

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

*Title: Programme Support (Individual Consultant)*

*Reports to: UNDP Programme Specialist*

*Duty Station: Jamaica*

*Expected Places of Travel (if applicable): Jamaica*

*Duration of Assignment: Four Months*

## REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR CV
X	CV or P11 form
X	Copy of education certificate
X	Completed financial proposal
X	Sample of work

## I. BACKGROUND

The United Nations Development Programme (UNDP) is the UN's global development network. It advocates for change and connects countries to resources, knowledge and experience to help people build a better life. UNDP is one of the world's largest multilateral development agencies. It works in some 170 countries and territories to help eradicate poverty and reduce inequalities and exclusion. UNDP has been working in Jamaica for over 40 years to support the country's efforts to achieve sustainable development for the Jamaican people. Our work is guided by Jamaica's National Development Plan-Vision 2030 and the 2030 Sustainable Development Agenda and associated Sustainable Development Goals which were adopted by world leaders in 2015. Globally, UNDP's current programme focuses on the priority areas of Sustainable Development, Democratic Governance and Climate and Disaster Resilience. In all our activities, we promote the protection of human rights, gender equality and equity and capacity development.

The UNDP Jamaica Country Office (CO) is currently supporting a diverse portfolio of projects in the areas of:

- Sustainable energy,
- Environment/natural resources management
- Climate change mitigation and adaptation
- Localizing the SDGs
- Migration and Development

- Trafficking in Persons
- Justice Reform
- Human rights and gender equality

These projects are aligned to Jamaica's development priorities. In addition, UNDP supports a number of requests from the Government of Jamaica to improve overall capacity. In line with its Country Programme Document (CPD) 2017-2021, UNDP will give greater focus to the following areas:

- 1. Access to equitable social protection systems and basic services**
- 2. Democratic Governance, Citizen's Security and Safety**
- 3. Resilience to climate change and natural disasters and universal access to clean energy**
- 4. Natural resource management**

The programme unit of the UNDP Jamaica Office leads the formulation of programmes, projects and policy strategies aligned to its Country Programme Document and the Multi-Country Sustainable Development Framework. To this end, the Programme Support Consultant will undertake specific tasks aligned to UNDP's workplan with specific focus on project development and results reporting.

## II. *SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES*

### **Scope of Work**

The consultant will be based at the offices of the United Nations Development Programme and will work closely with the UNDP Programme's Team and national and sub-national counterparts to lead and/or support the following activities:

- 1) Support the CO in resource mobilization by advancing four pipeline projects through the required UNDP and donor project approval processes. Specifically, the consultant will achieve this through:
  - Conducting research to support development of project documents;
  - Convening and documenting stakeholder consultations and workshops to facilitate ideation and validation of project documents;
  - Supporting international and local consultants to develop projects. This includes the review of Terms of References; organizing meetings; planning missions; review of consultant deliverables; and initiating payments;
  - Reviewing draft project documents and facilitating UNDP, Government and other stakeholders' feedback;
  - Finalizing project documents, concepts and proposals in accordance with donor and UNDP requirements.
- 2) Support the preparation of the relevant reports inclusive of the UNDP's Results Oriented Annual Report
- 3) Support the CO in reviewing Annual Project Reports and Annual Workplans
- 4) Provide support to the update and maintenance of project files and records
- 5) Provide administrative support to knowledge building and sharing sessions organized by the programme's unit. Specifically, the consultant will achieve this through:
  - Contributing to the development of concept notes for sessions
  - Developing content for session
  - Organizing logistics and procurement tasks related to the sessions

