal (in BRL Reais) to ipc-procurement@ipc-undp.org. The application must be sent no later than 08 April 2015 and must quote in the subject: "IC – Researcher and policy advisor consultant on Social Protection policies". 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 (8th Apr 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.