



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 10/09/2017

REF NO.: BBRSO31182

Country: BARBADOS

Description of the assignment: Senior Consultant - Information Management Systems (IMS) Specialist

Project name: Strengthening Evidenced Based Decision Making for Citizen in the Caribbean (CariSECURE)

Period of assignment: Eighty (80) non-consecutive days

ADMINISTRATION

To apply, interested persons should upload the combined ¹ *Technical Proposal* (if applicable), CV and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. Application submitted via email will not be accepted: - UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=75114

NOTE: The *Financial Proposal* should not be uploaded to "UNDP Jobs". **If requested by the Procurement Unit**, the *Financial Proposal* should be submitted to procurement.bb@undp.org within 24 hours of a request. Failure to submit the *Financial Proposal* will result in disqualification.

Any request for clarification must be sent in writing to procurement.bb@undp.org within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line.

The UNDP Barbados & the OECS Procurement Unit will post the responses ² two (2) days later, including an explanation of the query without identifying the source of inquiry, to: - UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=75114

¹ The system allows the upload of one (1) document ONLY – should you be required to submit a *Technical Proposal* and CV, these documents along with the *Offeror's Letter* should be combined and uploaded as one

² UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the *Proposals*, unless UNDP deems that such an extension is justified and necessary

1. BACKGROUND

The United Nations Development Programme (UNDP) - Regional Bureau for Latin America and the Caribbean (RBLAC) in collaboration with the UNDP Caribbean network of offices – Guyana, Jamaica, Trinidad and Tobago, Suriname, Barbados and the OECS undertook the formulation of a first Caribbean-wide Human Development Report (CHDR) on Citizens' Security. Using Global UNDP HDR processes, analysis and methodologies, the Caribbean HDR reviewed crime and security in the Caribbean with data analysis and information from a human development perspective. The report defines short and medium term policy recommendations based on the social aspects of security which impact on citizen safety, youth violence, education, unemployment and inequality, inclusive economic growth, migration, and drug use and alcohol abuse. One of the primary recommendations from the report is the urgent need for the region to shift from traditional concepts of state security to a broader multidimensional concept that focuses on citizen security and safety and wellbeing of Caribbean citizens.

While the CHDR victimization survey points to high levels of fear of violent crime amongst citizens and the failing of existing policies and approaches, stimulating robust public discourse on the topic presented a challenge. Given the region's dependency on tourism as its main foreign exchange earner, enlisting the full and unconditional support of regional parliamentarians on the matter of facilitating rigorous public debate is critical. Reliable crime statistics are critical for measuring changes in crime levels, monitoring of national and regional responses, developing and evaluating effectiveness of citizen security policies, supporting the analysis and understanding of national and regional crime trends. Collection and organization of data into a statistical form is required to produce valuable information for use in decision-making and to allow for comparison of crime statistics across time and between countries. Lack of reliable and comparable national, sub-regional and regional statistics makes it difficult to fully comprehend the impact of crime and violence, and to inform the citizen security policies and strategies needed to effectively respond to these challenges.

An assessment of youth, insecurity and juvenile justice systems, conducted by USAID/ESC in the Caribbean point at the lack of standardized data on crime and violence and their drivers. Raw data is available in different forms and at different stages of the criminal justice process due to the diversity of entities that generate security statistics, the absence of clear guidelines, and weak inter-institutional coordination and information sharing.

National consultations and assessments conducted by UNDP in the Eastern and Southern Caribbean point at four interrelated key problems: 1. Deficient evidence-based citizen security policies due to 2. Lack of reliable and comparable national and regional statistics, 3. Weak coordination at national, sub-regional and regional levels, and, 4. Weak institutional and CSO capacities. 4) The importance of up-to-date data inform prevention programme design, monitoring and evaluation.

The data gaps resulting from these challenges are further aggravated by different definitions of security concepts, non-standardized indicators and inconsistent use of information; dispersion of information and a multiplicity of information sources; sporadic initiatives in the area of information management; lack of unified technical criteria and permanent technical capacities within the national and regional institutions; absence or lack of understanding of a preventive focus in information management; low citizen participation in discussions on citizen security; and absence of mechanisms and capacities to mainstream gender into the analysis and management of citizen security related information and public policies.

