Terms of reference

GENERAL INFORMATION

Title: Trainer – Capacity Building Training of LGBTI Organizations
Type of Consultancy: Individual Consultancy
Project Name: Being LGBTI in the Caribbean: Reducing Inequality and Exclusion Experienced by LGBTI People
Reports to: UNDP Programme Specialist
Duty Station: Jamaica
Expected Places of Travel (if applicable): Not Applicable
Duration of Assignment: 18 days

REQUIRED DOCUMENTATION FROM CONTRACTOR

- [ ] Letter of presentation highlighting main qualifications and experience relevant to this TOR
- [ ] Detailed CV or P11 form, along with copies of relevant certificates
- [ ] Technical Proposal
- [ ] Completed financial proposal

I. BACKGROUND

Lesbians, Gays, Bisexual, Transgender and Intersex (LGBTI) people in the Caribbean face legal, social and economic barriers to full inclusion and enjoyment of their human rights. Despite positive developments regionally, including increased attention and funding to address some of these issues and models of anti-discrimination policy and law, there remains much work to be done to guarantee equality of LGBTI people under the law and to ensure protection from violence and discrimination as well as equal access to services. Punitive laws and practices have a critical impact on the enjoyment of human rights, health as well as on social and economic development more. Punitive laws, policies and practices contribute to pervasive stigma and discrimination, which can lead to hate crime, police abuse, torture and ill-treatment, and family and community violence.

In recognition of the importance of acting on these issues and the connection between securing the rights of LGBTI people and achieving the Sustainable Development Goals for the region, the United States Government-supported Being LGBTI in the Caribbean Project was developed. The United States Agency for International Development (USAID) Project, which is being implemented by United Nations Development Programme (UNDP), is a partnership between the two agencies, and builds on the lessons-learned from the similar Being LGBT in Asia initiative. The project aims to enhance knowledge, partnerships, and capacities of LGBTI communities, civil society and States to reduce human rights violations and negative attitudes towards LGBTI people in the Caribbean. There
will be country level focus in Jamaica, Barbados, St. Lucia and Grenada, the Dominican Republic, and Haiti, as well as regional activities and dialogues. The project will seek to increase access to justice for LGBTI persons, through the promotion of LGBTI inclusive public policies; increased representation of LGBTI in national and regional fora; and by addressing stigma and discrimination.

The project has three main objectives:

1. To develop and disseminate knowledge, strategic information and evidence on the impact of inequality and exclusion of LGBTI people;
2. To support the meaningful engagement of governments (supported through national and regional dialogues);
3. To develop the capacity of LGBTI Community Groups through enhanced coordination, increased access to existing tools, transfer of knowledge and concrete actions to address stigma & discrimination

Rationale for Training

BLIC-Jamaica conducted a Capacity Assessment with LGBTI Civil Society Organizations (CSOs) in 2018 to determine their capacity to adequately fulfil their organizational mandate. Following this assessment, CSOs identified key areas in which they require assistance to grow and develop. As such, BLIC-Jamaica aims to initiate a series of training workshops geared at building the capacity of six CSOs in four key areas.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Facilitate four trainings for LGBTI Organizations in the following areas:

- Procurement
- Project Management
- Social Media Advocacy
- Grant Proposal Writing

- Develop a training manual for LGBTI organizations which outline the methodology for project management and proposal writing
- Develop training methodology and facilitate training sessions
- Conduct pre and post surveys to assess the changes in the participants awareness of project management
- Prepare training report outlining the pre-& post-test assessment, general trainer’s reflections on workshops, overview of most common issues of concern, recommendations for improvements and statistical analyses of trainee feedback forms.

*Training dates have not yet been confirmed, it is anticipated that the training should be undertaken between February and March 2020.

