

Terms of Reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

TITLE: Consultancy to undertake Assessment of Opportunities, develop and implement a model for Social Enterprise in West Kingston & Northern Clarendon

PROJECT NAME: Strengthening Human Resilience in Northern Clarendon and West Kingston

REPORTS TO: Programme Manager Human Security Joint Programme

DUTY STATION: Kingston, Jamaica.

EXPECTED PLACES OF TRAVEL (if applicable): Clarendon (Northern) and Kingston (Western)- Jamaica

DURATION OF ASSIGNMENT: 240 days; with opportunity for renewal

REQUIRED DOCUMENTATION FROM CONTRACTOR

x	Letter of presentation highlighting main qualifications and experience relevant to this TOR
x	CV or P11 form
x	Copy of Education Certificate
x	Completed Technical Proposal
x	Completed Financial Proposal

1. BACKGROUND

Many communities in Jamaica are vulnerable and face challenges due to multiple human insecurities. The Government of Jamaica (GOJ) is committed to addressing these human insecurities to promote social and economic development while protecting the natural environment as articulated in the Vision 2030 Jamaica: National Development Plan (Vision 2030). It is also recognized that the complexity and interconnectedness of the human insecurities require a multi-sectoral, multi-dimensional and multi-level approach that is prevention-oriented, people-centered and partnership driven.

In an effort to address the diverse human insecurities in a comprehensive and holistic manner, the Joint United Nations (UN) Team comprising the Food and Agriculture Organization (FAO); the Pan-American Health Organization (PAHO); the United Nations Development Programme (UNDP)- inclusive of the Global Environment Facility (GEF) Small Grants Programme (GEF SGP) and the Japan Caribbean Climate Change Programme (JCCCP); the United Nations Environment Programme (UN Environment); the United Nations Educational, Scientific and Cultural Organization (UNESCO) and the UN Women In an effort to address the diverse human insecurities in a comprehensive and holistic manner, the Joint United Nations (UN) Team

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A comprehensive human security analysis revealed a wide range of threats and insecurities facing communities in Jamaica. The indicators of human insecurity are reflected across the portfolios of UN Agencies, justifying the need for an integrated approach to reduce vulnerabilities. The joint programme will allow for enhanced coordination and streamlining of resources and efforts to attain common programme objectives in the target communities. Four priority areas emerge as both the most prevalent and best suited for a joint UN programme, namely:

- Economic insecurity – expressed in the form of poverty and unemployment, especially among youth and women, and low levels of rural development
- Environmental insecurity – seen in vulnerability to natural hazards and the need to strengthen resilience to climate change and improve management of the use of natural resources such as water and land
- Personal insecurity – expressed in the forms of political and community insecurity because of the high levels of crime in West Kingston
- Health insecurity – due to limited infrastructure for and access to basic services such as water and sanitation.

The programme which is supported by the United Nations Trust Fund for Human Security (UN-TFHS) is aimed at enhancing resilience and human security of communities in Northern Clarendon and West Kingston in Jamaica. It will also seek to mainstream the human security approach in development strategies and support improvement in the policy and regulatory framework in water resources management. This will be achieved through four key objectives:

Objective One: Local and community governance bodies strengthened to design and oversee interventions to address insecurities

Objective Two: Enhanced economic, food and nutrition security in selected communities

Objective Three: Improved environmental health and water security at the community, local and national levels

Objective Four: Institutional capacity for integration of Human Security Approach strengthened

This consultancy responds to Output 2.2 of the programme result framework: *Localization of Social enterprise opportunities related to human security expanded*. It is also a partial response to the complex and interconnected development challenges impacting the full attainment of human security within Northern Clarendon and West Kingston. Consequently, this consultancy will contribute to strengthening Human Resilience, by improving the economic well-being and quality of life of the community residents.

2. SCOPE OF WORK

The Consultant will undertake the activities outlined below under the supervision of the Joint Team of the UN/GOJ Human Security Joint Programme and specifically the Programme Management Unit.

Activity 1:

- Conduct a mixed design Gap Analysis (both quantitative and qualitative approaches should be used), to assess opportunities for viable Social Enterprises in selected communities of West Kingston & Northern Clarendon.

