



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

National Competition

Date: February 12, 2020

REF NO.: BBRSO92962

Job Title: Office Coordinator & Community Coordinator

Country: Antigua & Barbuda

Description of the assignment: The consultant will coordinate the UNDP Project Office Initiatives in Antigua and Barbuda, support UNDP activities in Montserrat and Coordinate the BLIC Project in the Eastern Caribbean, being based in St. John's, Antigua and Barbuda.

Project name: EU Housing Project in Barbuda; Being LGBTI in the Caribbean: Reducing Inequality & Exclusion Experienced by LGBTI People Project

Period of assignment/services (if applicable): 6 months (initially)

A. ADMINISTRATION

To apply, interested persons should upload the 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=90219

*** PLEASE NOTE: The system allows the upload of one (1) document ONLY – your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.**

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 Eastern Caribbean 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-notice.undp.org/view_notice.cfm?notice_id=63373

A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.

B. BACKGROUND

B1- The UNDP Office in Antigua and Barbuda

The 2017 Hurricanes season in the Atlantic has been particularly active. Of the five hurricanes category 3 and stronger, three made landfall in the Caribbean and two on continental US causing tragic loss of life and widespread devastation. Irma and Maria, both category 5 when they made landfall, were the most devastating hurricanes for the Caribbean Islands for the 2017 hurricane season.

Irma, the most powerful hurricane recorded over the Atlantic, made landfall as hurricane category 5 in Anguilla, Antigua and Barbuda, British Virgin Islands (BVI), Antigua and Barbuda, St. Kitts and Nevis, Montserrat, Turks and Caicos (TCI), the Northern coast of Haiti and the Bahamas. The situation has further deteriorated as hurricane Maria made landfall as category 5 hurricane in Antigua and Barbuda, Guadeloupe, Martinique, Puerto Rico, St. Kitts and Nevis, Montserrat and the US and British Virgin Islands as of 18 September – Dominica and Barbuda being the most affected.

UNDP rapidly deployed first responders and SURGE staff to all most affected countries and territories, including Antigua and Barbuda. 3 months after the disaster, UNDP Crisis Board (18 December 2017) endorsed the establishment of UNDP long-term presence in the country.

Since 2017 UNDP has held in presence in Antigua and Barbuda supporting the government in implementation of reconstruction, rehabilitation and recovery activities namely through:

- Building Damage Assessment for buildings on Barbuda to assess the level of damage
- Implementation of an emergency employment programme through a local NGO.
- Successfully re-roofing of 272 homes through China Aid Funding.

Currently UNDP has two initiatives ongoing focusing on resilient reconstruction focusing on:

- Rehabilitation and equipment of the Barbuda Post Office and Hanna Thomas Hospital. This project will continue until mid-2020

- Reconstruction of 150 houses in Barbuda. End date of this project is currently January 2021, with possibility of a continuation and additional funding to end-2022.

UNDP's current team in Antigua and Barbuda is 3 staff, including nationals and individual consultants. The Office Coordinator will take on the responsibilities of being UNDP's and the Project's Community Liaison. A Communications Analyst will support the outreach and the international Engineer of the Project manages all technical operations related to construction. Other positions will be covered through project funds, DPC or other funds mobilized.

UNDP also supports the Government of Antigua and Barbuda through other resilience and climate initiative, prevention activities, reporting against International Climate Conventions, reworking the country's NDC through the Climate Promise and is analysing the possibility of partnering for a GCF project on Energy and a India-UN Fund sponsored project also on Energy.

B2- Being LGBTI in the Caribbean: Reducing Inequality & Exclusion Experienced by LGBTI People Project

The UNDP supported project entitled **"Being LGBTI¹ in the Caribbean: Reducing Inequality & Exclusion Experienced by LGBTI People"** seeks to examine the experiences of LGBTI people in select Caribbean countries. This project simultaneously addresses LGBTI issues in the region from a human rights and development perspective, as well as contextualizes the issues against the backdrop of civil society capacity development, community mobilization and government engagement.

The project aims to strengthen the evidence base, develop capacity and public information materials, and convene regional and national dialogues that bring together national decision makers from the executive, legislative and judiciary branches of government with LGBTI civil society organizations, their allies and other stakeholders. The proposed project will draw on UNDP's work on human rights in the Caribbean in the context of HIV and experience in designing and implementing a similar ground-breaking regional initiative, Being LGBT in Asia.^{2,3,4}

While numerous reviews of the situation LGBTI people *vis-à-vis* laws, policies and practices have been carried out in the Caribbean, currently very little systemic/institutional data reflects the issues and circumstances of LGBTI people in the region. Governments often lack data and evidence needed to shape policies and programs for LGBTI inclusion. Many civil society organizations still need to develop solid coordination mechanisms, in order to increase their impact, to be recognised as full partners at national level and to develop joint strategies for advocacy and lobbying. Up to date data would enable analysis on the level of The rights and inclusion of LGBTI persons. Such analysis would enable the development of

¹ Lesbian, Gay, Bi-sexual, Transgender and Intersex

² United Nations Development Program, 'Being LGBT in Asia', accessed 17 June 2015, <http://www.asia-pacific.undp.org/content/rbap/en/home/operations/projects/overview/being-lgbt-in-asia.html>.

