

Terms of Reference

Data Management Associate

Project:	Japan-Caribbean Climate Change Partnership (J-CCCP)
Supervisor:	J-CCCP Interim Project Manager
Duty Station:	Barbados (with possible periodic site visits to project countries as needed)
Duration of Assignment:	60 working days over 3 months
Contract Type:	Individual Consultant
Expected Contract Start Date:	9 September 2019

I. BACKGROUND AND CONTEXT

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.

II. OBJECTIVE 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.

III. SCOPE OF 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

IV. QUALIFICATIONS AND EXPERIENCE

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

V. CONDITIONS OF SERVICE

- The contract will be temporary and the consultant will use UNDP's office space and computer for the period of the consultancy.
- All transportation related to the consultancy will be provided by the consultant.

VI. PAYMENTS

- Payments will be made based on number of completed days worked within each month up to a maximum of 60 days. Payment will be initiated after acceptance and approval of the monthly progress reports.

VII. OTHER

Candidates will submit their **CV** together with **Offeror's Letter and Financial Proposals** with a per day rate.

Applications must be submitted in English, and incomplete proposals will not be considered.

Documents to be included when submitting the proposals

- **CV**, including past experience in similar projects and at least 3 professional references (please make sure to include email and phone number of each reference)
- **Offeror's Letter and Financial Proposal/ Daily Rate** (please note that travel costs relating to data collection missions should be excluded as this is supported by project directly)

UNDP Offeror's Letter and Financial Proposal templates are attached.

VIII. SELECTION CRITERIA

- Only those applications which are responsive and compliant will be evaluated.
- Offers will be evaluated according to the scoring method and the highest points obtainable is 70.
- Applicant receiving the highest score will be awarded the contract.
- Shortlisted applicants may be interviewed

1. Technical Capacity and Related Qualifications		Points Obtainable (70 points max.)
1.1	<ul style="list-style-type: none"> • 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. 	20
1.2	<ul style="list-style-type: none"> • 5 - 7 years of experience in data collection and analysis and reporting of data. 	15
1.3	<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
1.4	<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
1.5	<ul style="list-style-type: none"> • Excellent communication and report writing skills; proficient in the use of Microsoft Word, Excel and PowerPoint. 	10

ANNEX 1 – List of J-CCCP Pilot Projects

Synopsis of Pilot projects

No.	Country	Pilot Project Name	Focus Area
1	Belize	B1-Climate Smart	Sustainable Agriculture
2	Dominica	D1 - Bagatelle	Water Resource Management
3		D2-Morne Proper	Sustainable Agriculture
4		D4-Morne Rachette	Small scale climate change infrastructure
5		D6-Water Truck	Water Resource Management
6		D5-High School	Sustainable Agriculture
7	Grenada	GN1-Water-Hospital	Water Resource Management
8		GN2-Cistern-Grand Bay	Water Resource Management
9		GN5-Mirabeau	Sustainable Agriculture
10		GN6-Water-Chambord	Sustainable Agriculture
11		GN7-Pasture and Paddock	Sustainable Agriculture
12		GN8-Bacolet Aquaponics	Sustainable Agriculture
13		GN9-St Andrews School	Sustainable Agriculture
14		GN11-La Sagesse	Sustainable Agriculture
15	Guyana	GY1-Water-Region9	Water Resource Management
16		GY2-Solar-Bartica	Renewable Energy
17	Jamaica	JM1-Water Clarendon	Water Resource Management
18		JM2-4H	Sustainable Agriculture
19		JM3-St. Ann	Sustainable Agriculture
20	St. Lucia	SL1-Apiculture	Sustainable Agriculture
21		SL2-Aquaponics	Sustainable Agriculture
22		SL4-GAPP	Sustainable Agriculture & Renewable Energy
23	St. Vincent	SV1-Mayreau	Water Resource Management
24		SV2-Irrigation-Govt	Sustainable Agriculture
25		SV3-Irrigation IICA	Sustainable Agriculture
26		SV4-Livestock	Sustainable Agriculture
27		SV5-Cooperative	Sustainable Agriculture
28		SV6-Comm Resilience	Small scale climate change infrastructure
29		SV7-Dickie Village	Small scale climate change infrastructure
30	Suriname	SU1-Infra	Small scale climate change infrastructure
31		SU2-Maroon Asigron	Water Resource Management
32		SU3-ACT 2	Renewable Energy
33		SU4-Children	Sustainable Agriculture
34		SU5-PET	Sustainable Agriculture
35		SU6-Women	Renewable Energy
36		SU7-GCCA	Small scale climate change infrastructure