



Invitation to Submit an Offer for Individual Consultant - *violence Audit Consultant*

The United Nations Development Programme (UNDP) is currently implementing the **Reducing Small Arms and Light Weapons (SALIENT Jamaica) Joint Programme** that 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,

[@Procurement BU, Jamaica @]





Tender Overview

Violence Audit Consultancy



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1 Overview

1.1 General Information

Title	IC-Violence Audit
Contact Point	Procurement Jamaica
Outcome	
E-Mail	procurement.jamaica@undp.org
Reference Number	IC-Violence-Audit 2022
Beneficiary Country	Jamaica
Introduction	Country: [@UNDP Jamaica Procurement BU Address -1-3 Lady Musgrave Road@]

Description of the Assignment: [@Title@]

Period of assignment/services (if applicable): [60 non-consecutive working days over a three-month period]

Proposal should be submitted directly in the portal no later than indicated deadline:[@19July2022 at 3:00 p. m. Jamaica 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	06/07/22 16:48 PM
Close Date	09/08/22 20:00 PM
Estimated Award Date	2022-08-18T20:00:00.000+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 respond to selected lines
<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 ()

1.5 Attachments

File Name or URL	Type	Description
Final-TORSalient_ViolenceAudit	File	TOR



2 Requirements

**Response is required*

2.1 Section 1. Overview of the assignment

1. The Saving Lives Entity (SALIENT) Fund was established by The Office for Disarmament Affairs (UNODA) and United Nations Development Programme (UNDP) to support catalytic activities in operationalizing and mainstreaming small-arms control in development efforts and policies. SALIENT has been set up within the Peacebuilding Fund and will support multi-year, cross-sectional, sustainable assistance to joint programmes to be implemented in countries most affected by illicit small arms. Jamaica has been selected as one of two pilot countries to benefit from SALIENT to support the advancement of its safety and security programme. The Reducing Small Arms & Light Weapons in Jamaica joint programme is geared at reducing violence and the proliferation of illicit firearms. The joint programme is aligned to Jamaica's National Development Goal 2: "The Jamaican society is secure, cohesive and just" and several Sustainable Development Goals¹. It also localizes the objectives of the global SALIENT initiative and will be jointly implemented over a twelve-month period by four UN entities: The United Nations Development Programme (UNDP); The United Nations Office for Disarmament Affairs (ODA) and the Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC); The United Nations Office on Drugs and Crime (UNODC) and The United Nations Educational, Scientific and Cultural Organization (UNESCO). The UNDP MCO is seeking to engage a consultant to conduct research to support targeted violence prevention and reduction programmes in at-risk communities through a Violence Audit.

2. Scope of Work

The Consultant will be expected to conduct a Violence Audit in two (2) communities, namely Denham Town in Kingston and Norwood in St. James. The consultant will engage with key stakeholders, community members, law enforcement and relevant partners through a blended approach of qualitative and quantitative means to gather pertinent data to support the completion of the audit report. In executing the audit, the the consultant should employ a socio-ecological analysis in unearthing the contributing factors, identifying the types of crimes existing within the communities and establishing the requisite recommendations. Additionally, the consultant will be expected to convene a sharing event to validate the findings of the audit. The deliverables of the consultancy will inform the upscaling of the SALIENT pilot and similar citizen security initiatives within communities across Jamaica.

The audit will seek to:

Conduct a comprehensive desk review to:

Analyze the current violence/ citizen security related policy, legislation and institutional frameworks to identify gaps and proposed recommendations.

Examine the nature and causes of violent acts in the two (2) identified communities.

The analysis must be disaggregated by sex, age, perpetrators and victims.

Develop a stakeholder inventory/map which outlines current and recently completed² crime prevention initiatives. The inventory must provide details on donors, duration of



the intervention, types of crimes the intervention sought to address, impact, and lessons learnt from these interventions.

Conduct Primary Research to:

- Gather and examine data and information on the nature and causes of violent acts in both communities disaggregated by sex and age.
- Identify the respective types of violence existing within the communities and the characteristics of such violence.
- Examine the profile of the main perpetrators of violent acts disaggregated by sex and age.

Recommendations

- Taking into consideration the lessons learnt captured in the desk review and the primary research; recommend programmatic entry points to address acts of violence and crime within the identified communities, and
- Identify ways in which the measures can be monitored and evaluated.

2.2 Section 2. Qualification and experience requirements

*1.

Master's degree or post-graduate certification in Sociology, Social Science, Criminology, Security & Development or a related field.

Target: Master's Degree

*2. Do you meet the requirement of having Master's degree or post graduate certification in Criminology, Sociology, Social Science, or a related field

Target: Yes

***3. Criteria A: qualification requirements as per TOR:**

At least 10 years of research experience of conducting sociological research. **(20 marks)**

*4. At least 3 previous assignments leading the development of community safety and security research
(maximum 10 marks)

*5. At least 3 years of relevant experience related to stakeholder engagement and participatory research required.
(maximum 5 marks)

*6. Do you have experience in conducting a violence audit (Maximum 5 marks)

Demonstrate this by highlight relevant past experience and achievements.

*7. Do you have experience in working with volatile communities, civil society organizations, UN Agencies, similar multilateral agencies, government entities desirable. (Maximum 5 marks)

Demonstrate it by highlighting past experience and achievements.



*8. Criteria B: Technical Proposal

- Methodology & Workplan (5 points)
- Data collection instrument (5 points)

*9. Criteria C: Assessment of Sample Work:

Sample work required includes similar community safety and security studies/ research. Points will be awarded based on:

Methodology (5 points)

Clarity (5 points)

Quality of Recommendations (5 points) – taking into consideration the context and resources available.

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

- *1. Provide detailed breakdown of the financial proposal and submit required financial information directly in the system as applicable
- *2. Provide name and contact information of 3 references (email and telephone number) from similar projects you have completed in the past

2.4 Section 4. Evaluation

1.

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

I-1. Overall technical evaluation

[this is an internal criteria to be used by evaluation team. Total the score from each of the evaluation criteria above and put as a score. select knock out score, typically 70 out of 100]

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 **[minimum 90 days]** after the submission deadline.



***5. Contract Type**

Select the contract type that you will sign if selected, from the two options below:

Sign an 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. 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-Inception Report including the finalized methodology, workplan and data collection instruments.	93141500						
2-Desk review report and stakeholder mapping.	93141500						
3-Draft Violence Audit Report	93141500						
4-Stakeholder engagement of validation	93141500						
5-Final Violence Audit Report	93141500						