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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 6, 2019

REF NO.: BBRSO63786

Country: Barbados

Description of the assignment: Resilience and Innovation Specialists

Project name: Recovery Programme

Period of assignment/services (if applicable): 1 April 2019 – 13 December 2019

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=83869 (*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".

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** 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=53822 (*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*

Terms of Reference
Resilience and Innovation specialist

I. Assignment Information
<p>Title: Resilience and innovation specialist for Barbados and the OECS Providing logistical and technical support for the design and implementation of innovative solutions on Blue Economy and Resilience.</p> <p>Duty Station: Barbados and the OECS Sub-regional Office (Mondays to Fridays in the office)</p> <p>Starting Date: 1 April 2019</p> <p>Duration of the consultancy: 1 April to 13 December 2019 (8.5 months)</p>
II. Background:
<p>The 2017 Hurricanes season in the Atlantic was particularly active. Hurricanes Irma and Maria impacted multiple islands within a week causing massive devastation and triggering a crisis that one year later is still affecting many communities impacted.</p> <p>UNDP is assisting national efforts to transition from recovery interventions to sustainable development. Given the complexity and nature of the impacted countries as well as the financial environment, UNDP's recovery and resilience programme needs to be innovative deepening on areas of de-risking and Climate Change adaptation through innovation, private sector involvement and boosted collaboration with other UN agencies amongst others.</p> <p>During this transition, the team is embarking on a number of new initiatives and support to the recovery team is needed.</p> <p>Additionally, Barbados and the OECS sub regional office has been selected to host the Accelerator Lab focus on the Blue Economy and sustainable management of ocean degradation lab (Blue Lab). Its objective is to support Small Island Developing States (SIDS) - with focus on the Caribbean countries- and possibly countries with long coastlines, in the sustainable development of its ocean-based economic sectors in a more integrated manner thereby contributing to inclusive, environmentally sustainable and diversified economic growth. The Blue Lab will promote building the ecosystem of partnership and innovative financing arrangements needed for full implementation.</p> <p>The Resilience and Innovation specialist will report directly to the Senior Recovery Advisor and will work in collaboration with the Recovery Project Officer and Blue Lab team. The Innovation Specialist will work closely with the Heads of the Project Offices and the teams in the islands and other relevant partners as needed.</p>
III. Duties and Responsibilities
<p>Innovation and solutions to finalize the design and support implementation of the Building Damage Assessment 2.0.</p> <ul style="list-style-type: none">• Lead experimental thinking about the use of BDA 2.0 for disaster preparedness.• Assist with the data cleaning of pilot exercise in Dominica• Guide for the design of the interface with PowerBI• Define queries and data filters for efficient reporting• Find solutions for the interoperability of Power BI tabs

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- Improve visualization of BDA 2.0., including microsite development and reach out comparing.
- Assist the implementation of the BDA 2.0 nationwide exercise in Dominica.
- Contribute to the development of BDA 2.0 at corporate level by providing inputs to:
 - Tweak the BDA questionnaire incorporating the lessons learned from its use in the Caribbean;
 - Fine tune the application to allow smooth data collection, processing, analysis and reporting using tablet and mobile phones alike with precise geo-referenced coordinates (GPS);
 - The information management system is user friendly starting from the app, data analysis and real-time reports that include graphics and interactive maps that are accessible to national governments and key partners;
 - Consolidation of the training module, adaptable to national building codes and housing standards, based on the points above to be easily deployable in any country of the world (see next point on languages);
 - Make the BDA toolkit operational in multiple languages i.e. French, Spanish, Arabic, Russian etc.

Assist the implementation of experimentation portfolios on Blue Economy

- Provide technical and operational support to the Blue Economy Accelerator Lab.
- Work with UNDP colleagues and stakeholders on the design of experiments across UNDP portfolio to validate the hypotheses and test the effectiveness of identified prototypes.
- Support stakeholders and the CO in the execution and reiteration of experiments for rapid learning
- Help with knowledge management of the experiments
- Gather information for Monitoring and Reporting on Blue Lab results.
- Assist with the reach out campaigning
- Provide support for the identification of “lead-users”.

