INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

DATE: 26th of October 2021

Country: Cairo, Egypt
Description of Assignment: Short Term Local Consultant to Develop Policy Brief
Project name: Inclusive COVID-19 Response
Period of assignment/services (if applicable): 15 days

Proposal should be submitted at the following email address to procurementnotice.egypt@undp.org no later than 16th of November, 2021, 16:00 Cairo local time.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The procurement unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The COVID-19 outbreak has posed many challenges for enterprises, including tighter cash flows, disrupted supply chains and a general decline in both market supply and demand. While the size and employment of the MSME sector makes it extremely important for the social resilience and later, for the economic recovery of Egypt in the face of COVID-19, little is known about the different ways the sector is being affected and the disaggregated needs for resilience and orderly recovery.

Therefore, after conducting a national survey to learn about the socio-economic situation of Micro, Small and Medium Enterprises (MSMEs) affected by the COVID-19 in order to propose comprehensive policies and measures aimed at improving their economic situation, UNDP is looking to hire a consultant to develop a policy brief.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED FIELDWORK

The Consultant will develop one policy brief on the MSME national field survey summarizing the analysis and policy recommendations.
For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:
M.A. Degree in business administration, economics, development or related discipline.

II. Years of experience:
Minimum 10 Years of Experience
- Technical expertise in the field of micro-finance and SMEs
- Expertise in producing policy briefs
- Demonstrated experience in leading evaluation studies in the abovementioned field(s);
- Expertise in independent policy advice
- Fluency in English, both written and spoken
- Good analytical and writing skills
- Good communication skills
- Knowledge and understanding of UNDP activities is an asset
- Experience in designing institutional development and capacity development projects is an asset

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
1. Proposal:
   (i) Explaining why they are the most suitable for the work
   (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Financial proposal
3. Personal CV including past experience in similar projects and at least 3 references

5. FINANCIAL PROPOSAL

- Lump sum contracts
The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump
sum amount (including travel, per diems, and number of anticipated working days).

**Travel:**

All envisaged travel costs must be included in the financial proposal. This includes all travel to join dutystation/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

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**6. EVALUATION**

*Cumulative analysis*

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max. Point</th>
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<tbody>
<tr>
<td>Technical</td>
<td>70</td>
<td></td>
</tr>
<tr>
<td>• Relevant work experience as per TOR</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>• Relevant Education; advanced educational degree in the previously mentioned fields</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Technical expertise in micro-finance and SMEs</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>• Experience in Producing policy briefs</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Financial</td>
<td>30</td>
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**ATTACHMENTS:**

**ANNEX 1- TERMS OF REFERENCES (TOR)**
The Consultant will develop a policy brief on the MSME national field survey summarizing the analysis and policy recommendations.

I. **Deliverables and Timeline of Assignment:**

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Duration /Day</th>
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<tbody>
<tr>
<td>Submission of policy brief after UNDP reviews and accepts</td>
<td>15</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>15 days</strong></td>
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ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

The contract will run for one month and a half (36 working days) Payment will be made in accordance with the below payment schedule.

The qualified consultant shall receive his/her service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

<table>
<thead>
<tr>
<th>Installment of Payment/Period</th>
<th>Deliverables or Documents to be Delivered</th>
<th>Percentage of Payment</th>
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<tbody>
<tr>
<td>15 days</td>
<td>Submission of policy brief</td>
<td>100%</td>
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