

Terms of Reference



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GENERAL INFORMATION

Title: Rapporteur Services for UNDP Jamaica under a Long-Term Agreement

Reports to: UNDP Programme Specialist or designated official

Duty Station: Jamaica

Expected Places of Travel (if applicable): Not applicable

Duration of Assignment: Long-Term Agreement (1 year with possibility of Renewal)

REQUIRED DOCUMENTATION FROM CONTRACTOR

x	Letter of presentation highlighting main qualifications and experience relevant to this TOR
x	CV and P11 form (include copies of Certificates)
x	Technical Proposal
x	Completed financial proposal

I. BACKGROUND

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in some 170 countries and territories, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and our wide range of partners.

The Jamaica Country Office (CO) focuses primarily on development in the areas of Sustainable Development, Democratic Governance and Peace Building and Crisis Prevention and Recovery. Other areas of focus includes poverty reduction, HIV/AIDS, Gender and Environment and Energy. To support these projects, the CO engages in various meetings and consultations with our Implementing Partners and key stakeholder and occasionally will require the services of a Rapporteur to support record taking of the sessions.

UNDP, Jamaica is seeking to engage under a long-term agreement the services of two (2) Rapporteurs for the period 2018-2021.

The expected roles will be as follows:-

- **Main Rapporteur:** The main rapporteur is the consultant that has obtained the highest combined score and will be the first point of contact should the services of a rapporteur be required.

- **Secondary Rapporteur:** The secondary rapporteur is the consultant that has reached the second highest combined score and will be called upon in the following circumstances:-
 - ✓ When in the opinion of UNDP the capacity of the Main Rapporteur is being or will be exceeded, such as, in the case of several meetings/sessions/workshops.
 - ✓ When in the opinion of UNDP there is no compliance of the Terms of Reference by the Main Rapporteur.
 - ✓ When in the opinion of UNDP, the Main Rapporteur is not readily available to meet the needs of the office.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

The rapporteur(s) will be responsible for recording and reproducing the proceedings of the relevant meetings/sessions/workshops. The notes will be succinct while being sufficiently detailed to facilitate the preparation of the final report by the rapporteur(s). They will include, but not be limited to, the main issues identified and discussed, recommendations, decisions on which consensus has been reached, as well as dissenting views.

The specific activities to be carried out by the rapporteur(s) are:

- Attend the relevant meeting as per the relevant Terms of Reference;
- Take detailed notes on the sessions of the Meeting.
 - Notes to include:
 - Synopsis of presentations and discussions;
 - Discussion points arising from presentations;
 - Recommendations made throughout the discussion sessions.
- Prepare and submit draft and final report in electronic modifiable word format

Expected Outputs and deliverables

Based on the objectives defined above, the Rapporteur(s) is/are expected to achieve the following:

1. Review relevant background information including a review of previous reports
2. Detailed note taking of the deliberations of the Meeting/Session
3. Provision of Draft Report for review by UNDP and relevant partners
4. Amendment of Draft Report based on feedback given
5. Provision of a Final Report

Deliverables/ Outputs	Estimated number of working days	Review and Approvals Required
Deliverable 1 : Draft Report	-	UNDP and/or Implementing Partners
Deliverable 2 : Final Report	-	UNDP and/or Implementing Partners

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant(s) will report directly to the relevant staff member, which will be disclosed in the Terms of Reference.
- b) Approval of deliverables will be contingent on feedback from all relevant stakeholders.
- c) Consultant(s) will be expected to work collaboratively with UNDP and all relevant stakeholders to complete the deliverables

Duration of the Work

- a) The duration of work will vary based on the meetings and this will be disclosed in the relevant Terms of Reference
- b) UNDP and relevant partners will review and provide comments on deliverables within 10 business days of receipt of the deliverable.

Duty Station

- a) Jamaica

Travel Plan

If the Consultant(s) is/are required to travel to meeting locations within Jamaica to facilitate completion of the deliverables, he or she should include the relevant costs into the proposal. There may be also unforeseen travel that will come up during the execution of the contract which will be agreed on ad-hoc basis.

The Consultant(s) will be awarded a Long Term Agreement (LTA) for the period 2018-2021. The LTA will be evaluated on an annual basis which will determine the continuity of the agreement. Once the LTA has been signed, the consultant(s) will be called upon on a needs basis at which point a Purchase Order for each service will be entered into. The consultant(s) will be required to work with the relevant project staff for UNDP and any other personnel as appointed by UNDP.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications:

- University degree in Media and Communication, English, Social Sciences, or related discipline.

Years of experience:

- Minimum 3 years' experience providing rapporteur services for Board Meetings, conferences, workshops, retreats, etc.
- Minimum 1 year experience working with UN Agencies or International Organizations conducting similar assignments

Competencies and special skills requirement:

- Excellent report writing and note taking skills
- Excellent time management skills
- Mastery of Microsoft Office suite of applications
- Detail-oriented

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will 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	Maximum Point
<u>Technical</u>	70	70
<p>1. Criteria A: qualification requirements as per TOR:</p> <ul style="list-style-type: none"> University degree in Media and Communication, English, Social Sciences, or related discipline. – 10 points <p>Years of Relevant Experience</p> <ul style="list-style-type: none"> Minimum 3 years' experience providing rapporteur service for Board Meetings, conferences, workshops, retreats – 20 points Minimum 1 year experience working with UN Agencies or International Organizations conducting similar assignments – 5 points 		
<ul style="list-style-type: none"> Criteria B: Brief Description of Approach to Assignment(Technical Proposal) – 30 points 		
<ul style="list-style-type: none"> Criteria C: Assessment of Sample work submitted – 5 points 		

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.

Using the Confirmation of Interest and Financial Proposal template (available on UNDP's website), consultants are required to quote for services as follows:-

Level of Effort	Unit Item	Total Cost
Half (1/2) day workshop (inclusive of draft and final reports)		
One (1) day workshop (inclusive of draft and final reports)		
One (1) week workshop (inclusive of draft and final reports)		
Daily travel cost within Jamaica, but outside of Kingston/St. Andrew		

Approval

Signature

Name

Elsie Laurence-Chounoune, Deputy Resident Representative

Date

19 June 2018

