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PROCUREMENT NOTICE
No: IC/UNDP/RWA/2020/046

INTERNATIONAL INDIVIDUAL CONSULTANT

Date: 15/10/2020

Country: Rwanda

Description of the assignment: **Recruitment of International Economist Expert**

Period of assignment: 43 working days in four months

UNDP Rwanda is looking to recruit a **National Individual Contractor as an International Senior Economist**. The Economist will support the country office by providing economic analysis and policy advice to management and government counterparts that favor inclusive development, including the implementation of the 2030 Agenda and the SDGs. S/he will also work closely identifying appropriate policy and investment options with all programme teams and be responsible for helping develop large-scale development solutions and activities aimed at enhancing UNDP's programmatic support.

All interested and qualified international individual consultants may download the Individual Consultant Notice, Terms of Reference, and P11, Confirmation Letter and General Terms and conditions documents from UNDP Rwanda website at:

<http://www.rw.undp.org/content/rwanda/en/home/operations/procurement/notices/>

Delivery address: Submit offers by email address at offers.rw@undp.org not later than **22 October 2020**, Time: 12h00 Noon Kigali Rwanda local time.

N.B: UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and person with disabilities are equally encouraged to apply.

Yours sincerely,

Varsha Redkar-Palepu
Deputy Resident Representative



TERMS OF REFERENCE FOR ECONOMICS EXPERT

Application type:	External vacancy
Job Title:	Recruitment of International Senior Economics Expert
Category	Strategy and Policy
Duty station	Kigali (Home based) with 39 days based in Rwanda
Application Deadline:	22 October 2020
Type of contract:	Individual Contract
Expected starting date:	Immediately
Duration	43 days in 4 months

KEY RESULTS EXPECTED

UNDP in Rwanda has actively supported SDGs and the national development plan of Rwanda. It has consistently anchored its programmes in the national priorities of the country. These national priorities are reflected in various national development frameworks such as the Rwanda's Vision 2050, National strategy for Transformation (2017-2024) and sector plans. In alignment with the NST, UNDAF (2018-2023), and UNDP Rwanda Country Programme document (2018-2023) has been approved. The current Country Programme consolidates progress made over the past cycle, and address remaining gaps, notably to achieve further reductions in poverty and inequality and secure a better quality of life for its people. The approved CPD has two pillars: (a) Inclusive and sustainable growth and (b) Transformational governance for sustainable development.

UNDP country offices work closely with government counterparts and other national stakeholders to support the introduction of inclusive and sustainable development policies that are aligned with the national context. UNDP provides best experiences in policy innovation from across countries and share in its policy analysis work. National economists based in country offices across the Africa region contribute to this work, including through support to policy dialogue with government officials and other partners, assistance in programme development, and production of research and analysis.

UNDP Rwanda is recruiting a seasoned economist to help contribute to its overall work programme. The Economist will support the country office by providing economic analysis and policy advice to management and government counterparts that favor inclusive development, including the implementation of the 2030 Agenda and the SDGs. S/he will also work closely identifying appropriate policy and investment options with all programme teams and be responsible for helping develop large-scale development solutions and activities aimed at enhancing UNDP's programmatic support.

The Economist is expected to contribute to knowledge generation through research and analysis, represent UNDP as required in policy discussions, and work closely with the country programme teams and the regional network on SDG integration, acceleration, and innovation. The specific tasks are given below:

Summary of Key Functions:

- i. Provides technical support to ensure quality economic analysis focusing on achievement of the following results:
- ii. Provides policy advice and options to Government counterparts and facilitation of knowledge building and management focusing on achievement of the following results
- iii. Ensures creation of strategic partnerships and support to resource mobilization focusing on achievement of the following results:

1. Provides technical support to ensure quality economic analysis focusing on achievement of the following results:

- i. Technical support and policy Advice on the impact of COVID-19 on social and economic development of Rwanda in collaboration with UN agencies and Government and support the COVID-19 Economic Recovery Plan of the Government;
- ii. Provide additional support for finalization of NHDR which is submitted for clearance to government, share report key messages and organize launching of the report;
- iii. Lead in drafting regular briefs on country economic situation and other policy related issues including concept note for the impact of AfCFTA on industrialization with EPRN; and
- iv. Participate in the analysis of economic environment and synthesis of proposals on possible areas for UNDP support to ensure that UNDP programmes are in line with national policies and priorities and are strategically positioned;
- v. Manage and share information with relevant programme units, sister agencies and development partners in general. Representation of UNDP in different working groups

2. Provides policy advice and options to Government counterparts and facilitation of knowledge building and management focusing on achievement of the following results:

- i. Provide backbone support in the development of the Integrated National Financing Framework (INFF)
- ii. Provide backbone support to MINECOFIN to develop the system dynamic model -I-SDG with Minimum Institute (MI); Integrate the T21/iSDG Model with the Integrated Planning and Reporting Toolkit (IPRT) and the Macro Model of UNECA with the NST1.

