CONSULTANCY REQUEST
INDIVIDUAL CONTRACT (IC)
CODE: MEXZ98-2021-002

Evaluation Consultant (Substantive Expert)

Organizational Section/Unit: Liaison and Partnership Office in Mexico (LPOMEX) UNODC
Name and title of Supervisor:
MEXZ92: Mr. Victor Aguirre National Programme Officer
MEXZ98: Ms. Salomé Flores Sierra Franzoni, National Programme Officer
MEXZ75: Mr. Victor Aguirre National Programme Officer

Duty Station or home-based: Home-based
Proposed period: (75 Working days)
Fee range: C

Those interested should send the requested documents to the following email: unodcaplicacionesromex@un.org
Please indicate in the title of the email the Consulting Code: MEXZ98-2021-001
Please refrain from requesting acknowledgment of receipt in any way. Only shortlisted bidders will be contacted.

A. Terms Of Reference

B. Documents to be included in the presentation of the offer

Applications that do not include the 4 complete documents will not be accepted

1. Work proposal (Technical proposal)
   Briefly describe:
   a) The reasons that place it as the best provider to successfully fulfill the requested services.
   b) The methodology or activities that plan to carry out to successfully fulfill the requested services or activities.

2. Economic Proposal
   Use the Format published on our WEB page (mandatory). The fee offered must include all taxes.
   Name: Financial Proposal

3. Curriculum Information
   Personal CV that includes past experiences in similar projects

4. Format P11
   Format available on WEB page
A. Economic proposal

- Overall expenditures (lump Sum):

The economic proposal must specify the overall expenditures and payment terms related to specific and measurable deliverables (qualitative and quantitative). Payments are based on the delivery of products or services. For the comparison of the economic proposals, these must include a breakdown of the overall expenditures (including travel, daily subsistence, and anticipated number of working days.)

- Travels:

There are no trips contemplated for this consultancy, all meetings and interviews will be held through online platforms during the COVID-19 outbreak. The costs of unforeseen trips will be reimbursed to the consultant against the F10 format and presenting all the necessary supporting documentation (tickets, receipts, invoices, etc.). The costs of the mission may not exceed the daily subsistence allowances established by the United Nation.

UNDP will not accept travel costs that exceeds the economy class tickets. If an individual consultant prefers to travel in a higher class, the expenses will be at their own expense.

EVALUATION CRITERIA

Individual consultants will be evaluated based on the following criteria:

* Cumulative analysis: The contract will be awarded to the individual consultant who obtains the best technical-economic combination. Where the background and the technical offer is equivalent to 70% and 30% to the economic offer.

<table>
<thead>
<tr>
<th>Technical Proposal Score (TP)</th>
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<tbody>
<tr>
<td>TP score = (Total score obtained by the offer / Maximum score obtainable by the PS) x 100</td>
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<table>
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<tr>
<th>Financial Proposal Score (FP)</th>
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<tbody>
<tr>
<td>FP score = (Lowest price offered / Price of the analyzed offer) x 100</td>
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Total combined score

(TP) Score x 70% + (FP Score x 30%)
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<tr>
<th>Evaluation criteria</th>
<th>MAXIMUM SCORE PER REQUIREMENT</th>
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<tbody>
<tr>
<td><strong>About experience</strong></td>
<td></td>
</tr>
<tr>
<td>1. Academic degree required in TOR’s</td>
<td>10%</td>
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<tr>
<td>2. Minimum experience in the specialty that the project is developed (will be evaluated based on CV / P11)</td>
<td>20%</td>
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<tr>
<td><strong>About the technical proposal</strong></td>
<td></td>
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<tr>
<td>3. Planning capacity considering the coherence that must exist in the proposed objectives, the execution time and the resources.</td>
<td>30%</td>
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<tr>
<td>4. The work proposal clearly reflects the contents, scope, objectives and methodology for the development of each deliverable. (* A Clear Proposal is understood to be one that is methodologically well-constructed, coherent, without writing or spelling errors, and that responds to the requirements of the products requested by the project, through the schedule and the enunciation of specific actions to follow.*)</td>
<td>40%</td>
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<tr>
<td><strong>Total</strong></td>
<td>100%</td>
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1. **Background of the assignment:**

