

PROCUREMENT NOTICE #032/2015

IPEA RESEARCH PROGRAM

INDIVIDUAL CONSULTANT - FOREIGN EXPERT EXCHANGE

Loan Agreement on Technical Cooperation No. 1841/OC-BR

Project: Prospective Scenarios Centre.

Hiring Method: Individual Consultants Selection - GN 2350-7 of the Inter-American Development Bank - IDB.

Description of assignment: Hiring an individual consultant - foreign expert - to perform research and analysis about what is at the knowledge frontier in the area of studies about future and prospective, offering innovative methods and tools in this field of knowledge that contribute to the long-term planning of public policy formulation.

1. The Institute of Applied Economic Research (IPEA) received funds from the Inter-American Development Bank (IDB) in order to contribute to better formulation, monitoring and evaluation of Brazilian public policies. To this end, strengthening shall be the IPEA's ability to improve production, organization and dissemination of knowledge on the challenges of the country's development indicating alternative solutions.
2. To this end, IPEA proposes to use part of the IDB resources for consultant selection to support the implementation of the Project 'Prospective Scenarios Centre', which aims to generate and internalize knowledge at Ipea: (1) thinking about the future, in a systematic and structured manner, as an input to its long term planning; (2) contribute, with the prospective studies, to formulation and improvement of public policies and long term planning; and (3) improve processes, methods and tools used at prospective studies.
3. The work of the consultant aim to perform research and analysis about what is at the knowledge frontier in the area of studies about future and prospective, offering innovative methods and tools in this field of knowledge that contribute to the long-term planning of public policy formulation.
4. In this context, it's expected to provide Ipea with the most advanced methods in this field, contributing to long term planning of public policies.
5. The consultant shall:
 - 5.1. Produce a 'Discussion paper' with the results of the research;
 - 5.2. Give a lecture in a seminar to disseminate the best practices of the field;
 - 5.3. Teach a course in a workshop with IPEA employees.
6. It shall be subject to the following methodological and contractual aspects:
 - 6.1. The consultant work will be developed in conjunction with the project team;
 - 6.2. The activities should be developed in a period of six (6) months from the contract signature;

<i>Activities</i>	<i>Months</i>					
	1°	2°	3°	4°	5°	6°
1. Preparation and delivery of a 'Discussion paper' (preliminary version)						
2. Evaluations and corrections						
3. Delivery of the 'Discussion paper' (final version)						
4. Lecture in a seminar						
5. Workshop						

- 6.3. The activities will be carried out in the consultant's office. Ipea will be responsible for organizing the seminar and workshop;

- 6.4. All studies, reports, graphs, computer programs and other products prepared by the consultant will be of perpetual ownership of IPEA. The consultant may retain copies of such documents and computer programs.
 - 6.5. The consultant should have willingness to face action for two (2) consecutive weeks, the last month of performance of the contract for participation in the seminar and workshop on Ipea's headquarters in Brasilia / DF;
 - 6.6. Any travel expenses, lodging and board for the provision of advisory services, if applicable, will be the responsibility and burden of the contracted consultant;
 - 6.7. Payments will be made by products delivery described in item 5 and approval by the project coordinator.
7. The products are:
- 7.1. Product 1: Preliminary version of the 'Discussion paper', containing the topics to be developed;
 - 7.2. Product 2: Final version of the 'Discussion paper';
 - 7.3. Product 3: Lecture in one-day seminar, at which time the results will be presented, to be held in Ipea's premises in Brasilia to the invited audience, lasting between 40-60 minutes followed by a debate. The content of the presentation, which has to be available in digital form, will contain the essential of Product 2;
 - 7.4. Product 4: Conduct a workshop for IPEA employees to be held at Ipea's premises in Brasilia, lasting 16 hours, maximum of 20 participants. In this workshop, the consultant will present in detail the results of the work and should also lead the workshop or the training to transfer the knowledge produced by addressing the main methods and techniques as well as a comparative analysis between them. The consultant will also participate in the round table debate, which will be available to discuss and answer questions about the theme and content of the 'Discussion paper' (Product 2), with the aim the better understanding of the products.
8. The consultant hired must meet the following requirements:
- 8.1. Mandatory requirements:
 - 8.1.1. Be foreign researchers come from eligible countries of the Inter-American Development Bank;
 - 8.1.2. Take effective action abroad, having no permanent visa in Brazil;
 - 8.1.3. Training at the doctoral level, for at least five years;
 - 8.1.4. Fluency in Portuguese or English;
 - 8.1.5. Willingness to face action in Brasilia for 2 consecutive weeks, to carrying out the presentations and workshops during the last month of contract.
 - 8.2. Desirable requirements:
 - 8.2.1. Publications on the subject in book format, chapters of books and academic journals with peer review system, classified in international systems;
 - 8.2.2. Performance in public and private organizations, with long term planning based at prospective studies;
 - 8.2.3. Participation in conferences, seminars, workshops in the prospective and long term planning area.
9. The selection process will consist of analyzing the candidate's resumes and technical proposal.
- 9.1. The candidates that meet the mandatory requirements will be evaluated according to the following criteria.
 - 9.2. The Resume Evaluation is eliminatory and classificatory.
 - 9.2.1. The candidates will be ranked by experience criteria, according to the table below;
 - 9.2.2. The final score is obtained by the weighted average score on each of the criteria.
 - 9.2.3. Only candidates who reach final score equal or higher than 6,5 will be classified.