3. Ensures creation of strategic partnerships and support to resource mobilization focusing on achievement of the following results:

- i. Provide support on follow up of the SDG Trust fund application on component 1;
- ii. Development of partnerships with the UN Agencies, IFI's, government institutions, bilateral and multi-lateral donors, private sector, civil society areas based on strategic goals of UNDP, country needs and donors' priorities.
- iii. Public and policy advocacy for the Sustainable Development Goals (SDGs), pro-poor and equitable economic growth by participating in relevant forums, conferences and trainings. Support to monitoring progress and formulation of strategies towards the achievement of the SDGs.

iv. IMPACT OF RESULTS

The key results to be achieved after the completion of the assignment include but not limited to:

- Successful completion of socio-economic development of COVID-19 in Rwanda;

- Finalization of the NHDR and successful organization of launching of the report;
- Conceptualization of the impact of AfCFTA on industrialization.
- Support in the operationalization of the INFF and provide backup technical assistance to drive the INFF as well as provide oversight support.
- Provide oversight on the integrated SDG – T21 multisectoral model
- Successful completion of high-level policy dialogues.
- Others as required

KEY DELIVERABLES

DELIVERABLE	EXPECTED TIME (43 working days within a period of 4 months)	Payment Schedule
Ongoing support to the Economic Recovery Plan and quarterly updates on the socioeconomic impact of COVID-19	10 days	50%
Support the initiation and operationalization of the INFF programme	5 days	
Provide oversight on integration of the iSDG/T21 model into the national development framework and supervise the Millennium Institute in the entire iSDG project	8 days	
Finalize and launch the NHDR for Rwanda	10 days	50%
Initiate work on the leveraging of the AfCFTA for industrialization, with a new focus on the impact of COVID-19 on regional and continental trade	10 days	

COMPETENCIES AND CRITICAL SUCCESS FACTORS

Functional Competencies:

Advocacy/Advancing a Policy-Oriented Agenda

Level 2: analysis and creation of messages and strategies a Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses a Uses the opportunity to bring forward and disseminate materials for advocacy work

Building Strategic Partnerships

Level 2: Identifying and building partnerships a Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNDP's mandate and strategic agenda a Develops positive ties with civil society to build/strengthen UNDP's mandate a Identifies needs and interventions for capacity building of counterparts, clients and potential partners a Promotes UNDP's agenda in inter-agency meetings

Promoting Organizational Learning and Knowledge Sharing

Level 2: Developing tools and mechanisms a Makes the case for innovative ideas documenting successes and building them into the design of new approaches a Identifies new approaches and strategies that promote the use of tools and mechanisms

Job Knowledge/Technical Expertise

Level 2: In-depth knowledge of the subject-matter

- i. Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines
- ii. Serves as internal consultant in the area of expertise and shares knowledge with staff Continues to seek new and improved methods and systems for accomplishing the work of the unit
- iii. Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally
- iv. Demonstrates comprehensive knowledge of information technology and applies it in work assignments

Creating Visibility for UNDP/Supporting UNDP's Capacity to Advocate

Level 2: Developing promotional projects and organizational messages a Identifies and develops activities to enhance the visibility of UNDP

- i. Develops promotional activities based on monitoring/evaluation information identifying areas requiring higher visibility
- ii. Reviews documents and materials intended for use within and outside the organization in order to ensure consistency and validity of messages

Global Leadership and Advocacy for UNDP's Goals

Level 2: Analysis and creation of messages and strategies a Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses

Conceptual Innovation in the Provision of Technical Expertise

Level 2: Developing innovative and creative approaches a Develops innovative and creative approaches to meet programme and capacity development objectives a Participates in dialogue about conceptual innovation at the country and regional levels

Client Orientation

Level 2: Contributing to positive outcomes for the client a Anticipates client needs a Works towards creating an enabling environment for a smooth relationship between the clients and service provider a Demonstrates understanding of client's perspective