Expected Outputs and deliverables

<table>
<thead>
<tr>
<th>Deliverables/ Outputs</th>
<th>Estimated number of working days</th>
<th>Proposed Completion deadline</th>
<th>Percentage payment</th>
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</thead>
<tbody>
<tr>
<td>Deliverable 1: Draft Training Materials</td>
<td>10 days</td>
<td>February</td>
<td>20</td>
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<tr>
<td>Deliverable 2: Delivery of training session to six LGBTI Organizations</td>
<td>4 days</td>
<td>February/March</td>
<td>60</td>
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<tr>
<td>Deliverable 3: Final Training Reports, including evaluation reports and final manual/guide</td>
<td>4 days</td>
<td>March</td>
<td>20</td>
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<tr>
<td>Total</td>
<td>18 days</td>
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### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

- a) Consultant will report directly to the Programme Specialist under the overall guidance of the Resident Representative, working closely with the UNDP Jamaica Programme Team

#### Duration of the Work

- a) Consultant is expected to be engaged for 18 working days over a two-month period
- b) The anticipated start date for the consultancy is February 2020
- c) UNDP and relevant partners will review and provide comments on deliverables within 3-5 business days of receipt of the deliverable.
- d) Payment for deliverables can only be made upon satisfactory completion of the deliverables and submission and approval of an invoice. Payment usually take 5-7 consecutive working days to be processed

#### Duty Station

- a) Jamaica

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Individuals interested in this assignment should be able to demonstrate previous experience in leading and delivering project management trainings with Civil Society or Non-governmental organizations. Additionally, individuals should have experience in developing project management training modules.

**Academic Qualifications and years of experience:**

- Minimum Bachelor’s Degree in business administration, management or any other social sciences related field;
- Demonstrated experience in developing at minimum two training manuals/handbooks on project management. Samples of work must be submitted.
- Minimum 3 years’ experience delivering training to NGOs/CSOs or other similar groups
- At least 3 years’ experience working with vulnerable groups
- At least 5 years’ experience engaging with diverse stakeholders and multiple levels (grassroots/community, national, regional)

**III. Competencies and special skills requirement:**

- Strong interpersonal and communication skills both oral and written in English;
- Workshop facilitation
- Experience working with LGBTI persons and LGBTI organizations
V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

Using this weighted scoring method, the award of the contract will 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 during the technical evaluation would be considered for the Financial Evaluation

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<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Maximum Point</th>
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<tr>
<td><strong>Technical</strong></td>
<td>70</td>
<td>70</td>
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<tr>
<td>Relevance of Education/ Degree</td>
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<tr>
<td>• Minimum Bachelor’s Degree in business administration, management or any other social sciences related field</td>
<td>10</td>
<td>8 points will be allocated if candidate has at minimum a Bachelor's Degree. An additional point will be added for each degree level above this up to a maximum of 10 points.</td>
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<td>Adequacy of Competencies for the Assignment</td>
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<td>• Demonstrated experience in developing at minimum two training manuals/handbooks on project management. Samples of training guides/handbooks developed must be submitted.</td>
<td>20</td>
<td>15 points will be allocated for experience developing at minimum two training manuals. One point will be given for each additional training manual developed up to a maximum of 20 points.</td>
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<td>• Three years' experience in facilitating training workshops</td>
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<td>15 points will be allocated for at least three years’ experience in facilitating training workshops. An additional 1 point will be allocated for each additional year up to a maximum of 20 points.</td>
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- Technical Proposal which clearly demonstrates the approach for undertaking the consultancy inclusive of a workplan.

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<th>20</th>
<th>The technical proposal will be assessed for: -</th>
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<tr>
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<td>Clarity (5 points);</td>
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<td>Specificity (5 points);</td>
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<td>Language (2 points);</td>
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<td>Feasibility (3 points); and</td>
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<td>Approach to work (5 points)</td>
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Application Procedure:

Qualified and interested candidates are requested to submit the following to demonstrate their interest.

- **Cover Letter** explaining why you are the most suitable candidate for the advertised position.
- **Completed P11 form** (Personal History Form) (available on UNDP website) including past experiences in similar projects and contact details of referees. Alternatively, a very detailed CV can be submitted along with or in place of the P11.
- **Technical Proposal** - should include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work;
- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, capacity building events, public information session/launch, travel, and any other costs, including the number of anticipated work days). Overall, the financial proposal should include costs to deliver the work plan.

Incomplete applications will not be considered. Please make sure you have provided all requested documents. UNDP retains the right to contact references directly. Due to the large number of applications we receive, we can inform only the successful candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest of confidence.

Approval

Signature
Name Richard Kelly, Programme Specialist
Date 16/01/2020