

## TERMS OF REFERENCE

Facilitator for the support of the national identity framework for the Ministry of General Affairs regarding shared stories



Empowered lives.  
Resilient nations.

### 1. Background

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In February, 2016 the Council of Ministers of Curaçao ratified the National Development Plan (NDP), which focused on five priority areas: (1) education, (2) economy, (3) sustainability, (4) national identity and (5) good governance and leadership. The NDP outlined 4 priority Sustainable Development Goals (SDGs), SDG 4: Quality Education; SDG 7: Affordable and Clean Energy; SDG 8: Decent Work and Economic Growth; and SDG 14: Life Under Water. These provide measurable targets rooted in local challenges, thus localizing the SDGs. In addition, the NDP also focused on various aspects of nation building and capacity development.

The priorities and direction of the NDP were approved for the medium-term, with implementation of paramount importance. Recently on December 12, 2018 the Council of Ministers ratified the Roadmap for SDG implementation in Curaçao that provides a framework for the support of the implementation of the national planning instruments of Curaçao, the Agenda 2030 framework (SDGs) based on some key accelerators and key interventions for concrete solutions to speed up the implementation process.

#### National Identity

The story of Curaçao is of an island with a long, accomplished history, celebrated in the arts and sporting excellence, welcoming the world to its shores, and protecting the vulnerable in its midst. The long-term vision for National Identity builds on these traits and deepens them. Curaçao will be a place known for its stories, celebrations, welcoming nature and accomplishments. “Together we can surely make a difference” (*HUNTU*).

### 2. Purpose of Assignment

National Identity can be an elusive concept but a powerful binding force when it can be defined and described and held in common by its people. At its simplest it is defined as what knits us together – how we have a sense of belonging to one another, a place, a shared history and a desired future.

The people of a nation generally share a common national identity, and part of nation-building is the building of that common identity.

Identity is based on civic principles: linking citizenship to nationality, loyalty to political ideas and institutions i.e. democratic values, equality and human development.

Identity defined by a sense of place, sense of history and sense of self; what does it mean to be Curaçaoan, to live in Curaçao, to have an affinity to Curaçao, to participate in the affairs of Curaçao?

Geographic, economic, cultural, religious, historical and linguistic factors.

The Government can play a crucial part in building of common identity by leading, acting and communicating.

The National Development Plan presented four elements of National Identity that could help strengthen the implementation.

1. A National Vision: have we described and subscribed to a shared vision of our future?
2. Shared Values: have we articulated and adopted a set of values which describe expectations of

ourselves and each other?

3. An External Brand: how are we known to the outside world? What is our reputation?

4. Values in Governing: what are our mutual rights and duties to one another, by virtue of our shared membership, as expressed in the rules by which we are governed? What access, opportunities, protections and investments does the governing system offer to us?

The Ministry of General Affairs is looking for a facilitator that would help support the development and provision of a specific framework for National Identity based on shared stories.

The UNDP is seeking a facilitator with extensive expertise and experience in setting up a framework for National Identity regarding shared stories for the Ministry of General Affairs.

The facilitator will be expected to carry out a number of tasks concurrently, and be available on a regular basis for the Ministry of General Affairs. The facilitator will need to work with the respective UNDP Project Manager and the Government Counterpart, to report regularly and coordinate with the Ministry of General Affairs (Prime Minister of Curaçao).

### **3. Deliverables**

- a) Shared Stories: in collaboration with relevant stakeholders, develop and execute concrete outcomes for an action plan with 4 practical concrete actions (workshops and events) based on the elements of “shared stories”: e.g. community stories, diversity stories, shared celebrations and symbols that would fit into a bigger framework for fostering a National Identity for Curaçao. The purpose/outcome of which is to enhance the sense of collective identity through storytelling and shared experiences; and
- b) A report on the findings/stakeholder perspective and recommendations on the formulation of a framework for National Identity based on shared stories.

### **4. Responsibilities of the facilitator**

The facilitator will be responsible for:

- a) The deliverables
  - Shared Stories: in collaboration with relevant stakeholders, develop and execute concrete outcomes for an action plan with 4 practical concrete actions (workshops and events) based on the elements of “shared stories”: e.g. community stories, diversity stories, shared celebrations and symbols that would fit into a bigger framework for fostering a National Identity for Curaçao. The purpose/outcome of which is to enhance the sense of collective identity through storytelling and shared experiences; and
  - A report on the findings/stakeholder perspective and recommendations on the formulation of a framework for National Identity based on shared stories.
- b) Carrying out of various interviews with key stakeholders for all deliverables.

- c) Supporting the Ministry of General Affairs in all aspects of the conceptualization of the required framework for National Identity.

