

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

TITLE: Consultancy to undertake Knowledge, Attitude and Practice (KAP) Survey

PROJECT NAME: Strengthening Human Resilience in Northern Clarendon and West Kingston

REPORTS TO: Programme Manager Human Security Joint Programme

DUTY STATION: Kingston, Jamaica.

EXPECTED PLACES OF TRAVEL (if applicable): Clarendon (Northern) and Kingston (Western)- Jamaica

DURATION OF ASSIGNMENT: Thirty (30) days

REQUIRED DOCUMENTATION FROM CONTRACTOR

x	Letter of presentation highlighting main qualifications and experience relevant to this TOR
x	Signed P11 form
x	Technical Proposal
x	Completed financial proposal

1. BACKGROUND

Many communities in Jamaica are vulnerable and face challenges due to multiple human insecurities. The Government of Jamaica (GOJ) is committed to addressing these human insecurities in order to promote social and economic development while protecting the natural environment as articulated in the Vision 2030 Jamaica: National Development Plan (Vision 2030). It is also recognized that the complexity and interconnectedness of the human insecurities require a multi-sectoral, multi-dimensional and multi-level approach that is prevention-oriented, people-centred and partnership driven.

In an effort to address the diverse human insecurities in a comprehensive and holistic manner, the Joint United Nations (UN) Team comprising the United Nations Development Programme (UNDP), United Nations Environment Programme (UN Environment), Pan-American Health Organization (PAHO); the Food and Agriculture Organization (FAO); United Nations Educational, Scientific and Cultural Organization (UNESCO); the Global Environment Facility (GEF) Small Grants Programme (GEF SGP) and UN Women are partnering with the GOJ to implement the three-year ***“Strengthening human resilience in Northern Clarendon & West Kingston”*** Programme under the “Delivering as One” approach.

A comprehensive human security analysis revealed a wide range of threats and insecurities facing communities in Jamaica. The indicators of human insecurity are reflected across the portfolios of UN Agencies, justifying the need for an integrated approach to reduce vulnerabilities. The joint programme will allow for enhanced coordination and streamlining of resources and efforts to attain common programme objectives in the target communities. Four priority areas emerge as both the most prevalent and best suited for a joint UN programme, namely:

- Economic insecurity – expressed in the form of poverty and unemployment, especially among youth and in particular women, and low levels of rural development
- Environmental insecurity – seen in vulnerability to natural hazards and the need to strengthen resilience to climate change and improve management of the use of natural resources such as water and land
- Personal insecurity – expressed in the forms of political and community insecurity because of the high levels of crime in West Kingston
- Health insecurity – due to limited infrastructure for and access to basic services such as water and sanitation.

The programme which is supported by the United Trust Fund for Human Security (UN-TFHS) is aimed at enhancing resilience and human security of communities in Northern Clarendon and West Kingston in Jamaica. It will also seek to mainstream the human security approach in development strategies and support improvement in the policy and regulatory framework in water resources management. This will be achieved through four key objectives:

Objective One: Local and community governance bodies strengthened to design and oversee interventions to address insecurities

Objective Two: Enhanced economic, food and nutrition security in selected communities

Objective Three: Improved environmental health and water security at the community, local and national levels

Objective Four: Institutional capacity for integration of Human Security Approach strengthened

2. SCOPE OF WORK

The Consultant will provide support to the Joint Team of the UN/GOJ Human Security Joint Programme and specifically the Programme Management Unit in the execution of a knowledge, attitudes and perception/practices survey as a precursor to a country-specific communication strategy. This activity is in partial fulfilment of output 4.1 of the *Strengthening Human Resilience in Northern Clarendon and West Kingston* three year Joint Programme. The aim of this output is to increase public awareness for the human security approach and its major components.

Under the overall guidance and supervision of the Programme Manager, the consultant will work with the Joint Programme team to develop and execute a KAP survey.

