



Invitation to Submit an Offer for IC Consultancy

The United Nations Development Programme (UNDP) is currently implementing a project under the **The UNDP Multi-country Office (MCO) in Jamaica** is seeking the expertise of a **Project Writer** to provide technical oversight and lead the design and development of the **So-JUST** project document. The **Project Writer** will work in close collaboration with the UNDP MCO's programme and operations teams, key stakeholders of the justice sector including governmental and non-governmental actors. The **Social Justice (So-JUST)** requires the services of an individual to perform the work described in this document.

In consideration of your qualifications, we are hereby inviting you to submit an offer for this particular assignment. To assist you in understanding the requirements of this assignment, we have attached hereto the following :

- The Terms of Reference for the assignment described above;
- The standard Letter of Confirmation of Interest and Availability, which you must accomplish and submit to UNDP; and
- The Individual Contract and its General Terms and Conditions, which you would be expected to sign in the event you are the selected Offeror in this procurement process.

Should you be interested and decide to submit an offer for this assignment, kindly **submit** directly in the online supplier portal no later than the deadline indicated in the system. If any **discrepancy** between deadline in the system and in deadline indicated elsewhere, deadline in the system prevails.

We look forward to your favorable response, and thank you in advance for your interest in working with UNDP.



Sincerely,

Jamaica

Procurement BU, UNDP Multi Country Office



Tender Overview

The UNDP Multi-country Office (MCO) in Jamaica is seeking the expertise of a Project Writer to provide technical oversight and lead the design and development of the So-JUST project document. The Project Writer will work in close collaboration with the UNDP MCO's programme and operations teams, key stakeholders of the justice sector including governmental and non-governmental actors.



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1 Overview

1.1 General Information

Title	IC Consultancy
Amendment	Clarification to bid submission deadline
Description	
Contact Point	Ilesha Pyne
Outcome	
E-Mail	procurement.jamaica@undp.org
Reference Number	PRC0001171
Beneficiary Country	Jamaica
Introduction	Country: [@UNDP Multi Country Office - 1-3 Lady Musgrave Road Jamaica@]

Description of the Assignment: [@Individual Consultancy-Consultant@]

Period of assignment/services (if applicable): Fifty-Five (55) Days over Four (4) months

Proposal should be submitted directly in the portal no later than indicated deadline [@27June2022 at 3:00 p. m. Jamaica Time (or 4:00 pm New York Time@)

Any request for clarification must be sent in writing via messaging functionality in the portal. UNDP will respond in writing including an explanation of the query without identifying the source of inquiry.

1.2 Tender Timeline

Preview Date	
Open Date	20/06/22 23:06 PM
Close Date	27/06/22 20:00 PM
Estimated Award Date	2022-06-29T20:00:00.000+00:00
Time Zone	Coordinated Universal Time

1.3 Response Rules



This negotiation is governed by all the rules displayed below.

	Rule
<input type="checkbox"/>	Negotiation is restricted to invited suppliers
<input type="checkbox"/>	Suppliers are allowed to provide multiple responses
<input checked="" type="checkbox"/>	Suppliers are allowed to revise their submitted response

1.4 Terms

Negotiation Currency USD ()



2 Requirements

**Response is required*

2.1 Section 1. Overview of the assignment

1. A consultant will be engaged to support the project formulation, guided by the approved Project Concept (annexed) and UNDP policies and procedures. The Project Writer will function as the Team Leader for the development of So-JUST's project document package. They will collaborate with all members of the project development team, in consultation with UNDP's Programmes Unit and other key partners including Global Affairs Canada and representatives of the Government of Jamaica, as well as relevant non-governmental organisations. This collaborative approach is to ensure timely completion of all deliverables. Deliverables are to be fully aligned to UNDP and Global Affairs Canada's requirements and quality standards.

