

Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Programme Coordinator (Individual Consultant)

Reports to: UNDP Programme Specialist

Duty Station: Jamaica

Expected Places of Travel (if applicable): Not applicable

Duration of Assignment: Four Months

REQUIRED DOCUMENTATION FROM CONTRACTOR

<input checked="" type="checkbox"/>	Letter of presentation highlighting main qualifications and experience relevant to this TOR
<input checked="" type="checkbox"/>	CV or P11 form
<input checked="" type="checkbox"/>	Copy of education certificate
<input checked="" type="checkbox"/>	Completed financial proposal

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 Justice Undertakings for Social Transformation (JUST) project is currently being implemented by the Government of Jamaica (Ministry of Justice with the Justice Reform Implementation Unit (JRIU) with support from Canada's Department of Justice (Justice Canada) and the United Nations Development Program (UNDP). Non-state implementing partners were integrated into the structure of the JUST in the 2018/19 Fiscal year. The JUST can be divided into three components, as follows:

- A) **Technical-Legal Assistance Component:** This component involves deployment of Canadian technical experts and Justice Canada personnel to Jamaica, to work with the Ministry of Justice, the Office of the Director of Public Prosecutions and the Courts to address a wide range of matters aimed at improving the capacity of core justice sector institutions to manage and implement their core business.
- B) **Institutional Strengthening Component:** This component involves strengthening the technical and result-based management capacity of the Ministry of Justice, primarily through the establishment of the Justice Reform Implementation Unit (JRIU).
- C) **Social Order Component:** This component will focus on initiatives aimed at improving the capacity of women and men and girls and boys to equitably access gender-sensitive justice information, advice and services, as well as improving the capacity of citizens, civil society representatives (including women's rights organizations) and legal professionals to participate in the justice reform process.

The Programme's Unit of the UNDP Jamaica Office is seeking the support of the Programme Coordinator to lead the implement the Social Order component of the Justice Undertakings for Social Transformation (JUST) project which is being funded by Global Affairs Canada (GAC).

The Programme Coordinator will be responsible for managing the administrative, technical and financial processes while supporting the execution of procurement processes to ensure conformity with UNDP policies and procedures.

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

Scope of Work

Under the direct supervision of the Programme Specialist with oversight from the UNDP Resident Representative, JUST Programme Manager- GAC, the Programme Coordinator will be responsible for the successful implementation of JUST Project- Social Order component. This will include the technical,

administrative and financial functions, as well as, logistics and event planning support to JUST activities, following UNDP procurement procedures to meet the requirements of Project.

The Programme Coordinator will be based at the offices of the United Nations Development Programme and will work closely with the UNDP's Programme's Unit, the JUST Program Manager for GAC, as well as, local state and non-state actors who are supporting the implementation of the project.

The roles and responsibilities include:

Lead Programme Implementation:

- Lead the day-to day implementation of the project by ensuring achievement of expected, outputs/results and objectives, in keeping with the requirements and performance measurement indicators established by UNDP and GAC
- Ensure relevant technical support is provided towards the successful implementation of project related activities, in accordance with the requirements of the JUST PMF
- Coordinate project monitoring exercises with relevant internal and external stakeholders
- Prepare relevant progress reports, budgets and other relevant correspondences
- Assist with the sustainable closure of the UNDP-GAC JUST portfolio of activities, including the coordination of final reports, assistance with GAC monitoring and evaluation activities and the transfer of assets

Administrative Programme Support

- Prepare quarterly, semi-annual and annual progress and financial reports in keeping with UNDP and GAC requirements respectively.
- Ensure all reporting and/or submission deadlines established by UNDP and/or GAC are met
- Update and maintain project files and records
- Lead the coordination of logistic arrangements to include but not be limited to meetings, engagements with stakeholders, and project related events.

Financial Management

- Manage the project's finances by ensuring effective use of resources and compliance with UNDP rules and procedures as well as with donor requirements
- Ensure project budget and revisions are undertaken in a timely and efficient manner
- Coordinate the preparation of project financial reports, in keeping with guidelines and requirements of UNDP and GAC

Procurement and Logistics Support

- With the support of the Procurement Analyst, ensure procurement processes including preparation of RFQs, ITBs or RFPs documents, receipt of quotations, bids or proposals, their evaluation are executed effectively and efficiently
- Manage contracts to ensure the timely receipt of goods and services.
- Manage procurement plan in accordance with UNDP procurement guidelines and financial rules and regulations

Expected Outputs and deliverables

Deliverables	Due date from consultant	Review and Approvals Required
Annual Report and signed CDR using UNDP's template	20 December 2019	Programme Specialist
Logistics and Procurement Plan, Signed Revised Annual Workplan	25 January 2020	Programme Specialist
Draft Final Project Report using UNDP's template	21 February 2020	Programme Specialist
Final Project Report with Annexes to include: 1. Lessons Learnt Report 2. Sustainability Plan 3. Signed Complete Asset Register	24 March 2020	Programme Specialist

III. WORKING ARRANGEMENTS**Institutional Arrangement**

The consultant will report directly to the Programme Specialist with oversight from the UNDP Resident Representative, JUST Programme Manager- GAC, 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 in office or at programme events at minimum 4 days per week and up to 5 days per week when required
- b) The anticipated start date for the consultancy is December 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:

- Bachelor's degree in Social Science or related field

Years of Experience

- Three years of experience leading project and programme implementation
- At least one (1) year experience supporting procurement and logistics project activities
- Demonstrated experience working with Government, Civil Society and other stakeholders.
- Prior experience in the justice or development sector would be an asset

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:

Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.

** Technical Criteria weight; 70%*

** Financial Criteria weight- Lowest priced, technically compliant consultant.*

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
Criteria A: qualification requirements as per TOR:		
Relevance of Education/ Degree <ul style="list-style-type: none"> • Bachelor's Degree in Social Science or related field 	20	20
Adequacy of Competencies for the Assignment		
<ul style="list-style-type: none"> ▪ Three years of experience in supporting project and programme implementation 	30	30
<ul style="list-style-type: none"> ▪ At least one (1) year experience supporting project procurement and logistic activities 	10	10
<ul style="list-style-type: none"> ▪ Demonstrated experience working with Government, Civil Society and other stakeholders. 	10	10

Approval

Signature

Name

R. Kelly
Richard Kelly, Programme Specialist

Date

14/11/2019