The Consultant will undertake the following tasks, in the two parishes targeted under the Joint Programme:

1. To measure

- a. Information seeking habits and inclinations of the key target groups
- b. Current understanding and perceptions of human security approach in strengthening overall sense of safety, wellbeing and security and the role of the individual and community in building their own resilience to insecurities

- c. Knowledge, intentions, perceptions and practices regarding select human resilience practices including:

- i. *Specific sustainable farming and climate change adaptation practices to be highlighted in the programme intervention*
 - ii. *Social enterprise as an income option and the extent to which it is currently known, wanted and practiced;*
 - iii. *Specific household water harvesting, treatment and reuse/recycling protocols to be highlighted in the project intervention*
2. To Provide recommendations for improving Knowledge, Attitude/Perception and Practice with respect to building resilience through a human security approach including through sustainable farming and climate change adaptation practices, social enterprise opportunities, and safe water protocols
 3. To establish references and baseline for use in future assessments for strengthening human resilience. This is to assist with measuring the effectiveness of the human security approach to addressing development issues at the national and local levels.
 4. To formulate an intervention strategy that will be aligned to the specific local circumstances and the cultural factors influencing them as well as, to plan activities that are suited to the targeted populations under the Joint Programme.

In order for the Consultant to achieve the aims and objectives above, he/she will undertake the following tasks inter alia, in the two parishes targeted under the Joint Programme:

- *Desk Research*
- *Consultations*
- *Instrument Design*
- *Mobilization of Field workers*
- *Conduct Field work*
- *Data analysis including mutually agreed cross tabulations*
- *Production of report on Findings*

The Consultant will operate from their home-base, and undertake missions to the beneficiary communities as necessary.

3. DELIVERABLES

Deliverables/ Outputs	Level of effort	Completion deadline	Schedule of Payment
Inception Work-plan	3 days	19 th July 2018	10%
Survey Protocol (administration of survey, data collection and analysis)	15 days	15 th August 2018	35%
Draft Report	5 days	23 rd August 2018	20%
Presentation of Findings	3 days	28 th August 2018	15%
Final Report	4 days	5 th September 2018	20%
TOTAL	30 days		100%

4. IMPLEMENTATION AND REPORTING ARRANGEMENTS

The Consultant will report directly to the Programme Manager with support from the core Joint Programme Team. The Consultant will provide briefs and updates to the Programme Manager and the Technical Working Group on the progress of the work, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where the support of the Joint UN team may be required. The outputs produced by the contracted consultant will be reviewed by the Technical Working Group then certification of acceptance by the core Joint Programme team.

The cadre of UN agency lead Facilitators will provide technical and administrative support to the contracted consultant.

All deliverables should be submitted in Microsoft Word and PDF. If relevant, copies of high resolution maps and graphics should also be submitted to the Programme Manager.

5. CHARACTERISTICS OF CONTRACT

Language of delivery:	English
Type of Contract:	Individual
Duration of Engagement:	30 non-consecutive days over an eight weeks period
Administration of Contract	UNDP Jamaica Country Office will issue the contract for the execution of this Terms of Reference to the consultant
Approval of deliverables	Deliverables must be approved by the Deputy Resident Representative of UNDP before payment is made to the consultant.
Dates of Engagement:	16 July 2018 to 14 September 2018
Level of Effort:	30 work days
Work Logistics:	The consultant is expected to have adequate consultations with UNDP to discuss the contracted work. The cost for travel would be borne by the consultant and should therefore be accounted for in the Financial Proposal.

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The selected IC will be required to provide the requisite expertise to perform the services outlined in the Scope of Work. He/she will be deemed the Lead Consultant and training facilitator with the minimum qualifications and experience as follows:

Qualification:

The Consultant most suited to complete this consultation should have:

- An advanced degree in the Social Sciences such as journalism, behavioural change, public policy, media studies, sociology and statistics.