The facilitator will report to the Ministry of General Affairs as the Government Counterpart, the UNDP project manager as frequently as needed. Additionally, the working group will serve as a platform or mechanism for the conveying of stakeholder perspectives in the formulation of the framework.

## **5. Competencies, Expertise and Qualifications**

The facilitator is expected to possess the following:

### **Education and experience**

- (a) A Master's degree or equivalent (PhD will be an asset) in the area of social studies (anthropology, history, law, philosophy, political science, psychology, sociology or related field);
- (b) A minimum of 5 years of relevant work experience with expertise in conducting scientific research related to issues regarding anthropology, history, political science, psychology, sociology or related field;
- (c) In-depth understanding of the cultural and historical complexities of the Curaçao community;
- (d) Substantive knowledge and understanding of policy issues related to education, social and economic development is an asset;

### **Competencies**

- (a) Strong analytic skills.
- (b) Excellent communication skills and fluent in Papiamentu and other languages of Curaçao.
- (c) Capacity to work in a multi-cultural, multi-stakeholder environment, and ability to create team-based participatory work;
- (d) Profound knowledge of the society of Curaçao (and Caribbean in general) will be considered a strong asset.
- (e) International experience with development organizations, with experience working within United Nations system is an advantage;

### **Furthermore:**

- Demonstrate high moral integrity by modeling the UN's values and ethical standards, sound political judgment as well as diplomacy, impartiality and discretion and proven capacity of initiative, discretion and leadership.
- Promote the vision, mission and strategy of UNDP.
- Displays cultural, gender, religious, race, nationality and age sensitivity.

## **6. Time Frame**

The facilitator is expected to complete these deliverables within a two-month period.

The working hours are based on a part time basis (3 days per week).

## 7. Payment

### Terms of Payment

The facilitator will be paid on the deliverables which should be approved by the Ministry of General Affairs as the local counterpart and the UNDP Project Manager.

#### Deliverable a)

Shared Stories: in collaboration with relevant stakeholders, develop and execute concrete outcomes for an action plan with 4 practical concrete actions (workshops and events) based on the elements of “shared stories”: e.g. community stories, diversity stories, shared celebrations and symbols that would fit into a bigger framework for fostering a National Identity for Curaçao. The purpose/outcome of which is to enhance the sense of collective identity through storytelling and shared experiences – 60%

#### Deliverable b)

A report on the findings/stakeholder perspective and recommendations on the formulation of a framework for National Identity based on shared stories – 40%

## 8. Evaluation Criteria – Proposed Work Plan

Method: Highest total score of weighted technical (proposed work plan and interview) and financial criteria. The price proposals of all consultants, who have attained a minimum 70% score in the technical evaluation (proposed work plan and interviewed), will be considered. UNDP will award contract to the individual that receives the highest score out of a predetermined weighted technical and financial criterion as follows: 70% Technical criteria, 30% Financial criteria. The technical criteria are described in the following table:

Technical Criteria Shortlisting		Maximum points*
1	Education	25
2	Experience	75
3	Proposed Work Plan and Approach	
3.1	To what degree does the Offeror understand the task?	90
3.2	Is there a clear understanding of the cultural and historical complexities of the communities in Curaçao?	70
3.3	Have the important aspects of the task been addressed in enough detail?	60

3.4	Is the conceptual framework adopted appropriate for the task?	60
3.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	50
<b>Total</b>		<b>430</b>

Once candidates have been shortlisted, i.e. they have attained a technical score of at least 70% on their technical proposal (proposed work plan), only then, would they be interviewed for the position.

At the interview stage, candidates must attain a score of 70% for their financial proposals to be evaluated.

*The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.*

The following formula (cumulative analysis) is used to determine the financial scoring:  $p = y (\mu/z)$ ,  
Where:

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

## 9. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

The consultant must submit the following documents/information to demonstrate their qualifications:

1. **Proposal:** Methodology explaining how the deliverables will be achieved.
2. **Information on the consultant:** Resume/CV. Resume /CV shall include Contact Information, Education/Qualification, Professional Certification, Employment Records /Experience.
3. **Financial Proposal:** Please complete the Price Submission Form (ANNEX II) attached in the Procurement Notice, to express your price offer for the services required. Your price proposal would include costs such as your remuneration plus the per diem expense for each day in Curacao and round trip at economy class from your place of residence to Curacao. All prices shall be quoted in US dollars (USD)<sup>1</sup>. Please note that a valid passport and/ or Visa may be required. UNDP will not process Visas for the consultant.
4. **Offeror's letter to UNDP** (See ANNEX II) attached in the Procurement Notice.

## 10. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.