The following key roles and responsibilities will be expected from the Project Writer/Team Lead:

Formulate Workplan and Inception Report

- a. A report comprised of the proposed approach and work plan, including specific method(s) and guiding principles, and;
- b. Oversee the activities/outputs of each team members to ensure compliance with stipulated times in the workplans.

Contribute to Technical Studies and Participatory Stakeholder Process

- a. Compile baseline/situational analysis for the project in collaboration with the Results Based Management Consultant and Gender Specialist;
- b. Oversee the completion of a gender analysis using the gender-based analysis plus (GBA+) approach to inform the project document;
- c. Analyze information on the existing policies, legal and regulatory framework of the justice and court system and identify relevant gaps in said legal and policy frameworks;
- d. Lead the completion of UNDP Social and Environmental Screening Procedure;
- e. Engage and consult with key governmental and non-governmental stakeholder throughout the project development phase
- f. Review relevant past and ongoing projects for lessons and complementarity.

Produce a Project document: Based on the standard UNDP Project Document template, prepare the following sections:

- a. Cover Page;
- b. Gender Analysis;
- c. Development Challenges;
- d. Strategy and Theory of Change;



e. Results Framework;

Validation Workshop

- a. In collaboration with other members of the project development team, plan and execute the validation workshop.
- b. Oversee all necessary revisions to the Project Document package that arise during the workshop;
- c. Ensure completion of Validation Workshop Report.

Finalized Project Document Package & Project Launch

- a. Incorporate all inputs from national stakeholders, UNDP and GAC, into final draft ProDoc Package with all required sections and Annexes, in line with the standard UNDP ProDoc template and annotated guidance;
- b. Present the finalized draft ProDoc package at Local Project Appraisal Committee (LPAC)
- c. Finalise ProDoc based on feedback received at LPAC
- d. Coordinate and lead the Project launch.

f. Costed Monitoring and Evaluation Plan

2.2 Section 2. Qualification and experience requirements

*1.

Indicate the highest academic qualification that you possess and upload a copy of the certificate.

Target: PhD

2.

Academic Qualifications:

Advanced University Degree in Law, Social Sciences or discipline relevant to Sustainable Development is required.

Years of Experience:

- At least five (5) years' work experience in project development and management.
- At least three (3) years of relevant experience in programming relating to social justice, criminal justice, or law reform.
- At least three (3) years of experience working in the Caribbean.
- Knowledge and experience in GAC policies, templates and requirements would be an asset.
- Experience working with UN Agencies, similar multilateral agencies and government entities.

*3.

Academic Qualifications:

Advanced University Degree in Law, Social Sciences or discipline relevant to Governance, Rule of Law or Justice Sector Reform is required.



Do you meet the following experience requirements:

1. At least five (5) years' work experience in project development
2. At least three (3) years of experience working in the Caribbean
3. Knowledge and experience in GAC policies, templates and requirements would be an asset.
4. Experience working with UN Agencies, similar multilateral agencies and government entities.

Target: Yes

2.3 Section 3. Documents to be included with the proposal;

*1. Upload a brief proposal highlighting:

1. Why you are the most suitable for the job;
2. a Brief methodology on how you will approach and conduct the work (if applicable)

*2. Provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable

*3. Provide your personal CV including past experience in similar projects at least 3 references

2.4 Section 4. Evaluation

1.

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 50% point would be considered for the Financial Evaluation

*2.

Please see attached Evaluation Criteria
Response attachments are optional.

2.5 Section 5. Offer form

***1. Offeror's Declaration**

I hereby declare that:

- I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of this assignment;
- I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto;
- In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto

***2. Payment Type and Rates**

I hereby propose to complete the services based on the following payment rate:

(Please select the applicable option)

***3. Payment Certification Procedures**

I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures.

*4. Please confirm your offer remains valid for a total of 90 days after the submission deadline.