The final cluster evaluation of MEXZ75, MEXZ92 and MEXZ98 aims at collectively assessing the impact of three of the main LPOMEX police technical assistance and research programmes. The cluster approach will allow to evaluate whether the projects have contributed to the Office strategy, while also responding to the particular needs of both donors and beneficiaries. The cluster evaluation will provide insights and understanding from projects’ experiences so as to be able to conceptualize individual and collective implementation challenges. The evaluation will focus on the following UNODC projects:

**MWXZ75** – To strengthen the knowledge among Mexican law enforcement institutions in the field of migrant smuggling to increase the quality and quantity of the investigations to effectively dismantle migrant smuggling organized networks

**MEXZ92** – Strengthening capacities to prevent, detect and fight the smuggling of migrants by sea in Mexico. This project contributed to strengthening the capacities of migration and law enforcement authorities to address smuggling of migrants, specifically through the sea; as well as, supporting the governmental efforts on data collection and public policies design.

**MEXZ98** – National Survey on Police Standards, Training and Professionalization (ENECAP). This project generated and analysed relevant statistical information and identified professionalization opportunity areas in the various police organizations in Mexico, through the implementation of a police survey, to the Federal Police, Preventive State and Municipal Police, and Ministerial Police or Investigative Police.
2. **Purpose of the assignment:**

The purpose of this assignment is to independently evaluate projects MEXZ75, MEXZ92 and MEXZ98 to collectively assess their impact of UNODC’s LPOMEX police technical assistance and research programmes. The cluster approach will allow to evaluate whether the projects have contributed to the Office strategy, while also responding to the particular needs of both donors and beneficiaries. The cluster evaluation will provide insights and understanding from projects’ experiences so as to be able to conceptualize individual and collective implementation challenges.

3. **Specific tasks to be performed by the Substantive Expert:**

Under the guidance and supervision of the Chief or the Deputy Chief of the UNODC Independent Evaluation Section at Headquarters (Vienna, Austria), the Substantive Expert, in close coordination and cooperation, will collaborate with the Evaluation Expert and the evaluation team throughout the entire evaluation process, and contribute to the following tasks:

- Provide substantive inputs in relation to the area of expertise to the whole evaluation process and to all deliverables;
- Draft inputs to the inception report (with the evaluation design and the detailed methods, tools and techniques), the draft and final evaluation report, as well as the Evaluation Brief and the final presentation;
- Revise inputs in relation to the area of expertise to all deliverables based upon comments received from the various consultative processes (IES, Project Management and Core Learning Partners), including also full proofreading and editing;
- Ensure that all deliverables mentioned in these terms of reference are submitted in a timely and satisfactory manner, and in line with the quality criteria checklist.

4. **Expected tangible and measurable output(s)/deliverable(s):**

The Substantive Expert will be responsible for the quality and timely submission of his/her specific deliverables, as specified below. All products should be well written in English and inclusive, and have a clear, transparent and verifiable analysis process. The evaluation team will report exclusively to the Chief or the Deputy Chief of the UNODC Independent Evaluation Section.

The Substantive Expert, in close coordination and cooperation, will collaborate with the Evaluation Expert and the evaluation team throughout the entire evaluation process, and contribute to the following tasks:
- Draft inputs in relation to the area of expertise to the pre-approved inception report in line with UNODC evaluation norms, standards, guidelines and templates. This includes a desk review summary, refined evaluation questions, data collection instruments (including surveys/questionnaires and interview guides), sampling strategy, evaluation matrix and limitations to the evaluation. (respecting potential COVID-related restrictions on travel and in-person meetings). The pre-approved inception report will be provided by IES. Submission to IES through Unite Evaluations for review and clearance (may entail various rounds of comments). Revise inputs in relation to the area of expertise to required changes.

