



# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

## *International Competition*

Date: August 19, 2019

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**REF NO.:** BBRSO79376

**Job Title:** J-CCCP National Project Assistant - Dominica

**Country:** Dominica

UNDP Barbados and the OECS – Dominica

**Description of the assignment:** The contracted individual will support all administrative, monitoring and reporting requirements for the six ongoing pilot initiatives.

**Project name:** Japan-Caribbean Climate Change Partnership

**Period of assignment/services (if applicable):** 50 days over 3 months

### 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=87037](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=87037) (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 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](mailto:procurement.bb@undp.org). The subject line of your email must contain the following: **"BBRSO79376 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](mailto: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=58380](http://procurement-notices.undp.org/view_notice.cfm?notice_id=58380)

**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 \*\*\**

## **A. BACKGROUND**

Caribbean countries share similar economic and sustainable development challenges, including a small population, remoteness, susceptibility to natural disasters, and most importantly, vulnerability to climate change. Given the current condition of the marine environment, most coastal areas have few defenses against the raging surfs of hurricanes and tropical storms, and the likely consequences would be significant coastal damage including beach erosion and infrastructure damage. Negative impacts associated to climate change on land, water resources and biodiversity have also been predicted, and ultimately, tourism and agriculture will be negatively impacted by these changes. Meanwhile, Caribbean countries emit such relatively small amounts of greenhouse gas emissions, which mean that they will suffer disproportionately from the impacts of climate change.

The Government of Japan has been one of leading donors in the target of climate change. Japan has delivered development assistance total of \$17.6 billion to vulnerable countries from October 2009 to December 2012 for mitigation and adaptation. The Government of Japan intends to continue its assistance in this area to create enabling environment with a view to formulate a new framework applicable to all Parties by COP 21 in 2015. Especially, the Government of Japan sees it important to assist Small Islands Developing States (SIDS), and in this context, is interested in establishing a new regional assistance programme for Caribbean and/or CARICOM in the area of climate change under the framework of the Partnership for Peace, Development and Prosperity between Japan and the Member States of the Caribbean Community (CARICOM)<sup>1</sup>.

The Japan-Caribbean Climate Change Partnership aims to support the implementation of actual technology that is both low-emission and advances climate risk management, including demonstration in the target countries. To this end, five demonstration projects are planned for Dominica which are tailored to meet the specific needs and vulnerabilities with local communities. Specifically, the services will support the J-CCCP Project Management Unit by facilitating administrative and monitoring and reporting functions required to ensure successful finalisation of the ongoing initiatives for Dominica.

## **B. 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
1. Offeror's Letter
2. Financial proposal with a per day rate

## C. 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.

## D. 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.

## E. 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:

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u><b>Technical</b></u>	<b>70</b>	<b>70</b>
<ul style="list-style-type: none"><li>• University degree in Public Policy or Administration, Strategic Planning, Environmental Economics, Environmental Science or relevant field with a specialization in Climate Change</li></ul>	20	20
<ul style="list-style-type: none"><li>• At least 5 years of relevant experience in the areas of project administration, support and procurement</li></ul>	20	20

<ul style="list-style-type: none"> <li>Ability to work and build partnerships with diverse stakeholders in the government, private and non-governmental sectors</li> </ul>	10	10
<ul style="list-style-type: none"> <li>Previous work experience in a UN organization or knowledge of the national government system is desirable</li> </ul>	10	10
<ul style="list-style-type: none"> <li>Demonstrable computer skills including Word processing, spread sheets, PowerPoint</li> </ul>	10	10
<u>Financial</u>	<b>30</b>	<b>30</b>

## F. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR)

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR’S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

## G. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Under the direction of the J-CCCP Project Manager and with guidance from the J-CCCP Technical Specialist and the Permanent Secretary Ministry of the Environment, Climate Resilience Disaster Management and Urban Renewal; the National Project Assistant (NPA) is expected to support administrative and logistical arrangements relating to monitoring and reporting, organization of the events and general administrative tasks relating to pilot project implementation.

As such the individual, will undertake the following tasks related to the implementation of the approved pilot initiative:

- Support the coordination of activities under the eight ongoing pilot projects to ensure the completion of all project components and alignment with expected results and project work-plans
- Support site assessments to evaluate the status of pilot project implementation to verify quality, to advance critical actions towards successful project completion
- Support dialogue with relevant government agencies and implementing partners to identify implementation challenges and coordinate required mitigation measures to reduce bottlenecks and delays in implementation
- Provide monthly field/ progress reports to the J-CCCP PMU and the Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal on the status of implementation. Reports should include details regarding the work undertaken by the NPA during the reporting period, as well as information with respect to project activities completed, challenges identified and mitigation measures that were implemented.

- Support the collation and organization of all project documents, inclusive of correspondence, contracts, financial statements and other documents required to support payments by the UNDP as it relates to the approved pilot initiatives
- Assist in the preparation of payment requests to UNDP for operational expenses and for completed J-CCCP project activities
- Assist in the preparation of expenditure/ financial reports
- Assist in the procurement of goods and services inclusive of the preparation of TORs and specifications. Support the submission of quotations and other required documents to support these processes
- Support national counterparts in the maintenance of records for project inventory to support final submission of these records for project closure

## **H. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES**

### **I. Years of experience:**

- At least 5 years of relevant experience in the areas of project administration, support and procurement

### **II. Competencies:**

- Ability to work and build partnerships with diverse stakeholders in the government, private and non-governmental sectors
- Previous work experience in a UN organization or knowledge of the national government system is desirable
- Demonstrable computer skills including Word processing, spread sheets, PowerPoint
- Valid B-class driver's license would be an asset

## **I. QUALIFICATIONS**

### **Academic Qualifications:**

- University degree in Public Policy or Administration, Strategic Planning, Environmental Economics, Environmental Science or relevant field with a specialization in Climate Change.