



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(*International Competition*)

Date: August 19, 2019

REF NO.: BBRSO79009

Job Title: Data Management Associate

Country: Barbados

UNDP Barbados and the OECS – Barbados

Description of the assignment: At this stage, the project is currently wrapping-up activities and wishes to engage a short-term Data Management Associate who can quickly and effectively liaise with responsible parties (as directed) to collect data (as needed) on final activities and results. The Data Management Associate will also be expected to sort and analyse all data previously collected, and report on this information thematically and systematically for preparation of project reporting.

Project name: Japan-Caribbean Climate Change Partnership

Period of assignment/services (if applicable): 60 Working Days over 3 Months

A. ADMINISTRATION

To apply, interested persons should upload their 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=87048

*** 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 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 password-protected *Financial Proposal* to procurement.bb@undp.org. The subject line of your email must contain the following: "BBRSO79009 Financial Proposal – Your Name**"

If the password for your Financial Proposal is required, it will be requested by the Procurement Unit.

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=58485

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

The United Nations Development Programme (UNDP) and the Government of Japan concluded an agreement to implement a regional climate change project, titled “Japan-Caribbean Climate Change Partnership (J-CCCP)” in 2014. The project was launched officially in January 2016, with a total budget of USD 15 million equivalent. It is a regional project, participated by eight countries including Belize, the Commonwealth of Dominica, Grenada, the Republic of Guyana, Jamaica, Saint Lucia, St. Vincent and the Grenadines, and the Republic of Suriname.

The project aims to support these eight Caribbean countries in advancing the process of low-emission risk-resilient development by improving energy security and integrating medium to long-term planning for adaptation to climate change. The project has three components (Outcomes):

Outcome 1: NAMAs and NAPs to promote alternative low emission and climate resilient technologies that can support energy transformation and adaptation in economic sectors are formulated and institutionalised

Output 1.1. Technical support towards national and sub-national institutional and coordination arrangements in Caribbean countries to support the formulation of national roadmaps on the NAP process, including elements for monitoring the progress of their implementation.

Output 1.2. National teams are trained in the use of tools, methods and approaches to advance the NAP process and budgeting.

Output 1.3. Business-as-usual greenhouse gas emission baselines established, and climate change mitigation options for selected sectors relevant for the Caribbean region identified.

Output 1.4. Design and implementation of NAMAs in the Caribbean with MRV systems and NAMA registries in place to monitor their execution.

Outcome 2: Selected mitigation and adaptation technologies transferred and adopted for low emission and climate resilient development in the Caribbean

Output 2.1 Affordable climate-resilient community-based water harvesting, storage and distribution systems designed, built and rehabilitated in selected target areas (e.g. communal reservoirs, rooftop catchment, rainwater storage tanks and conveyance systems)

Output 2.2 Crop diversification practices tested for their ability to improve resilience of farmers to climate change impacts.

Output 2.3 Community-based water capacity and irrigation systems improved or developed to test their ability to raise agricultural productivity.

Output 2.4 Climate resilient agro-pastoral practices and technologies (e.g. water management and soil fertility) demonstrated in selected target areas.

Output 2.5 Small-scale infrastructure implemented to reduce climate change and disaster induced losses

Output 2.6 Energy pilot demonstrations applied to selected adaptation, mitigation and disaster risk management interventions to catalyse low emission climate resilient technology transfer, development and investments in the Caribbean.

Outcome 3: Knowledge Network created in Caribbean to foster South-South and North-South cooperation through sharing of experiences, and knowledge in the area of climate change

Output 3.1 High level policy events and financial tools to support the implementation of a mitigation actions programs in selected sectors (e.g. fiscal incentives, feed in tariffs, credits and guarantees) and to look at effective practices in NAPs and Community Based Adaptation.

