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Terms of reference



Empowered lives.
Resilient nations.

GENERAL INFORMATION

Title: Spotlight Technical Advisor (Individual Consultant)
Reports to: UNDP Resident Representative
Duty Station: Jamaica
Expected Places of Travel (if applicable): Not applicable
Duration of Assignment: 6 months

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

In a partnership between the European Union (EU) and the United Nations (UN), the Spotlight Initiative (SI) focuses on eliminating in all forms, violence against women and girls (VAWG) including harmful practices (HP). In the Caribbean region, including Jamaica, the Initiative focuses on family violence which covers physical, social, sexual, economic and emotional abuse and acts of aggression within relationships that are considered as family connections or akin to family connections. Focusing on family violence provides the opportunity to address the consequences and roots causes of violence across the life cycle.

The SI involves six pillars premised on implementation of the 2030 Agenda for Sustainable Development (SDG target 5.2) under the principle of “*leaving no one behind*” as follows:

1. Developing and Implementing relevant legislation and policies
2. Strengthening national and sub-national institutions
3. Preventing violence through evidence-based programmed and campaigns
4. Establishing and Strengthening essential services for victims and survivors
5. Ensuring the collection and use of prevalence and incidence data, and

6. Partnering directly with women’s movements and civil society

The United Nations Country Team (UNCT) in collaboration with key Government agencies and civil society organizations (CSOs) is implementing the SI in Jamaica. Four Core Agencies: the United Nations Development Programme (UNDP), the United Nations Population (UNFPA), the United Nations International Children's Emergency Fund (UNICEF) and UN Women will work together with other UN agencies to achieve the goals of the Initiative. The SI will focus on eliminating Sexual and Gender Based Violence (SGBV), aligned to Vision 2030 Jamaica: National Development Plan, Jamaica’s National Strategic Action Plan to eliminate Gender-Based Violence, 2017-2027 (NSAP-GBV) and the National Plan of Action for an Integrated Response to Children and Violence, 2018-2023. The SI Programme in Jamaica is also in line with the UN Multi-Country Sustainable Development Framework (UN-MSDF), especially Priority Area 3: *A Safe, Cohesive and Just Caribbean*.

The United Nations Development Programme (UNDP) is the United Nation’s (UN) global development network. It advocates for change and connects countries to resources, knowledge and experience to empower people build resilience. UNDP works in some 170 countries and territories to help eradicate poverty and reduce inequalities and exclusion. The UNDP Multi-Country Office (MCO) is lead Recipient UN Organization (RUNO) for Pillars 1 and 2 of the SI and will also work in Pillars 4 and 5.

As such, UNDP MCO is seeking the expertise of a Technical Advisor (“Consultant”) to provide technical oversight and advice to advance implementation of UNDP’s work under the SI.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the UNDP Resident Representative, the Technical Advisor will work in close collaboration with the Spotlight Team (Programme Officer and Finance and Administrative Assistant) and the UNDP MCO Programme Team to support the work under the SI.

The specific roles and responsibilities include:

- Provision of technical input to support UNDP’s coordination role as lead for SI Pillars 1 and 2
- Provision of overall technical guidance and advisory services to UNDP on matters relating to the implementation of the SI.
- Provision of technical advice on matters that could pose a risk to project implementation and make recommendations for corrective actions.
- Review of technical outputs and deliverables prepared by consultants under the relevant Pillars of work by UNDP
- Preparation and review of Terms of Reference (TORs) for required expertise and services, as necessary
- Guide UNDP’s response to technical and reporting requirements under the SI, including review of technical reports and knowledge sharing materials produced under the SI.
- Support UNDP’s efforts to establish, strengthen and expand relevant partnerships under the SI.

- Support the Programmes Team with coordinating and implementing project related activities, where necessary
- At the request of UNDP, the Consultant may be asked to participate in Project Board meetings as well as provide summary/concise reports for the Board as required.
- Prepare a Final Report on the consultancy documenting lessons learned during project implementation and make recommendations to the Resident Representative and by extension the Project Steering Committee for more effective implementation and coordination of project activities.
- Perform other related tasks/assignments as directed by the UNDP Resident Representative

Expected Outputs and deliverables

Deliverables	Due date from consultant	Review and Approvals Required
Monthly reports on progress made on agreed workplan	<i>October 2020-March 2021</i>	Resident Representative or designate
Final report including lessons learnt and recommendations for effective project implementation	15 April 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 MCO Spotlight and Programmes Teams. As necessary, the Consultant may also be required to liaise with the teams from the other RUNOs and associated UN agencies, Government counterparts and Civil Society Organizations as well as UNDP HQ, the Regional Bureau of Latin America and the Caribbean (RBLAC).

Duration of the Work

- Consultant is expected to be engaged for a minimum of 3 business days
- The anticipated start date for the consultancy is October 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, Gender Studies or related field is required; or a relevant bachelor’s degree (or equivalent) with two additional years of qualifying experience.

Years of Experience

- At least 3 years’ experience in providing technical and evidence-based policy, programme and/or project advice
- Demonstrable knowledge and experience in gender or women’s studies is required
- At least 5 years of experience designing supporting project and programme implementation
- Proven experience of consultancy work related to gender and gender-based violence; human rights, governance and policy development
- Prior experience working with UNDP or other UN agencies is desirable

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;

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

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
<p><i>Criteria A: qualification requirements as per TOR:</i></p> <p>Relevance of Education/ Degree</p> <ul style="list-style-type: none"> • Master's degree in Social Sciences, Sustainable Development studies, International Development, Gender Studies or related field is required; or a relevant bachelor's degree (or equivalent) with two additional years of qualifying experience. 	<i>Pass/Fail</i>	<i>Pass/Fail</i>
<p>Adequacy of Competencies for the Assignment</p> <ul style="list-style-type: none"> ▪ 3 years' experience in providing technical and evidence-based policy, programme and/or project advice ▪ Demonstrable knowledge and experience in gender and/or women's studies ▪ Proven experience of consultancy work related to gender and gender-based violence; human rights, governance and policy development ▪ 5 years' experience designing and supporting project and programme implementation ▪ Prior experience working with UNDP or other UN agencies 	<p>20</p> <p>10</p> <p>20</p> <p>10</p> <p>10</p>	<p>20</p> <p>10</p> <p>20</p> <p>10</p> <p>10</p>

X: Deliverables and Payments			
Deliverable	Consultant Due Date	UNDP Approval Date	Amount
Deliverable 1: 1 st Monthly Report including Project implementation Plan and acceleration plan	25 October 2020	30 October 2020	25%
Deliverable 2: 2 nd Monthly Report outlining activities undertaken and results achieved based on implementation plan	25 November 2020	30 November 2020	10%
Deliverable 3: 3 rd Monthly Report outlining activities undertaken and results achieved based on implementation plan	23 December 2020	28 December 2020	10%
Deliverable 4: 4 th Monthly Report outlining activities undertaken and results achieved based on implementation plan	25 January 2021	30 January 2021	10%
Deliverable 5: 4 th Monthly Report outlining activities undertaken and results achieved based on implementation plan	23 February 2021	27 February 2021	10%
Deliverable 6: 5 th Monthly Report outlining activities undertaken and results achieved based on implementation plan	25 March 2021	30 March 2021	10%
Deliverable 6: Final Project report outlining lessons learnt and recommendation for successful project implementation and delivery acceleration.	15 April 2021	20 April 2021	25%

Approved by:

Signature



Name

Denise Antonio, Resident Representative

Date

16-Sep-2020