



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International Competition)

Date: October 30, 2019

REF NO.: BBRSO81295

Job Title: Logistics Assistant - CariSECURE

Country: Barbados

Start Date: November 18, 2019

Description of the assignment: Under the direction of the CariSECURE Team Leader/Deputy Team Leader, with guidance from the CariSECURE Project Associate, the Logistics Assistant is expected to provide administrative and logistical support to the project team relating to organization of upcoming events, administrative tasks and matters relating to general project implementation.

Project name: *Strengthening Evidenced Based Decision Making for Citizen Security in the Caribbean - CariSECURE*

Period of assignment/services (if applicable): 48 Working Days over 4 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=88416

*** 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: **"BBRSO81295 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=60712

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 goal of the *Strengthening Evidenced Based Decision Making for Citizen Security in the Caribbean - CariSECURE* project is to improve youth crime and violence policy-making and programming in the Southern and Eastern Caribbean using quality, comparable, and reliable national citizen security information. It is expected that by 2020, target countries will be using evidence-based decision making to develop and approve policies and programmes supported with national budgetary allocations, which effectively target youth crime and violence risk factors, thereby contributing to the reduction of youth involvement in crime and violence.

UNDP's theory of change is that CariSECURE will improve the decision-making process in Caribbean public institutions by providing quantitative and qualitative tools for analysis and decision-making and supporting their incorporation into national citizen security actions. The Project rationale is based on the premise that by transforming quantitative data into qualitative information, decisions taken by public servants in state institutions are informed, tested and reliable and result in better policies and programmes. The Project intervention logic is based on public health approach to violence prevention, comprised of four essential steps: 1. Identifying the problem; 2. Identifying Risk and Protective factors; 3. Developing and Testing Prevention Strategies; and 4; Ensuring widespread adoption of these strategies.

In line with this intervention logic, the Project will focus on three outputs, which contribute to the overall goal: Standardized and disaggregated crime data sources established to facilitate identification and measurement of youth risk and resilience factors; Evidence-based analysis of crime and violence data carried out to inform policy making and programming; and Improved decision-making on youth crime and violence based on available evidence at the national, sub-regional and regional levels.

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 emailed to procurement.bb@undp.org

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">• Diploma or Associate Degree in Administration, Management, Finance or Accounting or related field is required.	15	15
<ul style="list-style-type: none">• At least two (2) years of relevant experience in administration or project support services.	25	25
<ul style="list-style-type: none">• Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.	20	20

<ul style="list-style-type: none"> Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages. 	10	10
<i>Financial</i>	30	30

G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement

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

Under the direction of the CariSECURE Team Leader/Deputy Team Leader, with guidance from the CariSECURE Project Associate, the Logistics Assistant is expected to provide administrative and logistical support to the project team relating to organization of upcoming events, administrative tasks and matters relating to general project implementation.

The specific tasks assigned will be as follows:

1. To assist in the coordination, planning and execution of project workshop, meetings, and other associated events;
2. Conducting follow-up with invited participants regarding confirmation of participation;
3. Supporting the Project Associate and Finance Unit with the organisation of travel arrangements of participants;
4. Compiling meeting documents e.g. folders, name tags, participants lists/sign-up sheets as required;
5. Providing administrative and logistical support on site during the workshop as required;
6. Performing post-meeting activities, including but not limited to, follow up with vendors for final invoices etc;
7. Supporting filing and maintenance of project records (electronic and hard copy); and
8. Fulfilling general backstopping duties in the absence of the Project Associate, covering required functions where required.
9. Any other activities/actions required by the Team Leader

I. DELIVERABLES

The CariSECURE Logistics Assistant will be expected to achieve the deliverables as shown below:

Deliverable	Due Date	Amount in USD
Provides administrative support to key functions/activities	29 November 2019	
Provides administrative support to key functions/activities	31 January 2020	
Provides administrative support to key functions/activities	28 February 2020	
Provides administrative support to key functions/activities	31 March 2020	

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- At least two (2) years of relevant experience in administration or project support services.
- Previous experience in development assistance or related work for a donor organization, consulting company, or NGO is a very strong advantage.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and advance knowledge of spreadsheet and database packages.

II. Competencies:

- Excellent oral and written communication skills in English;
- Self-motivated with strong inter-personal skills and the ability to work well independently or as part of a team;
- Demonstrated ability to exercise good judgement;
- Service-minded, punctual, proactive, and reliable; and
- Ability to organize work efficiently.

K. QUALIFICATIONS

- Diploma or Associate Degree in Administration, Management, Finance or Accounting or related field is required.