The report from the gap analysis should:

- Describe the social enterprise landscape in the targeted communities and reveal at minimum:
 - ten (10) existing Social Enterprises operated by registered community groups; or
 - ten (10) potential social enterprises.
- Present in detail, the strengths weaknesses, opportunities and threats affecting or could affect each enterprise (both existing and potential).
- Recommend 10 Social Enterprises for business development support and grant funding (the selection criteria used must be annexed in the final report).
- Present a development plan for the ten (10) recommended social enterprises. The plan should detail the specific support that will be provided to each entity based on their unique need.

Activity 2:

- Implement the development plan for the selected 10 social enterprises (*Each targeted community must establish or strengthen a social enterprise venture*).
- Provide technical support through mentorship, training, business coaching etc. to strengthen the capacity of the community groups to manage and maintain their social enterprises.

In order for the Consultant to achieve the aims and objectives above, he/she will undertake the following tasks inter alia, in the two parishes targeted under the Joint Programme:

- *Desk Research*
- *Consultations*
- *Instrument Design*
- *Mobilization of Field workers*
- *Conduct Field work*
- *Data analysis including mutually agreed cross tabulations*
- *Production of report on Findings*
- *Organization and delivery of training*
- *Provide technical support during integration of the social enterprise model developed*
- *Establish relationships with key stakeholders*

3. DELIVERABLES

	Deliverable/outputs	Level of Effort (week days)	Proposed Due Date	Schedule of payment
1.	Inception Report to include: <ul style="list-style-type: none">- Detailed Work-plan- Approach to work- Risk and Mitigating actions for consultancy	5	August, 2019	10 days upon approval of submission

2.	Draft Gap Analysis report. The report should include: <ul style="list-style-type: none"> - Description of the social enterprise landscape in the targeted communities and reveal at minimum: <ul style="list-style-type: none"> - ten (10) existing Social Enterprises operated by registered community groups; or - ten (10) potential social enterprises. - SWOT Analysis- A description of the strengths weaknesses, opportunities and threats affecting or could affect each enterprise - Recommendation of 10 Social Enterprises for business development support and grant funding (the selection criteria used must be annexed in the final report). - A development plan for the ten (10) recommended social enterprises. The plan should detail the <u>specific support</u> that will be provided to <u>each</u> entity based on their unique need. 	50	October, 2019	10 days upon approval of submission
3.	Final gap analysis report	10	November, 2019	10 days upon approval of submission
4.	Progress report due the 1 st Monday of each month	160	December, 2019 and every 1 st Monday for remaining project days	10 days upon approval of progress report 3 and 6
5.	Final report and presentation	15	Project Last Friday	10 days upon approval of submission
	Total	240 days		

4. IMPLEMENTATION AND REPORTING ARRANGEMENTS

The Consultant will report directly to the Programme Manager with oversight from the core Joint Programme Team. The Consultant will submit a monthly progress report and provide brief updates to the Programme Manager and the Technical Working Group, on the progress of the work, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where the support of the Joint UN team may be required. The outputs produced by the contracted consultant will be reviewed and approved by the core Joint Programme team.

All deliverables should be submitted in PDF Microsoft Word for hardcopy and via the compatible software for electronic versions. If relevant, copies of high-resolution maps and graphics should also be submitted to the Programme Manager.

5. CHARACTERISTICS OF CONTRACT

Language of delivery:	English
Type of Contract:	Individual
Duration of Engagement:	240 days
Administration of Contract	UNDP Jamaica Country Office will issue the contract for the execution of this Terms of Reference to the consultant
Approval of deliverables	Certified acceptable deliverables must be approved by the Resident Representative of UNDP before payment is made to the consultant.
Dates of Engagement:	July, 2019
Level of Effort:	240 days
Work Logistics:	The consultant is expected to have adequate consultations with core Joint Programme team and the Technical Working Group to discuss the contracted work. The cost for travel would be borne by the consultant and should therefore be accounted for in the Financial Proposal.

6. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

The selected IC will be required to provide the requisite expertise to perform the services outlined in the Scope of Work. He/she is the Lead Consultant who can commission his/her team to assist with undertaking the consultancy, at a cost to be borne by the Consultant. As the Lead Consultant and social enterprise specialist. He/she will be deemed possess the minimum qualifications and experience as follows:

Qualification:

The Consultant most suited to complete this consultation should have:

- *Master's in Business Administration, Economics or related field.*
- *Certificate or Professional training in Social Enterprise Development is an asset*

Skills and Experience:

- *Minimum of 5 years working with community-based micro entrepreneurs/enterprises*
- *Sound knowledge and understanding of the development context in Jamaica*
- *Demonstrated evidence of implementing similar projects/programmes targeting Youth, women and persons with disabilities*
- *Strong interpersonal and excellent communication skills both oral and written in English*
- *Experience engaging with diverse stakeholders and multiple levels (grassroots/community, national, regional)*

7. APPLICATION PROCEDURE

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Cover letter** and UNDP P11 form (**Personal History Form**) or Detailed CV explaining why you are the most suitable candidate for the advertised position.
- **Technical Proposal – a)** detailing proposed strategy/methodology, risks/limitations, consideration of a gender approach for the assignment; **b)** detailed profile of the expertise of the IC; and c) Work Plan of completing the consultancy
- **Financial Proposal**- specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, incidental expenditures in project sites and any other foreseeable costs). This financial proposal should include costs to deliver the work plan. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. The financial proposal must include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

8. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

The IC will be evaluated based on a cumulative analysis taking into consideration the combination of the applicant's qualifications and financial proposal.

1. *Technical Criteria* - 70% of total evaluation – max points: 70
2. *Financial Criteria* – Lowest technically competent bidder

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/acceptable
- Having received the highest score out of a predetermined set of weighted technical and financial criteria specific to the solicitation
- Only the highest ranked candidates who would be found qualified for the job will be considered for the Financial Evaluation.

Criteria	Weight	Max. Points	Guidance on Scoring
Academic Qualifications	10%	10	Total – Academic Qualifications
• Master's in Business Administration, Economics or related field.	10%	10	10 points allocated if candidate has an advanced degree in Business Administration or related field.

Relevant Experience	45%	45	Total – Relevant Experience
Minimum of 3 years working with Social Enterprises or community-based micro enterprises.	10%	10	8 points allocated if candidate has minimum of 3 years working with Social Enterprises or community-based micro enterprises 1 point awarded for every additional year to a maximum score of 10 points
Demonstrated evidence of implementing similar projects/programmes targeting Youth, women and persons with disabilities	15%	15	8 points allocated if candidate has one demonstrated evidence of implementing similar projects/programmes targeting Youth, women and persons with disabilities for UN or International Development Partner. 1 point awarded for every additional project of similar nature to a maximum score of 15 points
Knowledge and understanding of the development context in Jamaica based on previous work experience history.	15%	10	10 points allocated if candidate has demonstrated knowledge and understanding of the development context in Jamaica based on previous work experience history.
Experience engaging with diverse stakeholders and multiple levels (grassroots/community, national, regional)	10%	10	10 points allocated if candidate has demonstrated how he/she has engaged with five (5) multiple levels of stakeholders with proven success.
Competences	15%	15	Total – Competences
Quality of technical proposal (English Language and drafting ability as demonstrated by technical proposal)	15%	15	Points awarded for: (3) Language (3) Specificity (3) Clarity (3) Feasibility (3) Approach to work
Total Technical Score	70%	70	Total Technical Score

Incomplete applications will not be considered. Please make sure you have provided all requested documents.

UNDP applies a fair and transparent selection process that would take into account both the technical qualification of Individual Consultants as well as their financial proposals. The contract will be awarded to the candidate obtaining the lowest technically competent bidder and financial scores. UNDP retains the right to contact references directly. In cases where a large number of applications are received, we are able to inform only the successful candidates about the outcome or status of the selection process.

This TOR is approved by:

Signature: R. Kelly

Name Richard Kelly
Programme Specialist

Date: 12/07/2019