**Expected Outputs and deliverables**

<b>Deliverables</b>	<b>Estimated number of working days</b>	<b>Proposed completion deadline</b>	<b>UNDP Approval date</b>	<b>Review and Approvals Required</b>
Deliverable 1: Progress Report for activities undertaken in September 2019. Key activities for September include: <ul style="list-style-type: none"><li>• Review of pipeline projects and documenting key tasks required to advance the project development process</li><li>• Convene stakeholder meetings to advance project development process</li><li>• Administrative support to the programme unit's knowledge building and sharing sessions</li></ul>	10 days	October 1 2019	October 4 2019	Programme Specialist
Deliverable 2: Progress Report for activities undertaken in October 2019. Key activities to be completed by the end of October include: <ul style="list-style-type: none"><li>• Advance pipeline project development process, focusing on key tasks</li><li>• Update project file folders and records</li><li>• Provision of administrative support to knowledge building and sharing sessions</li></ul>	20 days	November 1 2019	November 5 2019	Programme Specialist

<p>Deliverable 3: Progress Report for activities undertaken in November 2019. Key activities to be completed by the end of November include:</p> <ul style="list-style-type: none"> <li>• Facilitation of the collation of UNDP and Government feedback on projects in development</li> <li>• Ongoing administrative support to programme unit</li> <li>• Advance pipeline project development process, focusing on key tasks</li> <li>• Supporting the preparation of Results Oriented Annual Report</li> </ul>	20 days	December 2 2019	December 4 2019	Programmes Specialist
<p>Deliverable 4: Progress Report for activities undertaken in December 2019. Key activities to be completed by the end of December include:</p> <ul style="list-style-type: none"> <li>• Supporting the preparation of Results Oriented Annual Report</li> <li>• Review of Annual reports and annual workplans</li> </ul>	15 days	December 19 2019	December 23 2019	Programmes Specialist
<b>Total</b>	<b>65</b>			

### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

The consultant will report directly to the Programme Specialist, working closely the UNDP Jamaica Programme and Operations Teams to complete the assigned tasks.

#### **Duration of the Work**

- a) The consultant is expected to be engaged for 65 working days over a four-month period
- b) The anticipated start date for the consultancy is 16 September 2019
- c) UNDP provide comments on deliverables within 3-5 business days upon receipt

#### **Duty Station**

- a) Jamaica

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications & Experience:

- Bachelors degree in Natural Science, Environment Science, Social Science or relevant field

#### Years of Experience

- Three years of experience in supporting project development and/or research process;
- Three years of experience in supporting project and programme implementation activities including but not limited to communication and capacity building workshops;
- Demonstrated experience working with Government, Civil Society and other stakeholders.

#### III. Competencies and special skills requirement:

##### **Competencies:**

- Demonstrates commitment to UNDP's mission, vision and values;
- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly.

##### **Functional Competencies:**

- Work prioritization and ability to multitask;
- Ability to maintain a high level of accuracy, confidentiality and integrity;
- Excellent interpersonal skills;
- Shares knowledge and experience;
- Ability to work and act well under pressure;
- Responds positively to critical feedback and differing points of view;
- Ability to work independently and under tight deadlines;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude.

## V. EVALUATION METHOD & 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*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	70
<ul style="list-style-type: none"> <li>▪ <b>Criteria A: qualification requirements as per TOR:</b></li> </ul>		
Relevance of Education/ Degree <ul style="list-style-type: none"> <li>• Bachelors Degree Natural Science, Environment Science, Social Science or relevant field</li> </ul>	10	10
<b>Adequacy of Competencies for the Assignment</b> <ul style="list-style-type: none"> <li>▪ Three years of experience in supporting project development and/or research process;</li> </ul>	15	15
<ul style="list-style-type: none"> <li>▪ Three years of experience in supporting project and programme implementation activities including but not limited to communication and capacity building workshops;</li> </ul>	15	15
<ul style="list-style-type: none"> <li>▪ Demonstrated experience working with Government, Civil Society and other stakeholders.</li> </ul>	15	15
<b>Criteria B: Review of Consultant's Sample work</b> <ul style="list-style-type: none"> <li>• Consultants are expected to submit a sample of their work highlighting previous experience in producing a situation or context analysis. Sample of work should be no less than four pages and should be solely authored by the consultant as part of professional or academic work completed.</li> </ul>	15	15

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

Approval

Signature

Name

Date

R. Kelly  
Richard Kelly, Programme Specialist

19 August 2019