



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Competition

Date: October 2, 2018

REF NO.: BBR5053548

Job Title: Gender Specialist for Disaster Management in Agriculture

Country: Dominica

UNDP Barbados and the OECS – **Dominica**

Description of the assignment: Development of a gender-responsive revised Agriculture Disaster Risk Management Plan for Dominica, in partnership with FAO

Project name: Strengthening Disaster Management Capacity of Women in the Cooperative Republic of Guyana and Commonwealth of Dominica

Period of assignment/services (if applicable): 15 October 2018 – 31 January 2019 (30 working days)

A. 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. **Applications submitted via email will not be accepted****: -

UNDP Job Site – https://jobs.undp.org/cj_view_job.cfm?cur_job_id=81317 (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 – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.*

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

<IMPORTANT>

Please email the *Financial Proposal* to procurement.bb@undp.org. The subject line of your email must contain the following: **"BBRSO53548 Financial Proposal – Your Name"

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*** two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

http://procurement-notice.undp.org/view_notice.cfm?notice_id=50304 (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**

B. BACKGROUND

Despite Dominica's agriculture sector being a primary industry, the sector has constantly been affected by recurring disasters, such as hurricanes, flooding and droughts. The limited integration of gender analysis, climate and disaster risk resilience in agricultural practices has consistently undermined food security in the wake of natural hazards and the increasing impacts of climate change. While these practices are being invested in to some extent in Dominica, they are not mainstreamed in the local agricultural sector due to weak institutional capacity and limited availability of financing. This is particularly relevant cognisant of the paramount importance of the agriculture sector to national development, food and nutrition security, poverty reduction and livelihood opportunities, especially for vulnerable small farmers, livestock holders and agro-processors.

The project will aim to reduce these vulnerabilities by targeting three broad drivers of these problems, namely gaps in gender analysis, hazard and risk data, limited integration of climate change and disaster risk planning and practices in the agriculture sector, and limited access to appropriate, sustainable

finance for vulnerable small farmers and women's groups. To address these, gender strategy for Dominica, vulnerability mapping and community-based and national level early warning systems will be developed and implemented, to increase the ability of remote vulnerable farmers, namely women, to prepare for weather and non-weather-related risks on timely-basis. This will be supported by capacity building at the national and local levels to ensure long-term sustainability.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Interested individual consultants must submit the following documents/information to demonstrate their qualifications, against which they will be evaluated (see section F):

1. Proposal:
 - a. Explaining why they are the most suitable for the work
 - b. Provide a brief methodology on how they will approach and conduct the work (max 3 pages)
2. Personal CV including past experience in similar projects and at least 3 references
 - a. Evidence of previous similar work (at least 4 samples, either attached or links to online publication)
3. Financial proposal

D. FINANCIAL PROPOSAL

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 diem, and number of anticipated working days).

E. 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 *Individual Consultant* 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.

F. EVALUATION

Individual consultants will be evaluated based on the following methodology:

- *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*

Only candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<u>Technical</u>	70	70
<ul style="list-style-type: none"> At least 10 years of experience analysing drivers of gender inequality and providing technical and policy advice on poverty reduction, gender equality and women's empowerment from a multi-sectoral perspective, in disaster risk resilience and management, preferably in the Caribbean region 	25	25
<ul style="list-style-type: none"> Proven experience working with multiple stakeholders on gender equality issues as related to disaster risk resilience 	15	15
<ul style="list-style-type: none"> Specific experience in gender equality issues as related to agriculture 	10	10
<ul style="list-style-type: none"> Coherence, appropriateness, responsiveness, relevance and comprehensive approach of the proposed methodology 	20	20
<u>Financial</u>	30	30

G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement; otherwise, see above

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR'S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

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

Under the direct guidance of the UNDP Programme Manager for Climate Change and Disaster Risk Resilience and working collaboratively with the UNDP Gender Focal Point and FAO Disaster Risk Reduction and Management Specialist, the Gender Specialist will provide data collection, analysis and technical guidance for the review and update of the Dominica Agriculture Disaster Risk Management Plan 2014-2019 such that it and its Implementation Plan analyse and respond to gender-based needs and the needs of other vulnerable groups in the agriculture sector. Specifically the Consultant will:

1. In collaboration with the FAO Disaster Risk Reduction and Management Specialist, provide input into an inception report. This will include a work plan and approach for collaboration on the revision of the ADRM plan
2. Conduct a gender equality gap analysis of the current Dominica Agriculture Disaster Risk Management (ADRM) Plan 2014-2019. This should include a gap analysis of the current ADRM Plan and gender responsive ADRM Plans developed in the region/similar regions of the world.

The gap analysis will identify gaps in mainstreaming gender equality, and will be in alignment with the Sendai Framework for Disaster Risk Reduction, the SAMOA Pathway and the Sustainable Development Goals, and using FAO and other relevant guidance on gender responsive disaster risk reduction in the agriculture sector (<http://www.fao.org/3/b-i6096e.pdf>) which shall promote effective, gender responsive and sustainable disaster risk management in the agriculture sector.