CRITERIA		SCORE	WEIGHT
EXPERIENCE IN THE SUBJECT AREA			
1	Publications on the subject in academic journals with peer review system, classified in international systems.	<ul style="list-style-type: none"> • 1 to 5 publications: 2.5 points • 6 to 10 publications: 5 points • 11 to 15 publications: 7.5 points • Over 15 publications: 10 points 	4
2	Authoring of Published Book on the subject Note: if the candidate receives the scoring in this item, the corresponding chapters will not be considered in item 4.	<ul style="list-style-type: none"> • 1 to 3 books: 2.5 points • 4 to 6 books: 5 points • 7 to 10 books: 7.5 points • Over 10 books: 10 points 	3
3	Organizing of Published Book on the subject Note: if the candidate receives the scoring in this item, the corresponding chapters can be considered in item 4.	<ul style="list-style-type: none"> • 1 to 3 books: 2.5 points • 4 to 6 books: 5 points • 7 to 10 books: 7.5 points • Over 10 books: 10 points 	2
4	Chapter of books on the subject.	<ul style="list-style-type: none"> • 1 to 3 books: 2.5 points • 4 to 6 books: 5 points • 7 to 10 books: 7.5 points • Over 10 books: 10 points 	1
5	Performance in organization (public or private) in long term planning based at prospective studies, preferential in the present.	<ul style="list-style-type: none"> • Performance in this period: 2,5 points • 1-4 years of accumulated activity: 2,5 points • 5-8 years of accumulated activity: 5 points • 9-12 years of accumulated activity: 7,5 points • Over 12 years of accumulated activity: 10 points 	2
5	Participation in conferences, seminars, workshops in the area of prospective or long term planning.	<ul style="list-style-type: none"> • 1-5 participation: 2.5 points • 6-10 participation: 5 points • 11-15 participation: 7.5 points • Over 15 participation: 10 points 	1

9.3. The Evaluation of the Technical Proposal is eliminatory.

9.3.1. Only the candidates classified in the Resume Evaluation will be considered;

9.3.2. The submission of the technical proposal is mandatory in the act of the expression of interest;

9.3.3. If the technical proposal is not submitted, the candidate will be eliminated;

9.3.4. The proposal must have at least 5 (five) and at most 10 (ten) pages. It must have: Title, Introduction (contextualization, objectives, and justification), indication of the preliminary sources of research and the main references, methodological indications, specifying the outputs delivers according to schedule of item 5.2, and Bibliographic References. It shall not have annexes or appendixes.

9.3.5. The proposal will be evaluated about the clarity, objectivity and adherence to project objectives;

9.3.6. If the technical proposal is considered insufficient, the candidate will be eliminated.

9.4. The candidates will be ranked in decreasing order of scoring.

9.5. The candidate with higher scoring will be selected.

9.6. In case of tie, will be considered as tiebreakers: time experience and the largest volume of publications in the area.

