



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(National Competition)

ONLY OPEN TO NATIONALS OF BARBADOS and CARICOM RESIDING in BARBADOS

Date: September 16, 2021

REF NO.: BBRSO154587

Job Title: Consultant to Develop Standard Operating Procedures (SOPs) – MCO Review

Country: Barbados

UNDP Barbados and the OECS – **Barbados**

Description of the assignment: Development of Standard Operating Procedures (SOPs) for the Resident Coordinator Office (RCO)

Project name: Resident Coordinator Office

Period of assignment/services (if applicable): 30 workings days over 6 weeks

A. ADMINISTRATION

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), 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=102021 (cut and paste into browser address bar if the link does not work)

*** 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/P11 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: ***"BBRSO154587 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-notices.undp.org/view_notice.cfm?notice_id=83409 (cut and paste into browser address bar if the link does not work)

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

As of January 1st, 2019, the UN General Assembly mandated the operationalization of a UN Reform process that has reconfigured the UN Development System (UNDS), to better respond to, and support countries in achieving Agenda 2030 and the Sustainable Development Goals (SDGs). To this end, at country-level, a strengthened leadership of the United Nations has come into effect with an empowered and independent UN Resident Coordinator (RC) and providing adequate capacities to Resident Coordinator's offices (RCOs) to support the UN to deliver better collectively to national needs. It also calls for a new generation of UN Country teams (UNST) in the case of Barbados and the Eastern Caribbean), designed to implement initiatives that appropriately respond to national and regional needs and priorities more effectively and efficiently.

Accordingly, in January 2019, the Resident Coordinator's Office (RCO) in Barbados and the Eastern Caribbean was established under the leadership of an RC to execute five key functions: namely, strategic

planning, economic analysis, data and results reporting, partnership and development financing and communication. The RC leads the UN Sub Regional Team (UNST) of Barbados and the Eastern Caribbean, a multi-country office (MCO), covering 10 countries: Barbados, Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines and three British Over-seas territories – Anguilla, British Virgin Islands and Montserrat. The UNST is comprised of 10 resident agencies based in Barbados, covering programmatic work as a Multi-Country Office either for the entire Caribbean or the Eastern Caribbean region, in addition to seven Non-Resident Agencies which are actively involved in the implementation of the UNST interagency work plan.

In keeping with the mandate to facilitate more tailored and better coordinated support to member states, the physical presence of the office of the UN Resident Coordinator has been expanded with the engagement of six Country Coordination Officers to be based in the six independent countries served by the MCO - Antigua and Barbuda, Dominica, Grenada, Saint Kitts and Nevis, Saint Lucia and Saint Vincent and the Grenadines. This expansion presents both opportunities and challenges for the way the Resident Coordinator's Office (RCO) interacts with member states, UN agencies, and other development partners.

It is therefore imperative that the RCO considers ways to better organize its organizational design and put in place concomitant standard operating principles and procedures to guide the daily functioning of the RCO team to optimize the performance of an expanded team. For this reason, the services of an individual consultant is being solicited to help in the streamlining the operational procedures of the RCO. As a direct consequence of this consultancy, it is expected that RCO staff would have a clearer understanding of the way in which individual and team functions are carried out, in a standardized and coherent manner and clarify how the RCO interacts with agencies, inter-agency mechanisms and external partners. Further, it is projected that once these SOPs are implemented, the overall team effectiveness and efficiency will be further enhanced in the following areas:

- 1) internal collaboration and work planning
- 2) Communications (RCO, AFPs, governments, donors, media)
- 3) Crisis and disaster management
- 4) Mission Planning
- 5) Joint Programme Oversight and Monitoring

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal

D. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or

upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

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 methodologies:

- *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"> • A minimum of a master's or bachelor's degree in organizational psychology, business administration, human resources management or any other social science area or field related to management consulting. <ul style="list-style-type: none"> ○ Candidates with a Bachelors – 10 points ○ Candidates with a Masters – 15 points 	15	15
<ul style="list-style-type: none"> • 3 years of experience in organizational development and institutional or capacity development 	15	15
<ul style="list-style-type: none"> • 3 years of experience in the field of strategic planning, preferably in the development field with national or international organizations. 	15	15

<ul style="list-style-type: none"> A minimum of 1 experience working with a UN agency in an inter-agency or development coordination context. 	25	25
<i>Financial</i>	30	30

G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement; otherwise, see above

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 consultant will analyze the operations of the RCO in the five areas identified above and through an assessment that involves the Resident Coordinator, RCO team, and UNST, outline the best approaches to some internal tasks and engagement with external entities, thus establishing working principles and accompanying Standard Operating Procedures (SOPs).

The consultancy should include detailed SOPs for the following areas:

- 1) Internal coordination, work planning and implementation
- 2) Communications (RCO, AFPs, governments, donors, media)
- 3) Crisis management
- 4) Mission Planning
- 5) Joint Programme formulation, oversight, and monitoring

The consultant will be **based in Barbados** and must be available to meet and receive guidance from the RCO during the estimated period of **11th October 2021 to 26th November 2021**. He/She will undertake the responsibility for the mobilization of resources to undertake this consultancy. This includes the ability to participate in virtual meetings as well as the provision of equipment and/or other resources required (laptop, phone, scanner/printer, etc.) Access to a reliable internet connection is paramount.

Responsibilities

- Evaluate the current working arrangements and make recommendations for improving organizational design of the RCO
- Analyze the existing procedures/operations of the RCO.
- Create detailed SOPs with succinct guidelines that address the identified need areas.
- Orient RCO team to SOPs

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (after contract signature)</u>	<u>% Payment</u>
1	Inception Report	5 days after signature of the contract	10%
2	Draft Report with recommendations for organizational design and - draft Manual with SOPs in five areas identified at Section H above	15 days after signature of the contract	40%
3	RCO Orientation Session	25 days after signature of the contract	20%
4	Final Report containing recommended Organisational Design and SOPs	30 days after signature of the contract	30%

Time and manner of Payment

Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the Contractor of its non-acceptance within a reasonable time from receipt.

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- At least 3 years of experience in organizational development and institutional or capacity development
- At least 3 years of experience in the field of strategic planning, preferably in the development field with national or international organizations.
- At least 1 prior experience working with a UN agency in an inter-agency or development coordination context.

II. Competencies:

- Proven accomplishments in conducting similar type of exercises.
- Excellent administration, organizational and time management skills.
- Fluency in English required.

K. QUALIFICATIONS

III. Academic Qualifications:

- Master's or bachelor's degree in organizational psychology, business administration, human resources management or any other social science area or field related to management consulting.