3. To complement the findings of the gender equality gap analysis, and in close consultation with the FAO Disaster Risk Resilience and Management Specialist, conduct a desk review of key documents to identify, collect and systematize existing information on gender in agriculture, disaster risk management, the environment and climate change relevant for Dominica. The desk review should include information on gender equality and access of women to existing inter-sectoral coordination mechanisms and technical/capacity building support, for support gender responsive implementation of the revised ADRM Plan. The analysis contained in the desk review should be in alignment with the FAO Voluntary Guidelines for Agro-Environmental Policies in LAC, to assess the extent to which the core national instruments for disaster risk reduction incorporate the linkages between disaster resilience and natural resources management, and take into account the linkages between gender responsive disaster resilience and climate change adaptation. The desk review should include recommendations for the adaptation of the ADRM and should clearly outline key stakeholder groups (including farmers and government counterpart Ministries) and priorities for gender responsive programming (costed activities) in the 4 results areas of the ADRM, i.e.:
 - **Result Area 1:** Strengthen institutional and technical capacities for DRM within the agriculture sector. This Results Area outlines an agreed institutional mechanism for coordinating, monitoring and evaluating implementation of the ADRM Plan.
 - **Result Area 2:** Risk identification, information and early warning system. This Results Area aims to establish mechanisms and strengthen capacities for enhancing data and information management, risk identification, agriculture meteorology, climate forecasting and early warning.
 - **Result Area 3:** Building resilience for sustainable livelihoods in the agriculture sector, with particular focus on smallholders. This represents a priority component of the plan. It is designed to improve capacities for DRR at national and community levels. Development of innovative and culturally accepted risk transfer instruments are also a key component of this strategic intervention.
 - **Result Area 4:** Preparedness, response and rehabilitation. This Results Area focuses on enhancing capacities for disaster preparedness and response, and prioritizes elaboration of principles and practices for incorporating DRR and climate change adaptation (CCA) into recovery and rehabilitation policies and programmes.
4. Conduct stakeholder consultations in order to, inter alia, present preliminary findings of the gap analysis and the desk review, in coordination with the work plan of the FAO Disaster Risk Resilience and Management Specialist, (proposed for end of October). Stakeholders will include government, research institutes, farmers' organizations, development partners and others.
5. In consultation with national authorities, and based on the results of the stakeholder workshops/consultations, elaborate terms of reference (TOR) in collaboration with the FAO Disaster Risk Resilience and Management Specialist for the functioning of a gender responsive inter-sectoral committee – with a clear governance structure to strengthen national institutional capacities for agro-environmental resilience and gender responsive disaster risk reduction. Support the FAO Disaster Risk Resilience and Management Consultant to prepare an agenda/action plan of inter-sectoral committee.

6. Based on the findings of the gender equality gap analysis, the desk review and stakeholder consultations, work with the FAO Disaster Risk Reduction and Management Specialist to revise the current ADRM and prepare and Implementation Plan, and support the validation workshop (proposed for mid-January) for and finalisation of the revised ADRM Plan.

I. DELIVERABLES

Expected deliverables and deadlines

No.	Deliverable	Due Date (<i>after contract signature</i>)	% Payment
1	Gender equality gap analysis of current ADRM Plan	30 October 2018	30
2	Gender responsive desk review	10 November 2018	20
3	Joint Report of Recommendations/Findings of Stakeholder Consultations	15 November 2018	20
4.	TOR for gender responsive Intersectoral Committee Draft gender responsive ADRM Plan	30 November 2018	20
5	Final gender responsive ADRM Plan (with any needed amendments following the validation workshop)	30 December 2018	10

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- At least 10 years of professional experience analysing drivers of gender inequality and providing technical and policy advice on poverty reduction, gender equality and women's empowerment, in relation to key economic sectors and disaster risk, preferably in the Caribbean region
- Proven expertise in the areas of economic development, poverty analysis, development and planning, and providing evidence-based policy advice in the Caribbean region
- Must have relevant experience/expertise in policy and planning for gender responsive disaster risk management and climate change preferably with a focus on agriculture

II. Competencies:

- Experience working in the Caribbean is highly desirable
- Comprehensive research and critical analysis
- Qualitative and quantitative research methods
- The ability to analyse and synthesise data from a wide variety of sources, and present the resulting information in a clear and concise format
- Excellent report writing, editing, conceptual, analytical and communication skills.
- Ability to work independently, and within a team, manage competing priorities and perform well under pressure within tight deadlines
- Excellent inter-personal, facilitation and negotiation skills to effectively liaise with key stakeholders
- Strong oral and written communication skills with a proficiency in English

- Demonstrated competencies in computer-based word processing and spreadsheet applications, workshop organisation, public speaking and sensitivity to cultural differences

K. QUALIFICATIONS

III. Academic Qualifications:

- Post-graduate degree in gender studies, development studies, gender and agriculture/climate change or related field