



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Competition

Date: August 31, 2020

REF NO.: BBRSO107759

Job Title: Consultant –Assessment of Human rights and of the capacity of local LGBTI organizations

Country: Barbados, St. Lucia & Grenada

Description of the assignment: Consultant required to provide a thorough assessment of the situation of Human rights and of the capacity of local LGBTI organizations, inclusive of interviews with staff and board members. Focus must be on the entities' legal status, human resources, communication, coordination and fundraising challenges. Thereafter, provide a Being LGBTI in Barbados, St. Lucia and Grenada report in addition to summary document, the report should support the projects three main objective and cover the scope of work listed within the TOR.

Project name: Being LGBTI in Barbados and the Eastern Caribbean (St.Lucia & Grenada)

Period of assignment/services (if applicable): September to October 2020

A. ADMINISTRATION

To apply, interested persons should upload the **combined*** *Technical Proposal/Methodology* (if applicable), 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=93698 (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/P11 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.** The subject line of your email must contain the following: **"BBRSO##### 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 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=69566 (cut and paste into browser address bar if the link does not work)

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**

B. BACKGROUND

Lesbian, gay, 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 advance inclusion and the development 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 broadly. 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 Being LGBTI in the Caribbean (BLIC) Project was developed. 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.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal

D. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

E. TRAVEL

No travel envisaged under this contract.

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	Weight	Max. Point
<u>Technical</u>	70	70
<ul style="list-style-type: none"> Minimum Bachelor's Degree in gender studies, law, history, Economics and Social Sciences - 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. 	10	10
<ul style="list-style-type: none"> At least five years of relevant experience in the area of LGBTI rights, health, human rights, key populations most at risk of HIV - 15 points will be allocated for at least five years of experience in LGBTI Rights, health, human rights, key populations most at risk of HIV; One point will be given for each additional year up to a maximum of 20 points. 	20	20
<ul style="list-style-type: none"> At least five years of advocacy experience, including advocacy for LGBTI rights, human rights and health, HIV – 15 points will be allocated for five years of advocacy experience, including advocacy for LGBTI rights, humans rights and health, HIV; One additional point for each year up to a maximum of 20 points 	20	20
<ul style="list-style-type: none"> At least two years of experience in researching, reporting and contributing to reports related to the violation of the rights of LGBTI people and other key populations -7 points will be allocated for at least 2 years of experience in researching, reporting and contributing to reports related to violation of rights of LGBTI people and other key populations; One point will be given for each additional year up to a maximum of 10 points 	10	10
<ul style="list-style-type: none"> Have at least two years' experience in writing documents related to the reality of LGBTI people. Please note two samples are required and can include articles, reports, blogs etc.- 7 points will be allocated for at least two years of experience in writing documents related to LGBTI issues; One point will be given for each additional year up to a maximum of 10 points 	10	10
<u>Financial</u>	30	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 ANALYTICAL WORK

Refer to Annex 1 – Terms of Reference

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date</u> <i>(after contract signature)</i>	Proposed Completion deadline	<u>% Payment</u>
1	Deliverable 1: Implementation Plan	2 days	August	20
2	Deliverable 2: Delivery of the first draft of the report	25 days	September	50
3	Deliverable 3: Delivery of final report & summary document	13 days	October	30
4	Total	40		100

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

At least five years of advocacy experience, including advocacy for LGBTI rights, human rights and health, HIV;

II. Competencies:

Individuals interested in this assignment should be able to demonstrate previous experience in working with assignments relating to Human Rights and/or Gender Studies. Women, LGBTI people, PLHIV and people living with disabilities are especially encouraged to apply.

- At least five years of relevant experience in the area of LGBTI rights, health, human rights, key populations most at risk of HIV;
- At least two years of experience in researching, reporting and contributing to reports related to the violation of the rights of LGBTI people and other key populations;
- Have at least two years’ experience in writing documents related to the reality of LGBTI people
- Have a good knowledge of the functioning of international and regional human rights mechanisms.

K. QUALIFICATIONS

- Minimum Bachelor’s Degree in gender studies, law, history, Economics and Social Sciences.