Output 3.2 Communication campaign on the benefits of mitigation and adaptation, mitigation and disaster risk management interventions to catalyse low emission technologies for sustainable cities in island towns and communities

Output 3.3 Japan-Caribbean transfer of technical and process-orientated information on experiences, good practice, lessons and examples of relevance to medium to long-term national, sector and local planning and budgeting processes

The project is funded by the Government of Japan (GOJ) and is implemented directly by United Nations Development Programme (UNDP). UNDP Barbados and OECS Sub Regional Office (SRO) serves as lead office for the project, where the Project Management Unit (PMU) therefore sits. The Barbados SRO is responsible for implementing activities under Outcomes 1 and 3 of the project as well as Outcome 2 with respect to OECS countries (Dominica, Grenada, Saint Lucia and Saint Vincent and the Grenadines). UNDP other country offices in Belize, Guyana, Jamaica and Suriname are responsible for implementing activities under Outcome 2 in their respective countries. Activities under Outcome 2 primarily focused on the implementation of thirty-seven (36) pilot projects (see list of Projects at Annex 1) in all eight countries and relates to all six (6) of its outputs. As such, there is much data to be collected and analysed from these pilot projects as well as the other supporting activities of the full project.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Personal CV including past experience in similar projects and at least 3 references
2. Offeror's Letter
3. Financial Proposal with a per day rate

D. FINANCIAL PROPOSAL

- **Contracts based on daily fee**

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

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:

- *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">• Bachelor's degree in a relevant field e.g. Statistics, Business or Public Administration, Management,	20	20

Economics, and Social Sciences. A Climate Change related field would be an asset.		
<ul style="list-style-type: none"> 5 - 7 years of experience in data collection and analysis and reporting of data. 	15	15
<ul style="list-style-type: none"> 2 – 4 years’ experience in project monitoring at the national or international level, with demonstrated knowledge of and experience in the Caribbean region. 	15	15
<ul style="list-style-type: none"> Strong and supported familiarity in similar countries (in the Caribbean) or regional situations similar to activities conducted under the “Japan-Caribbean Climate Change Partnership “or UN is an advantage. 	10	10
<ul style="list-style-type: none"> Excellent communication and report writing skills; proficient in the use of Microsoft Word, Excel and PowerPoint. 	10	10
<i><u>Financial</u></i>	30	30

G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR)

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

The Data Management Associate will be primarily responsible for reporting on data received and collected with respect to project results and evaluation exercises of the project. S/he will work with the Project Manager (or designate) to ensure that both quantitative and qualitative data are collected systematically, analysed and reported on as aligned to the results framework of the project. S/he will ensure that this information is reported as prescribed and, more specifically undertake the following:

- Liaise with member of J-CCCP PMU and National Focal Points (NFPs) and responsible parties in target countries and provide guidance to collect, compile, check, sort and analyse qualitative and quantitative data about ongoing pilot project activities
- Collect, organise and store all data related to verification of project results (as per targets); analyse and synthesize information and provide assistance for processing of previously collected data and reporting activities

- Support data entry and processing, calculations of targets vs results inclusive of variations of results from set targets; identification of implementation patterns and trends in results
- Prepare M&E reports capturing qualitative and quantitative aspects, according to the annual work plans and log frame of the Project
- Support Project Manager (or designate) in analyzing evidence to inform management decision-making;
- Support Project Manager (or designate) in monitoring progress of the current annual work plan and in incorporating adjustments as necessary
- Monitor the project risks and suggest mitigation measures;
- Support Project Manager (or designate) in drafting required reports for the project such as Quarterly Updates and Annual Reports
- Provide monthly updates on the progress of the project results as per project results framework
- Work closely with all project staff to collate project results, challenges, lessons learnt, risks and sustainability (inter alia) and support the identification and documentation of links, synergies, lessons learnt and best practices across projects
- Support Project Manager (or designate) in management of all ongoing J-CCCP contracts inclusive of deliverable tracking and management of timelines
- Support the management of the contract and coordination of activities relating to the terminal evaluation

Other activities

Performs other duties related to the work of the project as required

I. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- 5 - 7 years of experience in data collection and analysis and reporting of data
- 2 – 4 years' experience in project monitoring at the national or international level
- Experience in the Caribbean region is highly desired.
- Experience working on UN and/or Climate Change-related projects is desired

II. Competencies:

- Demonstrable computer skills including Project, Word processing, spread sheets, PowerPoint

J. QUALIFICATIONS

- Bachelor's degree in a relevant field e.g. Statistics, Business or Public Administration, Management, Economics, and Social Sciences. A Climate Change related field would be an asset but is not a requirement. A formal training certificate in monitoring would be an asset.