Core Competencies:

- i. Promoting ethics and integrity, creating organizational precedents
- ii. Building support and political acumen
- iii. Building staff competence, creating an environment of creativity and innovation
Building and promoting effective teams
- iv. Creating and promoting enabling environment for open communication
- v. Creating an emotionally intelligent organization
- vi. Leveraging conflict in the interests of UNDP & setting standards

- vii. Sharing knowledge across the organization and building a culture of knowledge sharing and learning. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- viii. Fair and transparent decision making; calculated risk-taking

QUALIFICATIONS

Education:

Master's Degree in Economics. A PhD in economics or related fields would be an asset.

Experience

10 years of relevant experience at the national or international level. Extensive experience in research and policy-level analysis. Some experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programmes for statistical analysis of data.

Language Requirements:

Fluence in English Language is needed.

Evaluation criteria

The consultant will be evaluated against a combination of technical and financial criteria (combined scoring method). Maximum score is 100% out of which technical criteria equals 70% and financial criteria equals 30%. The technical evaluation will include the following:

Criteria	Weight	Max. point
Master's Degree in Economics. A PhD in economics or related fields would be an asset.	20	20
10 years of relevant experience at the national or international level. Extensive experience in research and policy-level analysis.	35	30
Some experience in design, monitoring and evaluation of development projects. Experience in the usage of computers and office software packages, experience in handling of web-based management systems and advanced programmes for statistical analysis of data.	20	20
Experience working on related initiatives in Africa is highly desired.	20	10
Excellent written and oral communication skills in English	5	5
Total	100%	100

Duty station

The assignment is designed to be in Kigali, however due to the unfolding COVID-19 pandemic, he/she will be initially be home-based. Upon restrictions being eased up, the expert will be traveling to Kigali. Overall the Consultant will be in Kigali for 39 days spread in four months.

Payment modality

The consultant will be paid the consultancy fee upon presentation of deliverable report which will be cleared by the Resident representative showing progress against the set deliverables.

The consultant shall be paid the consultancy fee upon completion of the following milestones. (Though deliverables may be concurrently done. A Progress report will be enough)

- 50% First deliverable.
- 50% Second deliverable

RECOMMENDED PRESENTATION OF PROPOSAL

For purposes of generating proposals whose contents are uniformly presented the consultant proposal document must have at least the following content and it shall follow its sequencing:

- Personal CV or P11, indicating all experience from similar consultancies/projects, as well as the contact details of the Candidate and at least 3 professional references.
- Letter of Motivation with a description of why the individual considers him/herself as the most suitable for the assignment,
- Clear methodology on how they will approach and complete the assignment with a clear workplan (timelines).
- Financial proposal that indicates the all-inclusive fixed total contract price (as described above), supported by a breakdown of costs.
- Duly Signed Offeror's Letter to UNDP Confirming Interest and Availability.

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USE THE OFFER FORM BELOW

**OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT**

Date _____

(Name of Resident Representative/Bureau Director)
United Nations Development Programme
(Specify complete office address)

Dear Sir/Madam :

I hereby declare that :

- a) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- b) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- c) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV or Personal History Form (P11) which I have duly signed and attached hereto as Annex 1;
- d) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 *[delete this item if the TOR does not require submission of this document]*;
- e) I hereby propose to complete the services based on the following payment rate : *[pls. check the box corresponding to the preferred option]*:

 An all-inclusive daily fee of *[state amount in words and in numbers indicating currency]*
 A total lump sum of *[state amount in words and in numbers, indicating exact currency]*, payable in the manner described in the Terms of Reference.
- f) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- g) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;
- h) This offer shall remain valid for a total period of _____ days *[minimum of 90 days]* after the submission deadline;
- i) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists]*;

j) If I am selected for this assignment, I shall *[pls. check the appropriate box]*:

- Sign an Individual Contract with UNDP;
- Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

k) I hereby confirm that *[check all that applies]*:

- At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- I am currently engaged with UNDP and/or other entities for the following work :

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal :

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

- l) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
- m) ***If you are a former staff member of the United Nations recently separated, pls. add this section to your letter:*** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.
- n) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

Full Name and Signature:

Date Signed :

Annexes *[pls. check all that applies]:*

- CV or Duly signed P11 Form
- Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B. Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	USD

**Basis for payment tranches*