Skills and Experience:

- Minimum five (5) years of professional training/certification or experience in addition to a first degree may be accepted in place of an advanced university degree.
- Minimum five (5) years experience conducting three (3) or more similar assignments conducting KAP surveys
- Minimum three (3) years experience working with multi-dimensional initiatives similar to this joint programme
- Minimum five (5) years experience with UN agencies or projects is a distinct asset
- Intimate knowledge of the country they will work in, in order to effectively have input into the cultural suitability of communication in developing survey protocol¹.
- Excellent writing and communication skills
- Experience engaging with diverse stakeholders and multiple levels (grassroots/community, national, regional)

7. APPLICATION PROCEDURE

Please submit the following to demonstrate your interest and qualifications by explaining why you are most suitable for the work:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Cover letter** and UNDP P11 form (**Personal History Form**) explaining why you are the most suitable candidate for the advertised position. While the P11 is mandatory, it is highly recommended that CVs be submitted as well.
- **Technical Proposal – a)** detailing proposed strategy/methodology, risks/limitations, consideration of a gender approach for the assignment; **b)** detailed profile of the expertise of the University
- **Financial Proposal-** specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, incidental expenditures in project sites and any other costs). This financial proposal should include costs to deliver the work plan. 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).

8. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

¹ A comprehensive set of instructions for conducting the inventory or survey

Cumulative analysis

The IC will be evaluated based on a cumulative analysis taking into consideration the combination of the applicant's qualifications and financial proposal.

1. *Technical Criteria* - 70% of total evaluation – max points: 70
2. *Financial Criteria* - 30% of total evaluation – max points: 30

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/acceptable
- Having received the highest score out of a predetermined set of weighted technical and final criteria specific to the solicitation
- Only the highest ranked candidates who would be found qualified for the job for the job will be considered for the Financial Evaluation.

Criteria	Weight	Max. Points	Guidance on Scoring
Academic Qualifications	10%	10	Total – Academic Qualifications
An advanced degree in the Social Sciences such as journalism, behavioural change, public policy, media studies, sociology and statistics.	10%	10	10 points allocated if candidate has an advanced degree in the Social Sciences such as journalism, behavioral change, public policy, media studies, sociology and statistics.
Relevant Experience	45%	45	Total – Relevant Experience
Minimum five (5) years of professional training/certification or experience in addition to a first degree may be accepted in place of an advanced university degree.	10%	10	8 points allocated if candidate has minimum five (5) years of professional training/certification or experience in addition to a first degree may be accepted in place of an advanced university degree. 1 point awarded for every additional year to a maximum score of 10 points
Minimum five (5) years experience conducting communication research such as KAP surveys	10%	10	8 points allocated if candidate has minimum five (5) years experience conducting communication research such as KAP surveys 1 point awarded for every additional year to a maximum score of 10 points
Minimum three (3) years experience working with multi-dimensional initiatives similar to this joint programme, as evidenced from P11 or CV	15%	15	Full points allocated if candidate clearly demonstrates how he/she has engaged with multiple levels of stakeholders with proven success of change.

Minimum five (5) years experience with UN agencies or projects is a distinct asset	10%	10	Full points allocated if candidate has led similar projects/programs for UN or International Development Partner.
Competences	15%	15	Total – Competences
Quality of technical proposal (English Language and drafting ability as demonstrated by technical proposal)	15%	15	Points awarded for: (3) Language (3) Specificity (3) Clarity (3) Feasibility (3) Approach to work
Total Technical Score	70%	70	Total Technical Score

The lowest financial offer among technically compliant candidates will be given the maximum score of thirty (30) points and the remaining offers will be assigned a score in inverse proportion.

The candidate who obtains the highest cumulative score by adding both the weighted technical score and the financial score will be selected.

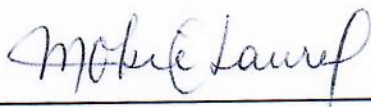
Incomplete applications will not be considered. Please make sure you have provided all requested documents.

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their financial proposals. The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. UNDP retains the right to contact references directly. In cases where a large number of applications are received, we are able to inform only the successful candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

This TOR is approved by:

Signature: _____



Name

Elsie Laurence-Chounoune

Deputy Resident Representative

Date: _____

7 June 2018