³ U.S. Department of State, 'Development Officials Study Challenges of Being LGBT in Asia', IIP Digital, 2 July 2014, <http://iipdigital.usembassy.gov/st/english/article/2014/07/20140702303123.html#axzz3dIhHwK7>.

⁴ The first phase of "Being LGBT in Asia" included a groundbreaking joint analysis conducted by UNDP and USAID - alongside grassroots LGBT organizations and community leaders - to understand the challenges facing Asia's LGBT community in Asia. Guided by a Senior Asian LGBT Advisory Group, and implemented in eight focus countries and ten additional jurisdictions, the initiative successfully educated and raised awareness among stakeholders about LGBTI rights and the benefits incurred when an inclusive approach is adopted in the development process. A subsequent project is now underway—"Being LGBT in Asia Phase 2"—with the support of UNDP, USAID and the Swedish International Development Cooperation Agency (Sida)⁴. This second phase seeks to enhance the capacity of Asian LGBT organizations, so they are better enabled to advocate for protective laws and policies, as well as engage in activities that mobilize and empower communities.

laws, policies, as well as advocacy programs that are more effective in instigating social, legal and political changes, partnerships and opportunities.

The person selected for the provision of the two set of services should be able to work out of Antigua, to support the coordination of the Office and the implementation of the Housing Project, and travel to the locations of the BLIC Project to deliver the planned initiatives in these countries, while taking advantage of the office infrastructure in St. John's to manage the BLIC project out of that platform. Travel has been factored into the BLIC project budget.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal explaining why they are the most suitable for the work
2. Personal CV including past experience
3. Financial proposal – (On request)

D. FINANCIAL CONDITIONS

The contract will be based on a monthly fee. The financial conditions will specify the monthly fee, in addition to any travel expenses and per diems covered by the two projects through separate budget lines. Payments are made to the Individual Consultant based on at least 21.75 days worked in the given month.

E. TRAVEL

All travel required to attend regional meetings as required by the BLIC projects and to Barbuda to coordinate the work of UNDP on-island will be covered separately and all costs will be handled by UNDP.

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	Max. Point
<u>Technical</u>	70
<ul style="list-style-type: none"> • Experience in Recovery • Knowledge of the conditions on the ground in Antigua and Barbuda • Familiarity with the Procedures and Policies of the Government of Antigua and Barbuda's local authorities • Prior Public Information activity 	20
<ul style="list-style-type: none"> • A minimum of 5 years of combined relevant experience in recovery, relief operations, community outreach and working with underserved groups of population on social issues as programme officer or programme assistant 	20
<ul style="list-style-type: none"> • Office management experience • Knowledge of UNDP procedures and policies • Project Management experience: data management, reporting, M&E, procurement, Finance and HR 	30
<u>Financial</u>	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 WORK

H1- EU Housing Project

The Office Coordinator for Antigua and Barbuda will be based in St. John's, Antigua, with frequent travels and stays on the island of Barbuda. S/he will closely work with the national and international counterparts and UNDP team members on the ground.

Summary of Key Functions:

The Office Coordinator of UNDP in Antigua and Barbuda will report directly to the Head of the Prevention, Recovery and Resilience Unit based in Barbados MCO, and will be responsible for the day to day management of the Project Office's team and accountable for the delivery of the expected results.

1. Ensures **strategic programme planning, coordination and implementation** in the geographic area of responsibility of the Project Office, focusing on achievement of the following results:
 - ❑ Ensure the team has the adequate guidance, allocate sufficient resources and prioritize the implementation of strategic projects, providing quality assurance and monitoring progress.
 - ❑ Provides guidance and manages the overall PO programme development and implementation including planning, budgeting, implementation and monitoring.
 - ❑ Ensures overall efficient coordination of programmes/projects including planning processes and timely delivery of results taking into consideration agreed upon work plans with the Head of Prevention, Recovery and Resilience Unit and consistency with the Recovery programme priorities.
 - ❑ Supports capacity building of national counterparts.
 - ❑ Oversees project implementation through close monitoring of results. Ensures effective application of Results Based Management (RBM) tools, management of scorecard targets and other benchmarks.
 - ❑ Coordinates and follows through on decentralized local evaluations.
 - ❑ Promotes identification and synthesis of best practices and lessons learned for organizational sharing and learning.

2. Responsible for effective **Office management** focusing on achievement of the following results:
 - ❑ Ensures smooth running of the Project Office, builds an effective PO team, promotes team work and an environment that is conducive to delivering results.
 - ❑ Ensures full responsibility for the appropriate use and management of resources attributed to the Project Office by tracking use of financial resources. Continually find ways to systematically identify and integrate efficiency gains and cost reductions in all operations of the Project Office.
 - ❑ Ensures timely and regular reporting.
 - ❑ In collaboration with the Operations staff, ensures that the security needs of office and projects are met. Under the supervision of the Head of Prevention, Recovery and Resilience Unit and in collaboration with the Security Advisor ensures enforcement of security procedures and MOSS/MORSS requirements in the Project Office.
 - ❑ Mitigates possible risks and impacts associated with the Project Office operations (e.g. logistical, security etc) by proactively designing mitigation measures.
 - ❑ Builds capacity of the office staff by identifying capacity needs and establishing training/learning programmes.
 - ❑ Prepares payment request, e-requisitions, documentation for petty cash reimbursement, sales receipts and provides information to facilitate any necessary budget revisions.
 - ❑ Enters all required information in PROMPT and Case Management for new contracts or contract amendment
 - ❑ Monitoring of any existing contracts and facilitate extensions where necessary.

