Vacancy Announcement No. VA/AD/2019/005

Proposed Job Title: Local Expert on Market Assessment  
Organization/Project: United Nations Office on Drugs and Crime (UNODC), Country Office for Afghanistan/ Alternative Development  
Type of Contract: Individual Contract (IC)  
Number Post: One  
Location: Kabul  
Duration: 42 working days (August to October 2019)  
Closing date: 21 July 2019

BACKGROUND:

The UNODC Alternative Development (AD) Sub-Programme of the Country Programme (2016-19) is designed to support and develop AD projects in accordance with the national strategies and framework of the Government of the Islamic Republic of Afghanistan (GIRoA) and United Nations respectively, namely the Afghanistan National Development Strategy (ANDS), National Drugs Control Strategy (NDCS), National Drug Action Plan (NDAP) and UNDAF Pillar-1(Economic Development). In this context, the sub-programme on AD has been supporting production of organic handmade soap, rose and citrus products (e.g. rose oil, rose/citrus water spray, rose/citrus tea, rose/citrus hand cream etc.) and other beauty products in Kabul and Nangarhar. The sub-programme intends to inform and guide its further support to help Afghan MSMEs producing these products to reach their sales potential in domestic and export markets through a market assessment.

SCOPE OF WORK AND DELIVERABLES:

Under the direct supervision of the Senior Programme Officer, the consultant will be responsible for the following work:

The consultant will conduct the market assessment, collect the data, do analysis and submit the final report on the sales potential of target products in domestic market as well as in export markets. The consultant must make sure that the data collected is authentic and timely acquired. In addition, the consultant needs to provide an overall structure of the study; outline the methodology and approaches to be adopted for this assessment, various stakeholders who shall participate in the exercise, types and numbers of the respondents per province.

Expected tangible and measurable output(s):

The consultant will deliver the following outputs:

- Identify extent of women labour in production of the target products from cultivation to harvesting, post-harvest handling, processing, packaging, labelling, marketing;
- Identify the customer demand for and preferences about the target products in the domestic and to the extent possible in potential export markets (Regional, UAE,
EU, UK etc.) and make an empirical estimation of the potential sales of the target products in the domestic and export markets and the potential employment which could be created if production increases to reach potential sales;

- Guide any subsequent projects to help boost production and sales of the target products based on the market study and assessment.

**Dates and details as to how the work must be delivered:**

The work is expected to be completed in 42 working days. The research will be conducted on national1 and international2 markets (the assessment of international markets could be based on the review of literature with possible communication with main companies and suppliers in Kabul and Nangarhar).

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<th>Main Deliverables/Tasks:</th>
<th>Estimated Working Time:</th>
<th>Estimated delivery Date:</th>
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<tr>
<td>1. Provide a timeline for completion of the data collection and methodology.</td>
<td>7 days</td>
<td>11 to 20 August 2019</td>
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<td>2. Provide progress report of data collection in the two provinces.</td>
<td>14 days</td>
<td>21 August to 10 September 2019</td>
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<td>3. Analyze the data and submit the initial report to UNODC in English. UNODC to review and send written comments within 7 working days.</td>
<td>7 Days</td>
<td>11 to 19 September 2019</td>
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<td>4. Incorporate the inputs/comments and submit the final report to UNODC with recommendations to UNODC about reaching the sales potential of the target products in the domestic and export markets.</td>
<td>14 days</td>
<td>22 September to 09 October 2019</td>
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<td><strong>TOTAL</strong></td>
<td><strong>42 Days</strong></td>
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**PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

The Consultant will be paid according to UNODC Human Resource Management Service (HRMS) rules and regulations. HRMS has the authority to determine remuneration ranges and does not negotiate remuneration rates with requesting offices nor with candidates. HRMS in Vienna will analyze the submitted information, including these Terms of Reference, in order to determine the appropriate level of remuneration for the consultant. The Consultant will be paid upon satisfactory delivery of services/outputs as soon as possible after the establishment of the regular progress reports. The estimated number of working days do not include days of travel, even if the flight ticket is supported by UNODC. The Consultant will receive a daily fee for

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1 Nangarhar, Kabul
2 Delhi, Dubai and Germany
each working day, as specified in the contract and in accord with United Nations rules regarding consultants contracting.

The payment to the successful consultant shall be made in four instalments upon confirmation from the Programme that the work has been executed as per his level of satisfaction. The three instalments shall be as below:

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<th>Description</th>
<th>Percentage</th>
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<td>Upon signing of the contract</td>
<td>20%</td>
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<tr>
<td>Upon submission of the initial report</td>
<td>30%</td>
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<tr>
<td>Upon submission and approval of the final report by UNODC.</td>
<td>50%</td>
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COMPETENCIES:

- Analytical competence and excellence in coordination and problem-solving skills;
- Consistently approaches work with energy and a positive, constructive attitude;
- Excellent command of spoken and written English;
- Excellent command of spoken and written relevant local languages;
- Possess excellent analytical, drafting and communication/writing skills in English.

QUALIFICATION AND EXPERIENCE:

Education:

- Bachelor’s degree in economics, business administration, or in any other relevant field. A master’s degree would be an advantage.

Experience:

- 7 years of work experience in the field of research with Government, National and/or International NGOs in Afghanistan;
- Should have well established credibility in the field of research, survey and data collection demonstrated by similar research and studies prepared previously;
- Provide previous published study report;
- Provide technical proposal ensuring that they understand and meet the technical requirements of the assignment, able to conduct the work within the stipulated deadline, according to required quality;
- Provide a detailed work plan of the proposed methodology as part of their technical proposal.
- Excellent communication, reporting and presentation skills;
- Intercultural work experience and/or experience working experience with the UN desirable;
- Previous working experience with international organization such as the UN shall also be considered as an advantage;

Languages: Excellent verbal and written communication skills in Dari/Pashto and English languages are required.

Computer Skills: Proficiency in current office software applications (Excel, Word, PowerPoint) is required.
EVALUATION CRITERIA:
Individual Consultant will be evaluated based on the following methodology:

- The selection shall be made on a combined scoring method, based on a 70%-30% distribution on the technical and financial offers, respectively;
- Only candidates obtaining a minimum of 49 points (=70 % of the technical score weight) on technical evaluation only would be considered for the financial evaluation and further selection process.

Evaluation shall be based on the following criteria:

**Technical assessment: 70 % (maximum 70 points)**

**Education**

- Bachelor’s degree in the field of economics, business administration or relevant field. 20 points
- Minimum 7 years of related experience in related field. 30 points
- Implementation plan and research methodology. 20 Points

**Financial: 30 % (Maximum 30 points)**

Monitoring and reporting arrangements:

- The consultant shall be supervised by an assigned supervisor and s/he will report progress on a periodical basis.

The review and approval of payments will be made by the assigned supervisor(s).

**Submission of application:**

The application comprises a one-page cover letter explaining your interest and suitability for the post, and a UN Personal History Form (P11), which can be downloaded from [http://www.unodc.org/afghanistan/en/vacancies.html](http://www.unodc.org/afghanistan/en/vacancies.html)

Interested and qualified Afghans national candidates should email their applications (indicating on the subject line the vacancy number and the title of the position applied for) to [unodc-afghanistanvacancies@un.org](mailto:unodc-afghanistanvacancies@un.org)

Please note that incomplete applications & applications received after the closing date (21 July 2019) will not be given consideration.

**Qualified female candidates are strongly encouraged to apply.**