- Contribute to the preparations of an oral briefing of initial observations to internal key stakeholders (if applicable);

- Draft inputs in relation to the area of expertise to the draft report in line with UNODC evaluation norms, standards, guidelines and templates. This also includes an analysis of the performance of the project to adequately address gender equality as well as human rights issues, with concrete findings, conclusions and recommendations. Submission to IES through Unite Evaluations for review and clearance (may entail various rounds of comments);

- Contribute to the revision of the draft report, i.e. revise inputs in relation to the area of expertise based upon comments received from the various consultative processes (IES, Project Management and Core Learning Partners), including full proofreading and editing;

- Contribute to the finalization of the Final Evaluation Report in line with UNODC evaluation norms, standards, guidelines and templates. In addition, draft inputs to the Evaluation Brief and PowerPoint slides on final evaluation results, including full proofreading and editing. Submission to IES through Unite Evaluations for review and clearance (may entail various rounds of comments). Revise inputs in relation to the area of expertise to required changes.

According to UNODC rules and UNEG Norms and Standards, the Substantive Expert shall not have had any responsibility for the design, implementation or supervision of any of the projects, programs or policies that he/she is evaluating.

The UNODC Independent Evaluation Section is the sole clearing entity for all evaluation deliverables and products.

The Substantive Expert shall respect the UNEG Ethical Guidelines.
5. **Dates and details of deliverables/payments:**

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Output</th>
<th>Percentage of Payment upon delivery of the products:</th>
<th>Working Days</th>
<th>To be accomplished by (dd/mm/yy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Enrichment of Inception Report</td>
<td>20%</td>
<td>20</td>
<td>10/10/21</td>
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<tr>
<td>3.</td>
<td>Final Evaluation Report, Evaluation Brief and PowerPoint slides</td>
<td>50%</td>
<td>10</td>
<td>17/12/21</td>
</tr>
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</table>

Payments will be made upon satisfactory completion and submission of outputs/deliverables as assessed by IES. Project Management is requested to release all payments only after IES clearance.

6. **Indicators to evaluate the Substantive Expert’s performance**

Timely, satisfactory and high-quality delivery of the abovementioned outputs as assessed by IES (in line with UNODC norms, standards, guidelines and templates as well as UNEG Standards and Norms).

7. **Qualifications/expertise sought (required educational background, years of relevant work experience, other special skills or knowledge required)**

- Advanced university degree (Master’s degree or equivalent) in international development, law, criminal justice, criminology, public administration, public social science or related field is required. A first level university degree (Bachelor’s degree or equivalent) in similar fields in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of 15 (fifteen) years professional technical experience in criminal justice or security policy is required;
- Professional technical experience in the field of evaluation or related field, including a track record of conducting various types of evaluation at the international level, preferably with experience in conducting evaluations for the United Nations is desirable;
- Experience in working in a team is required;
- Knowledge and experience of the UN System and in particular of UNODC is desirable;
• Knowledge of quantitative and qualitative methods is desirable;
• Knowledge of the Mexican context and environment is desirable;
• Experience in gender sensitive evaluation methodologies and analysis, and understanding of human rights and ethical issues in relation to evaluation is desirable;
• Experience in presenting and communicating complex evaluation or research results in a structured manner (in reports, briefs, presentations, etc.) is required;
• For this post, fluency in oral and written Spanish and English is required. Knowledge of another official United Nations language is an advantage.

ABOUT UNODC
UNODC is a global leader in the fight against illicit drugs and international crime. Established in 1997 through a merger between the United Nations Drug Control Program and the Center for International Crime Prevention, UNODC operates in all regions of the world through an extensive network of field offices. UNODC relies on voluntary contributions, mainly from Governments, for 90 per cent of its budget.
UNODC is mandated to assist Member States in their struggle against illicit drugs, crime and terrorism. In the Millennium Declaration, Member States also resolved to intensify efforts to fight transnational crime in all its dimensions, to redouble the efforts to implement the commitment to counter the world drug problem and to take concerted action against international terrorism.
For more information: http://www.unodc.org/