3. Responsible for **Representation and Coordination** in the area focusing on achievement of the following results:
 - ❑ Represents UNDP at the local level.
 - ❑ Implementation of the communications and visibility plan for the EU Housing Project, in relation specifically to communication and visibility activities in the island of Barbuda.

- ❑ Development and responsible for ensuring the dissemination of communications products in Barbuda, as needed, including monthly meeting with the community and other representatives in Barbuda on project progress and any additional communications, outreach and visibility requirements of the EU-funded project.
 - ❑ Maintains collaboration and coordination with the SRA and Head of Prevention, Recovery and Resilience Unit to ensure programmatic integration and sharing of best practices
4. Promotes ***communication flow in the office*** focusing on achievement of the following results:
- ❑ Maximizes communication between the various portfolios and ensures that stakeholders (development partners, bilateral and multilateral donors, private sector, civil society, UN agencies and Government agencies) have one consistent UNDP counterpart.
 - ❑ Ensures internal communication and coordination at PO level and effective and proactive communication between relevant units (both programme and operations units).
 - ❑ Monitors the perception of UNDP at the local level and in collaboration with the Head of Prevention, Recovery and Resilience Unit suggest media activities that positions UNDP more strategically and effectively as a neutral broker for local development. Enhances local visibility for UNDP in development effectiveness
 - ❑ Ensures that local development results are effectively communicated in collaboration with Communication colleagues in the country office.
5. Responsible for ***Monitoring and Reporting***
- ❑ Design/adapt project monitoring tools for the routine monitoring of all activities and results of the EU-funded Housing support to Barbuda project.
 - ❑ Coordinate data compilation and reporting, particularly with the Project Engineer.
 - ❑ Ensure timely and effective data collection and management including data presentation and storage.
 - ❑ Facilitate knowledge building and knowledge sharing on monitoring and reporting.
 - ❑ Report on the achievement of programme outputs and results, coordinates and drafts project data and provides inputs into communications and advocacy activities of the Project Office, as needed.

H2 - Being LGBTI in the Caribbean Project

Responsibilities and Deliverables

1. Project Implementation includes but is not limited to:

- Provide technical support to the implementation of the Project related activities
- Establish and maintain project documents which will include financial, programmatic and monitoring information.
- Support logistic arrangements for meetings, workshops, engagements with stakeholders
- Consult with UNDP, RBLAC and Technical Teams, national partners and any other stakeholders deemed appropriate to support project implementation.
- Support the development of strategic briefs based on regional and national dialogues and the being LGBTI Report

2. Financial administration includes but is not limited to:

- Proper control for payments and financial reports in keeping with UNDP rules and Regulations.
- Assist in the provision of documentation to support procurement and payment processes.
- Ensure that grant funds are distributed and expended in keeping with the Work plans
- Support to spot checks, financial audits and financial closure of the project and ensure provision of requisite documentation;
- Participation in the trainings for the project staff on Finance

3. Capacity building initiatives include but are not limited to:

- Implementation of capacity assessments and development plans
- Coordination between regional organizations to support implementation of national and regional dialogues
- Support the roll out of training and workshops to support capacity building for CSOs

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date</u>	<u>% Payment</u>
1	Completion of activities as outlined in TOR	Monthly	N/A

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

J1. Years of experience:

A minimum of 5 years of combined relevant experience in recovery, relief operations, community outreach and working with underserved groups of population on social issues as programme officer or programme assistant. Experience in development in a governmental or large civil society organisation is required. A minimum of 1 year of relevant experience in UN(DP) policies and projects

J2. Competencies:

- Strong commitment to the values and principles of the UNDP
- Strong inter-personal, negotiation and liaison skills
- Ability to work as part of a team, sharing information and coordinating efforts within the team and various stakeholders
- Excellent workshop/meeting facilitation skills.
- Ability to handle multiple tasks simultaneously and flexibly;
- Ability to establish and maintain strong and effective working relationships;
- Strong interpersonal, teamwork and communication skills;
- Strong analytical and presentation skills as demonstrated by past work experience and references
- Able to work with sensitive information and maintain confidentiality and respect for the privacy of stakeholders and project partners
- Proven experience working with community groups is required
- Proven experience working with LGBTI communities an asset
- Proven understanding of the human rights concerns of LGBTI persons/communities

K. QUALIFICATIONS

- Associate Degree, as a minimum, in International Development, Social Sciences, Public Administration, Business Administration, or other relevant development or management areas.

A First Degree or commensurate skills and experience in Project Management and Community Mobilisation will be considered.