

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Trainer – Capacity Building Training of LGBTI Organizations
Type of Consultancy: Individual Consultancy
Project Name: *Being LGBTI in the Caribbean: Reducing Inequality and Exclusion Experienced by LGBTI People*
Reports to: UNDP Programme Specialist
Duty Station: Jamaica
Expected Places of Travel (if applicable): Not Applicable
Duration of Assignment: 18 days

REQUIRED DOCUMENTATION FROM CONTRACTOR

<input checked="" type="checkbox"/>	Letter of presentation highlighting main qualifications and experience relevant to this TOR
<input checked="" type="checkbox"/>	Detailed CV or P11 form
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal

I. BACKGROUND

Lesbians, Gays, Bisexual, Transgender and Intersex (LGBTI) people in the Caribbean face legal, social and economic barriers to full inclusion and enjoyment of their human rights. Despite positive developments regionally, including increased attention and funding to address some of these issues and models of anti-discrimination policy and law, there remains much work to be done to guarantee equality of LGBTI people under the law and to ensure protection from violence and discrimination as well as equal access to services. Punitive laws and practices have a critical impact on the enjoyment of human rights, health as well as on social and economic development more broadly. Punitive laws, policies and practices contribute to pervasive stigma and discrimination, which can lead to hate crime, police abuse, torture and ill-treatment, and family and community violence.

In recognition of the importance of acting on these issues and the connection between securing the rights of LGBTI people and achieving the Sustainable Development Goals for the region, the United States Government-supported Being LGBTI in the Caribbean Project was developed. The United States Agency for International Development (USAID) Project, which is being implemented by United Nations Development Programme (UNDP), is a partnership between the two agencies, and builds on the lessons-learned from the similar Being LGBT in Asia initiative. The project aims to enhance knowledge, partnerships, and capacities of LGBTI communities, civil society and States to reduce human rights violations and negative attitudes towards LGBTI people in the Caribbean. There will be country level focus in Jamaica, Barbados, St. Lucia and Grenada, the Dominican Republic, and Haiti, as well as regional activities and dialogues. The project will seek to increase access to justice

for LGBTI persons, through the promotion of LGBTI inclusive public policies; increased representation of LGBTI in national and regional fora; and by addressing stigma and discrimination.

The project has three main objectives:

1. To develop and disseminate knowledge, strategic information and evidence on the impact of inequality and exclusion of LGBTI people
2. To support the meaningful engagement of governments (supported through national and regional dialogues)
3. To develop the capacity of LGBTI Community Groups through enhanced coordination, increased access to existing tools, transfer of knowledge and concrete actions to address stigma & discrimination

Rationale for Training

BLIC-Jamaica conducted a Capacity Assessment with LGBTI Civil Society Organizations (CSOs) in 2018 to determine their capacity to adequately fulfil their organizational mandate. Following this assessment, CSOs identified key areas in which they require assistance to grow and develop. As such, BLIC-Jamaica aims to initiate a series of training workshops geared at building the capacity of six CSOs in four key areas.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Facilitate four trainings for LGBTI Organizations in the following areas:

- Procurement
 - Project Management
 - Social Media Advocacy
 - Grant Proposal Writing
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- Develop a training manual for LGBTI organizations which outline the methodology for project management and proposal writing
 - Develop training methodology and facilitate training sessions
 - Conduct pre and post survey to assess the changes in the participants awareness of project management
 - Prepare training report outlining the pre-& post-test assessment, general trainer's reflections on workshops, overview of most common issues of concern, recommendations for improvements and statistical analyses of trainee feedback forms.

*Training dates have not yet been confirmed, it is anticipated that the training should be undertaken between June and July 2019

Expected Outputs and deliverables

Deliverables/ Outputs	Estimated number of working days	Proposed Completion deadline	Percentage payment
Deliverable 1: Draft Training Materials	10 days	June	20
Deliverable 2: Delivery of Four day training session to six LGBTI Organizations	4 days	June/July	60
Deliverable 3: Final Training Reports, including evaluation reports and final handbook/guide	4 days	July	20
Total	18 days		

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant will report directly to the Programme Specialist under the overall guidance of the Resident Representative, working closely with the UNDP Jamaica Programme Team

Duration of the Work

- a) Consultant is expected to be engaged for 18 working days over a two-month period
- b) The anticipated start date for the consultancy is June 2019
- c) UNDP and relevant partners will review and provide comments on deliverables within 3-5 business days of receipt of the deliverable.

Duty Station

- a) Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Individuals interested in this assignment should be able to demonstrate previous experience in leading and delivering project management trainings with Civil Society or Non-governmental organizations. Additionally, individuals should have experience in developing project management training modules.

Academic Qualifications and years of experience:

- Minimum Bachelor's Degree in business administration, management or any other social sciences related field.
- Demonstrated experience in developing training manuals/handbooks on project management
- Minimum 3 years' experience delivering training to NGOs/CSOs or other similar groups
- At least 3 years' experience working with vulnerable groups
- At least 5 years' experience engaging with diverse stakeholders and multiple levels (grassroots/community, national, regional)

III. Competencies and special skills requirement:

- Strong interpersonal and communication skills both oral and written in English;
- Workshop facilitation
- Experience working with LGBTI persons and LGBTI organizations

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
<ul style="list-style-type: none"> ▪ Criteria A: qualification requirements as per TOR: Relevance of Education/ Degree <ul style="list-style-type: none"> • Minimum Bachelor's Degree in business administration, management or any other social sciences related field 	10	10
Adequacy of Competencies for the Assignment <ul style="list-style-type: none"> ▪ Demonstrated experience in developing training manuals/handbooks on project management 	20	20

<ul style="list-style-type: none"> ▪ Three years' experience in facilitating training workshops 	20	20
<ul style="list-style-type: none"> ▪ Sample work submitted by consultant. Please note the sample work should be a training guide or manual developed by the consultant. 	20	20

Approval

Signature Richard Kelly
 Name Richard Kelly, Programme Specialist

Date 1/5/2019

