



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: February 21, 2018

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REF NO.: BBRFQ39836

**Country:** Barbados

**Description of the assignment:** Collection of information for the transport sector in St. Vincent and the Grenadines to support ongoing NAMA Development

**Project name:** Japan Caribbean Climate Change Partnership

**Period of assignment/services (if applicable):** 30 days over 2 months

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### ADMINISTRATION

To apply, interested persons should upload the **combined\*** *Technical Proposal/Methodology* (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=77333](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=77333) (cut and paste into browser address bar if the link does not work)

**\* PLEASE NOTE:** *The system allows the upload of one (1) document ONLY – as you are required to submit a Technical Proposal/Methodology, this document along with your CV and Offeror's Letter MUST be combined and uploaded as one*

**NOTE:** The *Financial Proposal* should not be uploaded to "UNDP Jobs".

**ONLY if requested by the Procurement Unit,** the *Financial Proposal* should be submitted to [procurement.bb@undp.org](mailto: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](mailto: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\*\* two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=44339](http://procurement-notices.undp.org/view_notice.cfm?notice_id=44339) (cut and paste into browser address bar if the link does not work)

**A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.**

**\*\* 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**

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## 1. BACKGROUND

The Japan-Caribbean Climate Change Partnership (J-CCCP), launched officially in January 2016, aims to support eight Caribbean countries in advancing the process of low-emission risk-resilient development by improving energy security and integrating medium to long-term planning for adaptation to climate change. Interventions under the Project include supporting policy innovation through the development of a number of Nationally Appropriate Mitigation Actions (NAMAs) and National Adaptation Plans (NAPs) and implementing actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. As such the UNDP, together with the Government of Japan is providing assistance to the government of St. Vincent and the Grenadines to support the development of NAMAs in national priority sectors.

In the recently submitted INDC it was indicated that 68% of GHG emissions for St. Vincent and the Grenadines were attributed to the activities within the energy sector. Within that sector 50% of those emissions were attributed to the transportation sector. The NDC also outlines the government's intention to implement measures to realise a 10% reduction in avoided emission over the next 10 years.

To this end, work towards the development of a NAMA for the transport sector was initiated in 2017 in collaboration with the Sustainable Development Unit within the Ministry of Economic Planning, Sustainable Development, Industry, Information and Labour and other key national partners. To complete this document and to establish a robust Monitoring Reporting and Verification framework to determine the progress towards the goals outlined in NDC, the analysis of national emission data will be required. We therefore seek the services of a Technical Consultant to support the collection and collation of relevant data in the transport sector to support emission modelling support ongoing efforts on the national MRV framework as well as the completion of the NAMA Report for St Vincent and the Grenadines.

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

The consultant will collect data pertaining to the fuel consumption, driving patterns and categories and vehicle types used for on land transportation in St. Vincent and the Grenadines inclusive of passenger cars and SUVs.

The principle work will require the consultant to be located in St. Vincent and the Grenadines for the duration of the contractual period. The consultant will be required to liaise with the key government organisations including the Sustainable Development Unit, the Ministry of Transport and Works, the Inland Revenue Department, Customs and Excise Department and other key agencies as identified by the national partners within the Government of St. Vincent and the Grenadines. Work must also be conducted in close collaboration with the Technical Consultant with responsibility for NAMA development.

The Project Consultant, with guidance from the Government of St. Vincent and the Grenadines and the J-CCCP Project Management Unit (PMU) located in the UNDP Barbados and the OECS sub-regional office, will undertake all responsibilities with respect to the collection and collation of transport data.

## **DELIVERABLES**

The Project Consultant has the following principal responsibilities and deliverables, as well as other related tasks that the PMU may identify as critical for the collection of the required information:

1. The collection of data for the development of a NAMA in the transport sector including the following:
  - Data on government vehicles inclusive of country of origin and annual fuel consumption and mileage per annum
  - Data on imported vehicles including fuel types and engine size for vehicles imported between 2012 and 2016, vehicle models, consumer groups and quality of fuel used
  - Road Network data inclusive of type, density and traffic patterns
  - Information and calculation of the number of vehicle that have been phased out from use
2. Collection of any other information identified (reports etc.) as pertinent to the emissions modelling, development of the MRV and the final NAMA report
3. Verification of data collected and identification of gaps and information required to address them
4. Collation of information into Microsoft Excel in a format developed in collaboration with the NAMA consultant
5. Reporting on major gaps and sources of error in data collected
6. Provision of final report to accompany collated data sets which will include summary descriptions of the information collected, sources of data, unresolved gaps and recommendations for improved data management

## **3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### I. Academic Qualifications:

Undergraduate degree in a relevant discipline e.g. climate change, energy, data management or statistics

### II. Years of experience:

- 3 years of relevant working experience with data collection, management and statistical analysis related to climate change mitigation and/or national development issues.
- Demonstrated knowledge of the Energy and/or Transport Sector.
- Experience working with international donors and UNDP.
- Experience working with a variety of stakeholders in St. Vincent and the Grenadines or the Caribbean Region would be an added advantage.

### III. Competencies:

**Corporate Competencies**

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Technical Competencies:**

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback.

**Professionalism:**

- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

**Communication:**

- Active listening and dialogue (acknowledges and responds constructively to the points of view of others);
- Communicate effectively in writing and verbally to a varied and broad audience in a simple and concise manner.

**Teamwork:**

- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback;
- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work.

#### 4. LOCATION OF WORK

The consultant will operate from their home base and must be able to work in St. Vincent and the Grenadines.

#### 5. EXPECTED DELIVERABLE AND SCHEDULE

The contract price is a fixed output-based price regardless of extension of the herein specific duration. The Financial Proposal will include all fees and costs associated with the execution of the contract, including professional fees, local travel, equipment and all other expenses that will be incurred during the execution of the work.

Payment for the deliverables will be remitted subject to the approval of final submissions by UNDP and the Government of St. Vincent and the Grenadines and based on the Consultant's Proposal.

Expected submission periods and proposed payment allocations are as follows:

No.	Deliverable	% of Payment
1	Validated data sets and initial summary report on information collected, challenges and gaps	40%
2	Final technical report and finalized and validated data sets of required national transport data	60%

#### 6. INSTITUTIONAL ARRANGEMENTS

The technical consultant will report directly to the J-CCCP Project Manager and to the Sustainable Development Unit in St. Vincent and the Grenadines with support from the J-CCCP National Focal Point and Technical Specialist. At the end of the contracted time period, the technical consultant shall submit all project outputs to the J-CCCP Project Management Unit (PMU), which will be assessed for validity and completeness of required information, and should be in the desired format identified by the beneficiary country.

Once approved by the PMU, all outputs become the property of the beneficiary country to utilise and disseminate as deemed necessary.

#### 7. REPORTING REQUIREMENTS

All deliverables should be submitted with Microsoft Word and Excel format and a PDF format for web publishing. If relevant, copies of high resolution graphics should also be submitted to the J-CCCP Project Manager.

The Technical Consultant will provide monthly briefs and updates to the Project Manager and the respective UNDP personnel on the progress of the work, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required.

## 8. 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
  - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
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**)

## 9. FINANCIAL PROPOSAL

### **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

## 10. EVALUATION

Individual consultants will be evaluated based on the following methodology:

### 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.*

## **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**