Information and knowledge management

- Follow-up the Knowledge Management Recovery Platform already launched.
- Facilitate the population of the information platform.
- Liaise with relevant partners, including CDEMA, University of West Indies and others as relevant.
- Assist in the process for implementing actions identified in the context of the Knowledge Management Recovery Platform.
- Contribute to the mapping of existing knowledge platforms.
- Help with the identification of experts if needed.

Other as requested:

- Support the development and realization of implementation plans and activities for the recovery programming in the Eastern Caribbean that form part of the Recovery portfolio and recovery programme. This will include but not be limited to support to activities based on funding received from the Government of India, EU and the Government of Japan

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- In collaboration with the communications team, support visibility and communications around UNDP's activities in support of the impacted countries during the recovery and reconstruction phase, including launch events and website articles.
- Support any personnel (e.g. procurement and logistics specialists) as may be required in carrying out activities relating to the recovery activities or projects in the impacted territories
- Support in the preparation of donor reporting on the ongoing recovery programme
- Provide logistical support (booking of flights, accommodation, etc.) for personnel involved in the recovery activities and associated office related activities.
- Provide support to the Senior Recovery Advisor in undertaking programme monitoring; identify issues that impact implementation and propose risk mitigation strategies.

IV. Duration of the Consultancy

The duration of the consultancy will be for an 8.5-month period (until 13 December, inclusive)

V. Competency requirements and Education

Technical/Functional

The individual must fulfil the minimum requirements hereunder:

- Education and experience: BA or equivalent in social sciences, disaster management, project management journalism or related field;
- 1-2 years of experience in working on development projects, volunteering experience complemented with academic background in the relevant field also acceptable;
- Experience in Building Damage Assessment tool or similar.
- Experience in the Caribbean is an asset
- Experience in piloting innovative experience is an asset.
- Interest in recovery work and resilience.
- Language: English at a working level;
- Ability to use social media will be an asset.

Core Behavioral Competencies include:

- Effective interactive communication;
- Client service and people oriented;
- Initiative taking;
- Creative thinking;
- Relationship/network building;
- Teamwork and cooperation;
- Adaptability;
- Effective time management and ability to work within tight deadlines.

VI. Supervision

The consultant will work under the direct supervision of the Senior Recovery Advisor.

VII. Deliverables

Deliverables	Timeline	Payment %
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Activities report <ul style="list-style-type: none"> • Building Damage Assessment 2.0. • Blue Lab implementation • Knowledge Management Recovery Platform • Others 	30 April 19	12
Activities report <ul style="list-style-type: none"> • Building Damage Assessment 2.0. • Blue Lab implementation • Knowledge Management Recovery Platform • Others 	31 May 19	12
Activities report <ul style="list-style-type: none"> • Building Damage Assessment 2.0. • Blue Lab implementation • Knowledge Management Recovery Platform • Others 	28 June 19	12
Activities report <ul style="list-style-type: none"> • Building Damage Assessment 2.0. • Blue Lab implementation • Knowledge Management Recovery Platform • Others 	31 July 19	12
Activities report <ul style="list-style-type: none"> • Building Damage Assessment 2.0. • Blue Lab implementation • Knowledge Management Recovery Platform • Others 	30 August 19	12
Activities report <ul style="list-style-type: none"> • Building Damage Assessment 2.0. • Blue Lab implementation • Knowledge Management Recovery Platform. • Others 	30 September 19	12
Activities report <ul style="list-style-type: none"> • Building Damage Assessment 2.0. • Blue Lab implementation • Knowledge Management Recovery Platform • Others 	31 October 2019	12
Final report with main results and suggested way forward	13 December 2019	16

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

2. Updated 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

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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

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
<ul style="list-style-type: none"> • BA or technical degree in social sciences, disaster management, project management journalism or related field 		15
<ul style="list-style-type: none"> • At least 2 years work experience in Project Management, DRR, Recovery or related fields in the Caribbean 		20

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<ul style="list-style-type: none">• Relevance of CV based on task highlighted in the ToR		20
<ul style="list-style-type: none">• Demonstrated work experience in the Caribbean		10
<ul style="list-style-type: none">• Previous experience with UN ATLAS system		5
<u>Financial</u>	30	30