

# Terms of reference



Empowered lives.  
Resilient nations.

## GENERAL INFORMATION

*Title:* Programme Coordination (Individual Consultant)

*Reports to:* UNDP Resident Representative

*Duty Station:* Jamaica

*Expected Places of Travel (if applicable):* Not applicable

*Duration of Assignment:* July 2020 to January 2021 with possibility of extension

## REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	CV
X	Copy of education certificate
X	Completed financial proposal

## I. BACKGROUND

The Human Security Approach (HSA) is a multidimensional analytical framework that allows for a broad perspective on the challenges that people and Governments face. It assists the United Nations system to assess, develop and implement integrated responses to a broad range of issues that are complex and require the combined inputs of the United Nations (UN) system, in partnership with Governments, non-governmental entities and communities. The principles of the HSA involve programming that are people centric, comprehensive, context-specific, prevention-oriented and promotes empowerment. In supporting the Government of Jamaica to address issues of human insecurity, the United Nations Development Programme (UNDP), Food and Agricultural Organization (FAO), United Nations Environment, Pan American Health Organization (PAHO/WHO) and UN Women are jointly implementing the **“Strengthening human resilience in Northern Clarendon & West Kingston”** Programme with funding from the UN Trust Fund for Human Security (UNTFHS). The programme seeks to contribute to enhance resilience and human security of communities in Northern Clarendon and West Kingston through three key objectives:

1. Strengthening of community organizational capacity and cohesion;
2. Enhancing economic, food and nutrition security and;
3. Enhancing environmental health and water security at the community, local and national levels

The Programme involves a diversity of stakeholders including UN agencies, Government, civil society, community groups and private sector. The Programme is anchored nationally by the Ministry of Economic Growth and Job Creation (MEGJC). A Joint UN Programme with so many components and stakeholders requires continuous, efficient and effective coordination to ensure that all activities are implemented across agencies. As such, UNDP as lead agency for the Programme is seeking the services and expertise of a consultant to coordinate the components across agencies.

## II. *SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES*

### **Scope of Work**

The Programme Coordination Consultant will lead the coordination of the UN Joint Programme to ensure achievement of the Programme's objectives across participating UN agencies, Government entities and civil society organizations. This will include developing and leading all activities that will contribute to the coordination function including providing oversight for the overall implementation of the Programme across agencies. The Consultant is expected to work closely with the Project Team and UN Agency Focal Points to ensure programme implementation.

Specifically, the consultant is expected to perform the following tasks:

### **Lead Programme Coordination**

- Coordinates the implementation of programme components, ensuring synergies of activities across participating agencies.
- Ensures relevant technical support is provided towards the implementation of programme related activities across agencies.
- Monitors and analyses implementation to ensure achievement of expected outputs/results and objectives in keeping with the requirements and performance measurement indicators established by UNDP and the Human Security Unit.
- Coordinates the management of the programme's finances by ensuring effective use of resources and compliance with UNDP rules and procedures as well as with donor requirements.
- Ensures all reporting and/or submission deadlines established by Human Security Unit are met.
- Coordinates the preparation of annual work plans, progress reports, budgets, presentations, briefs etc. related to the programme.
- Coordinates, represents the programme and reports into the Project Board or Steering Committee.
- Leads the Technical Working Group Meetings on the Joint Programme.
- Manages and monitors the project risks initially identified; submits new risks to the Project Steering Committee for consideration and decision on possible actions if required; and updates the status of these risks by maintaining the Project Risk Log.
- Leads on initiatives and interventions geared at mainstreaming the Human Security Approach in Jamaica.
- Coordinates periodic project evaluations, including developing and implementing the management response, where necessary.

- Coordinates relevant internal and external stakeholders' consultations and lead the planning of events, workshops, seminars, etc. involving programme stakeholders including UN agencies.
- Consolidates lessons learned and key achievements of the programme.

#### Expected Outputs and deliverables

Deliverables	Due date from consultant	Review and Approvals Required
Inception Report including project implementation plan	July 2020	Resident Representative or designate
Monthly reports on progress made as <i>per</i> agreed workplan. <i>Workplan will be finalized with the selected consultant.</i>	30 <sup>th</sup> of each month from July 2020 to January 2021	Resident Representative or designate

### III. WORKING ARRANGEMENTS

#### Institutional Arrangement

The consultant will report directly to the UNDP Resident Representative working closely with the UNDP Jamaica Programme and Operations Teams as well as the other teams and agencies listed above to complete the assigned tasks. It is expected that the consultant will also collaborate with the Joint Programme Focal Points in each UN Agency. The consultant will also work closely with the Chief Technical Director at MEGJC as well as the UN Resident Coordinator.

#### Duration of the Work

- The consultant is expected to work at least 4 days per week
- The anticipated start date for the consultancy is July 2020
- UNDP will provide comments on deliverables within 3-5 business days upon receipt

#### Duty Station

- Jamaica

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### Academic Qualifications & Experience:

- Master's degree in Social Sciences, Sustainable Development studies, International Development, Environmental Sciences or related field is required; or a relevant bachelor's degree (or equivalent) with two additional years of qualifying experience.
- A project management degree or additional certification (e.g. PMP) relevant to the consultancy.

#### Years of Experience

- At least 5 years of relevant experience with master's degree or 7 years with bachelor's degree at the national or international level in programme management, advisory

services, hands on experience in design, monitoring and evaluation of development projects.

- At least 3 years' experience in implementing projects at the national and subnational (community) level including project financial management is required.
- Experience in coordination and liaising with diverse stakeholder groups including government agencies and civil society organizations is required.
- Experience working in the UN System or international organization is an asset.
- Experience in the usage of computers and office software packages and handling of web-based management systems.

### III. Competencies and special skills requirement:

#### **Competencies:**

- Demonstrates commitment to UNDP's mission, vision and values;
- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

#### **Functional Competencies:**

- Strong organizational, research and analytical skills;
- Ability to maintain a high level of accuracy, confidentiality and integrity;
- Strong interpersonal skills;
- Shares knowledge and experience;
- Ability to work and act well under pressure;
- Responds positively to critical feedback and differing points of view;
- Ability to work independently and under tight deadlines;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude.

## **V. EVALUATION METHOD & CRITERIA**

Individual consultants will be evaluated based on the following methodology:

Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight- Lowest priced, technically compliant consultant.*

*Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>	70	70
Criteria A: qualification requirements as per TOR:		

<b>Relevance of Education/ Degree</b> <ul style="list-style-type: none"> <li>▪ <i>Minimum bachelor's degree (or equivalent) in Social Sciences, Sustainable Development studies, International Development, Environmental Sciences or related.</i></li> </ul>	<i>Pass/Fail</i>	<i>Pass/Fail</i>	
<ul style="list-style-type: none"> <li>▪ A project management degree or additional certification (e.g. PMP) relevant to the consultancy.</li> </ul>	5	5	
<b>Adequacy of Competencies for the Assignment</b> <ul style="list-style-type: none"> <li>▪ <i>At least 5 years of relevant experience with master's degree or 7 years with bachelor's degree at the national or international level in programme management, advisory services, hands on experience in design, monitoring and evaluation of development projects;</i></li> <li>▪ <i>At least 3 years' experience in implementing projects at the national and subnational (community) level</i></li> <li>▪ <i>Experience in coordination and liaising with diverse stakeholder groups including government agencies and civil society organizations is required</i></li> </ul>	25	25	
	15	15	
	25	25	

Approval

Signature



Name

Denise Antonio, Resident Representative

Date

16-Jun-2020