10. Interested consultants must express interest as follows:

10.1. Forward documentation listed in item 10.3 by e-mail to the address cadastrodeconsultores@ipea.gov.br, up to 18 hours (Brasilia time) of December 23th 2015, indicating in 'Subject' the number of the Expression of Interest Request (032/2015) and the project name ('Prospective Scenarios Centre').

10.2. However, there will be tolerance of six hours counted from the closing time. It is recommended sending the messages in advance, since the IPEA is not responsible for manifestations not received due to any technical problems and congestion.

10.3. At the moment of interest expression, the consultants should submit the following documentation:

10.3.1. Passport copy;

10.3.2. Curriculum vitae;

10.3.3. Titles and academic certificates;

10.3.4. Copies of publications in journals or internet links to access;

10.3.5. Certificates issued by a legal entity of public or private law or other documents with evidential value to demonstrate experience;

10.3.6. Technical proposal.

10.4. Expressions of interest which do not meet the prescribed manner will not be considered.

11. Candidates who express interest will be evaluated by a Judge Committee, consisting of three public officials, designated by the IPEA Research Program Coordinator.

12. The Judging Committee will evaluate the documentation submitted by the candidates, assigning the scores and choose the best candidate ranked.

13. IPEA will disclose the result of the selection process on its website and publish statement in the Official Gazette containing the classification of the three candidates best classified.

14. Applicants may request information about the reasons for their elimination from the selection process by application to the IPEA, containing personal data, including the selection process which took part, within three (3) business days from the day following publication of the results in the Official Gazette.

15. The top-ranked candidate will be invited to present financial proposal and negotiate the terms of contract reference.

15.1. At the negotiations stage the technical and methodological aspects of the services to be provided may be discussed and settled; as long as it does not change the object and/or loss of quality in final products.

15.2. The financial adequacy of the proposal will be considered by the Program Coordination Unit, considering the Ipea Ordinance No. 198 of October 29, 2014.

15.3. The values assigned to each of the products should be compatible with the following distribution:

Products	Proportion of overall value
Product 1	20%
Product 2	25%
Product 3	25%
Product 4	30%
Total	100%

16. In the event of negotiations not result an adequate technical and financial contract acceptable to both parties, the IPEA will invite the next ranked candidate.

17. In order to hire the mentioned services, the IPEA invites consultants to indicate their interest in relation to the provision of advisory services described.

18. For more information:

Institute of Applied Economic Research - IPEA

Program Coordination Unit - Institutional Development Board

SBS Quadra 1 Block J, BNDES Building, 5th Floor, Room 509, Brasília - DF, CEP: 70076-900

Tel: 55 (61) 2026-5138 / 2026- 5470 / 2026-5239

Fax: 55 (61) 2026-5568

E-mail: cadastrodeconsultores@ipea.gov.br

Site: www.ipea.gov.br

Brasilia / DF, December 17th 2015.

CARLOS ROBERTO PAIVA DA SILVA
Substitute Coordinator of IPEA Research Program

ANNEX I

Eligible countries of the Inter-American Development Bank

(a) Borrower Countries:

(i) Argentina, Bahamas, Barbados, Belize, Bolivia, Brazil, Colombia, Costa Rica, Chile, Dominican Republic, Ecuador, El Salvador, Guatemala, Guyana, Haiti, Honduras, Jamaica, Mexico, Nicaragua, Panama, Paraguay, Peru, Suriname, Trinidad and Tobago, Uruguay and Venezuela.

(b) Non-Borrower Countries:

(i) Austria, Belgium, Canada, Croatia, Denmark, Slovenia, Spain, USA, Finland, France, Israel, Italy, Japan, Norway, Netherlands, Portugal, United Kingdom, Republic of Korea, People's Republic of China , Sweden and Switzerland.

ANNEX II

Discussion paper – Model

The discussion papers follow the structure below and the models are available at: http://www.Ipea.gov.br/portal/index.php?option=com_alphacontent&view=alphacontent&Itemid=359.

Structure elements of the discussion paper:

- Title
- Authors
- Key-words
- Summary
- Abstract
- Introduction
- Literature review
- Methodology
- Results and analysis
- Conclusion
- References