



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

International Competition

Date: September 3, 2020

REF NO.: BBRSO112599

Job Title: Consultant

Country: Homebased

UNDP Barbados and the Eastern Caribbean

Description of the assignment: Consultancy to Build the Technical Capacity to Improve Data Collection and Analysis on Violence Against Women and Girls (VAWG) within Key Stakeholders in Grenada

Project name: Grenada Spotlight Initiative Programme

Period of assignment/services (if applicable): 60 Days

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=93777 (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=69709 (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

The Grenada Spotlight Initiative is designed to focus attention, coordinate human effort, and strategically apply resources to the implementation of a well-conceived comprehensive national programme to contribute to end family violence and all forms of violence against women and girls in Grenada, Carriacou and Petite Martinique. The programme is comprised of 6 outcome areas of which UNDP leads the implementation of Outcome 2 and 5, with UN Women, UNICEF and PAHO leading the implementation of others. Under Outcome 1, the programme will address the legislative and policy gaps that create an environment of impunity as it relates to family violence while under Outcome 2, the programme will strengthen the capacity institutions to provide gender responsive support in the area of Family Violence. Outcome 3 will scale up existing creative and effective initiatives to establish healthy habits to prevent family violence against women and girls. Outcome 4 will focus on strengthening the delivery of quality

essential services, while under Outcome 5, the Initiative will ensure that data relevant to family violence in Grenada, Petite Martinique and Carriacou is rigorously collected and effectively used to improve prevention and response. And finally, under Outcome 6, the Grenada Spotlight Initiative will harness the power of Grenada's women's movement, autonomous social movements, and Civil Society organisations to end family violence and all forms of violence against women and girls.

For this Consultancy emphasis is placed on Outcome 5 which focuses on quality, disaggregated and globally comparable data on VAWG related family violence with a focus on intimate partner violence and child sexual abuse which can be collected, analyzed and used in line with international standards to inform laws, policies and programmes. The collection, dissemination, storage, and uptake of data on VAWG is a critical area for growth in Grenada, necessitating increased focus and investment.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Cover Letter explaining why they are the most suitable for the work
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal – including Letter of Offerors

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

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.

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:

- responsive/compliant/acceptable, and
- 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"> • 1-2 years of relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues – 10 pts; • 3- 5 years of relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues – 15 pts; • More than 5 years of relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues – 25 pts 	25	25
<ul style="list-style-type: none"> • Experience leading large-scale quantitative surveys as well as qualitative research- 9 pts; • Extensive knowledge and experience with statistical data analysis, and demonstrated competency in database development and analysis using statistical software-8 pts; • Experience in conducting training programmes on data collection- 8 pts 	25	25
<ul style="list-style-type: none"> • Experience in the design of data collection tools for statistical analysis and data management 	10	10
<ul style="list-style-type: none"> • Experience working with national government partners, National Statistical Office, NGOs and the academic and development community 	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

The Consultant will be required to undertake the following activities to achieve the objectives of Outcome 5:

- Conduct a baseline assessment, including a capacity gap analysis, of both government and civil society organisations’ qualitative and quantitative data collection and management systems, including the forthcoming Police Records Management Information System (PRMIS), on VAWG within families with a focus on intimate partner violence and child sexual abuse.
- Propose and develop revisions to relevant qualitative and quantitative data collection tools and process guidelines to include VAWG based intimate partner violence and child sexual abuse considerations.
- Design, develop and implement training workshops with technical personnel from key ministries to collect, analyse and disseminate/make available qualitative and quantitative sex disaggregated data and gender statistics on VAWG related family violence with a focus on intimate partner violence and child sexual abuse.
- Development and execution of training programmes to build the capacity of civil society organizations to use technological innovation to improve collection, analysis and dissemination of community-based data on VAWG related family violence, especially to those women and girls facing intersecting forms of discrimination, to inform accountability mechanisms for service delivery and policy implementation.

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (after contract signature)</u>	<u>% Payment</u>
1	Inception Report	1wk	15
2	Interim Report	5 wks	40
3	2 nd Interim Report	8 wks	45

J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

I. Years of experience:

- Minimum requirement of 1-2 years relevant experience in conducting statistical research or social science research, with a specific emphasis on gender and child sexual abuse issues.
- Experience leading large-scale quantitative surveys as well as qualitative research; extensive knowledge and experience with statistical data analysis, and demonstrated competency in database development and analysis using statistical software;
- Experience in conducting training programmes on data collection relevant to this project.

II. Competencies:

- Strong research skills (both quantitative and qualitative).
- Strong interpersonal and communication skills in both oral and written English;

- Experience working with sensitive topics like VAWG related family violence with a focus on intimate partner violence and child sexual abuse.
- Strong track record of quality data collection tools for statistical analysis, data management, report writing and project management
- Experience working in Grenada is desirable.
- Demonstrated ability to network within national government partners, National Statistical Offices, NGOs and the academic and development community;

K. QUALIFICATIONS

III. Academic Qualifications:

- Minimum Master's Degree in Statistics or relevant Social Sciences.