Based on this, UNDP seeks to work with countries in the Eastern and Southern Caribbean (Antigua and Barbuda, Barbados, Commonwealth of Dominica, Grenada, Guyana, Saint Lucia, Saint Kitts and Nevis, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago) to improve institutional capacity for evidenced based decision making on youth crime and violence policy making and programming. The focus of this project will be in improving data collection, analysis and use of data for decision making on youth crime policy making and programming. The project intends to achieve two components: 1) improving the quality, comparability and reliability of data and information and youth crime and violence; 2) and regional collaboration and networking on youth crime and violence strengthened. These components will be achieved by improving regional and national institutional capacity to collect, monitor, and analyze citizen security and apply it to decision-making and policy formulation at both levels.

In 2017, CARISECURE beneficiary countries participated in a study tours and knowledge exchange in Belize. During the tour participants were exposed to the processes and current practices in Belize that support automated data collection, analysis, and sharing amongst government agencies and with the public. After the study tours, there was a request from participants for the CariSECURE project to consider a crime-reporting database that is shared by all via a network, and which permits access by different users.

Within this context, a Request for Proposal will soon be published for an Information Management System, and UNDP is therefore seeking to contract a Senior Consultant - Information Management System (IMS) Specialist with a background in Information Management, Database Management and/or IT Security who will work closely CariSECURE team to supervise and oversee the development of the technical specifications. Subsequently, and after bid award, support the awarded provider in developing a software capable of data collection on crime, violence, victimization and related citizen security data at a national and regional level. In addition, Consultancy will provide technical support on: 1) web based technology, 2) IT firewalls and protection of information, 3) technical inputs in hardware (servers, switches, laptops etc.), 4) dashboard software, 5) data storage, 6) training.

The Senior Consultant - Information Management System (IMS) Specialist will work under the direct supervision of the CARISECURE Team Leader based in the Regional Coordination Unit in Barbados.

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

Summary of Key Functions:

- Technical Support
- Training
- Teamwork
- Software Development

Technical Support

- Working experience in deployment of IT systems in developing countries;

- Experience with data retrieval, data warehousing and processing functions;
- Experience with creating metadata visualization and editing interface;
- Ability to formulate IMS technical requirements and Operating Procedures;
- Ability to compile and holistically analyze diverse datasets and provide recommendations;
- Experience with handling confidential data and demonstrated understanding of different data collection methodologies and data protection.

Training

- Excellent English and written and oral presentation skills;
- Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailor's language, tone, style and format to match audience;
- Demonstrates training capabilities, capable of analyses and presents information gathered from diverse sources related to IMS/dashboards;
- Prepares various training products, e.g. draft background papers, curriculum, training manuals or Standard Operating Procedures etc;

Teamwork

- Works collaboratively with colleagues to achieve organizational goals;
- Solicits input by genuinely valuing others' ideas and Specialisation;
- Is willing to learn from others; places team agenda before personal agenda;
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

For detailed information, please refer to Annex I.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The Senior Consultant should have the following skills and qualifications:

Education:

- Advanced university degree (Master's degree or equivalent) in information management, information technology, information security or any related area.
- A first-level university degree with 4 years of qualifying experience may be acceptable in lieu of the advanced university degree

Experience:

- At least 4 years with Advanced University degree of relevant work experience in information management systems;
- Experience in software development would be a distinct asset;
- Previous experience in working with UNDP and/or UN Agency, governments, donors and international development organisations is a strong asset.

Skills / Competencies:

- Leadership;

- Ability to lead strategic planning, results-based management and deliver reports.
- Works towards client satisfaction.
- Proven track record of delivering results under tight deadlines.
- Client-oriented way of managing
- Ability to function at both an advisory and project implementation level.
- Ability to work independently, manage competing priorities and perform well under pressure.
- Excellent inter-personal skills to effectively liaise with key stakeholders
- Demonstrated negotiation skills
- Excellent communication and writing skills; and
- Fluency in English, with excellent drafting skills is required;

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; and
 - (ii) Provide a brief methodology on how they will approach and conduct the work .
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal (prepared, but **not submitted unless requested to do so**).

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 duty station/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

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. Lowest price and technically compliant offer

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

- a) responsive/compliant/acceptable, and*
- b) offering the lowest price/cost*

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

2. 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 points** would be considered for the Financial Evaluation*

Criteria	Weight	Max. Point
<u>Technical</u>	70	70
• Qualifications	25	
• Experience	25	
• Methodology	20	
<u>Financial</u>	30	30

ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR)

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR’S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

ANNEX VI – P11 FORM