***5. Contract Type**



Individual Contract with UNDP

*6. Other Engagements

Please indicate whether you have any other engagements at the time of submission. If yes, provide details using the template attached

Attachments:

File Name or URL	Type	Description
Template for IC declaring other	File	

*7. Acceptance and cost for the proposal

I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

*8. I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member

*9. Former UN Staff Member

If you are a former staff member of the United Nations recently separated, please confirm hereby that you have complied with the minimum break in service required before you can be eligible for an Individual Contract.

*10. Relatives employed with UN

Please confirm that you have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN Agency or office.

If such relationship exist, please disclose the name of the relative, the UN office employing the relative, and the relationship. Use the comments box or add an attachment if necessary.

*11. Relatives employed by UN or other Organizations

Are any of your relatives employed by UNDP, or any other UN organization or any other public international organization?

Attachments:

File Name or URL	Type	Description
Template for IC to declare rel	File	

*12. Enquiries with present employer

Do you have any objections to us making inquiries of your present employer?

*13. REFERENCES

List three persons not related to you who are familiar with your character and qualifications. Use template attached and upload.

Attachments:

File Name or URL	Type	Description
Template for IC to provide ref	File	

*14. Are you now or have you ever been a permanent civil servant in your government's employee? If yes, indicate when in the comments box

*15. **Criminal Records**

Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? If yes, give full particulars of each case in an attached statement.

*16. **Statement of Health**

The selected contractor will be required to provide proof of insurance coverage as stated in the Statement of Health herewith attached prior to contract signature.

Attachments:

File Name or URL	Type	Description
Individual Contract_Statement	File	Template for statement of health

Target: I will be able to provide proof of medical insurance coverage if selected

*17.

Conflict of Interest

Consistent with the overall principle of fairness and impartiality in the conduct of UNDP Procurement, individual contractors who have been involved in the preparation or formulation of a project or any project implementation activity that leads to subsequent services, including but not limited to the writing of Terms of References for services leading to the engagement of Individual Contractor, should be disqualified from the selection process for IC services arising from such work, in order to prevent situations of conflict of interest. In the same manner, an individual contractor must neither be involved in the evaluation or assessment of a project or a project activity, if the same individual was involved in any aspects of its formulation or implementation.

Please disclose if you have been involved in any of the manners described above.

*18. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.



2.6 Section 6. Annexes and attachments

***1. CV and other documents**

Have you uploaded your CV including education/qualifications, professional certifications, and employment records/experience?

*2. Have you provided a brief description of the approach to work?

*3. Have you provided breakdown of costs supporting the all inclusive financial proposal.

Please ensure there are no mathematical errors and that amounts match with your offer in the system

Attachments:

File Name or URL	Type	Description
Template for IC to provide bre	File	





3 Lines

Instructions

Please add the price for each deliverable listed below.

Deliverables/Output	Estimated # of Days	Proposed completion Days Review	Review and Approval Required
Deliverable 1: Workplan and Inception Report	5	4 July 2022	UNDP Jamaica Specialist, Po
Deliverable 2: Draft Project Document to include the following in the annexes: i. Risk Log template; ii. Gender Analysis template; iii. Gender Action Plan & Budget; iv. SES Screening template; v. Performance Management Framework;	25	17 August 2022	UNDP Jamaica Specialist, Po
Deliverable 3: Validation Workshop & Report a. Plan and execute validation workshop; b. Revise Project Document Package c. Validation Workshop Report;	15	9 September 2022	UNDP Jamaica Specialist, Po



Deliverable 4: Finalized Project Document Package (Incorporating comments from validation workshop and LPAC)	5	23 September 2022	UNDP Jama Specialist, P
Deliverable 5: Project Launch	5	14 October 2022	UNDP Jama Specialist, P

Upload breakdown of financial proposal using template provided. make sure that the total in the breakdown matches with total of deliverables in the system.

3.1 Line Information

Line	Category Name	Item	UOM	Estimated Quantity	Unit Price	Total Price	Additional Attributes
1-Deliverables	82111804						