

# Terms of reference



## GENERAL INFORMATION

Title: **Preparation of Systematization Case Study on Human Security Approach (2 consultants)**  
Project Name: *Strengthening Human Security in Northern Clarendon and West Kingston*  
Reports to: *Resident Representative*  
Duty Station: *Kingston*  
Expected Places of Travel (if applicable): *Not applicable*  
Duration of Assignment: *Forty-five (45) days*

## REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR; CV and Signed P11
X	Copy of Education Certificates
X	Completed Technical Proposal
X	Completed Financial proposal

## I. BACKGROUND

Many communities in Jamaica are vulnerable and face challenges due to multiple human insecurities. The Government of Jamaica (GOJ) is committed to addressing these human insecurities in order to promote social and economic development while protecting the natural environment as articulated in the Vision 2030 Jamaica: National Development Plan (Vision 2030). It is also recognized that the complexity and interconnectedness of the human insecurities require a multi-sectoral, multi-dimensional and multi-level approach that is prevention-oriented, people-centered and partnership driven.

In an effort to address the diverse human insecurities in a comprehensive and holistic manner, the Joint United Nations (UN) Team comprising the United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP \_), Pan-American Health Organization (PAHO); the Food and Agriculture Organization (FAO);United Nations Educational, Scientific and Cultural Organization (UNESCO); the Global Environment Facility (GEF) Small Grants Programme (GEF SGP) and UN Women are partnering with the GOJ to implement the three-year **“Strengthening human resilience in Northern Clarendon & West Kingston”** Programme under the “Delivering as One”

approach.

A comprehensive human security analysis revealed a wide range of threats and insecurities facing communities in Jamaica. The indicators of human insecurity are reflected across the portfolios of UN Agencies, justifying the need for an integrated approach to reduce vulnerabilities. The joint programme will allow for enhanced coordination and streamlining of resources and efforts to attain common programme objectives in the target communities. Four priority areas emerge as the most prevalent and best suited for a joint UN programme, namely:

- Economic insecurity – expressed in the form of poverty and unemployment, especially among youth and in particular women, and low levels of rural development
- Environmental insecurity – seen in vulnerability to natural hazards and the need to strengthen resilience to climate change and improve management of the use of natural resources such as water and land
- Personal insecurity – expressed in the forms of political and community insecurity because of the high levels of crime in West Kingston
- Health insecurity – due to limited infrastructure for and access to basic services such as water and sanitation.

The three-year programme which is supported by the United Trust Fund for Human Security (UN-TFHS) is aimed at enhancing resilience and human security of communities in Northern Clarendon and West Kingston in Jamaica. It will also seek to mainstream the human security approach in development strategies and support improvement in the policy and regulatory framework in water resources management.

This will be achieved through four key objectives:

**Objective One:** Local and community governance bodies strengthened to design and oversee interventions to address insecurities

**Objective Two:** Enhanced economic, food and nutrition security in selected communities

**Objective Three:** Improved environmental health and water security at the community, local and national levels

**Objective Four:** Institutional capacity for integration of Human Security Approach strengthened

#### *Rationale for Consultancy*

This consultancy will support the preparation of a systemization case study on the human security approach (HSA) and will be undertaken on by two individual consultants (*1 Lead Researcher and 1 Technical Officer*)

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

### Scope of Work

The consultants are expected to:

a) Prepare a systematization case study on the human security approach being implemented in selected communities of West Kingston & Northern Clarendon.

b) In close collaboration with national counter parts, prepare a systematization case study to document the mainstreaming of the human security approach (HSA) in UN Country Programme Documents and in broad national development planning. The consultant will also document lessons learned, experiences and best practise gleaned in the implementation of the HSA. The case study should enable the transfer of knowledge on the HSA and should clearly identify key processes, structures and challenges that will facilitate the replication of the HSA in development planning in Jamaica. The case study will also address the issues affecting sustainability of the human security model. In addition, the case study will include a resource mobilization strategy to replicate the model across other communities along with a costed monitoring and evaluation plan.

### Expected Outputs and deliverables

Deliverables/ Outputs	Estimated Number of Working Days	Proposed Completion Deadline	Percentage
Inception Report, including: <ul style="list-style-type: none"> <li>○ Work-Plan</li> <li>○ Approach to work</li> <li>○ Risk and Mitigation actions</li> </ul>	5	3 weeks upon signing contract	5%
Draft case study for mainstreaming the human security approach and conduct validation session.  Case study is to include: <ul style="list-style-type: none"> <li>○ Draft Sustainability Plan</li> <li>○ Draft Lessons Learnt</li> </ul>	30	10 weeks upon signing contract	60%
Final Report with case study, sustainability plan and lessons learnt	10	12 weeks upon signing contract	35%
Total	45		100%

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### III. WORKING ARRANGEMENTS

#### **Institutional Arrangement**

a) Both consultants will report directly to the Resident Representative under the overall guidance of the Resident Representative, working closely with the UNDP Jamaica Programme Team

#### **Duration of the Work**

- a) The consultants are set to work for 45 non-consecutive days
- b) The anticipated start date for the consultancy is October 2020
- c) UNDP and relevant partners will review and provide comments on deliverables within 3-5 business days of receipt of the deliverable.
- d) Payment for deliverables can only be made upon submission and approval of an invoice. Payment usually take 5-7 consecutive working days to be processed

#### **Duty Station**

- e) Jamaica

### IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

#### **Experience and Qualifications Requirements:**

#### **Lead Researcher:**

#### **Academic Qualifications:-**

Minimum Master's degree in Natural Resource Management, Environmental Management, Disaster Risk Management, Urban Planning, Geography, Climate Change, or other relevant discipline.

#### **Experience:-**

- At least five (5) years' experience in natural resource management and in particular disaster resilience/preparedness or disaster risk management.
- Extensive experience in conducting research (quantitative/qualitative) and writing research reports
- Minimum of 3 years of experience in the Caribbean region, specific experience in Jamaica preferred
- Sound knowledge and understanding of the development context in Jamaica, knowledge of the Caribbean region would be an asset

- Experience engaging with diverse stakeholders at multiple levels (grassroots/community, national, regional)
- Excellent written and spoken English, strong communication skills, with the ability to communicate detailed concepts clearly.
- Experience working with UN or other International Development Partner would be an asset

**Technical Officer:**

**Academic Qualifications:-**

Minimum Bachelor's degree in Natural Resource Management, Environmental Management, Disaster Risk Management, Urban Planning, Geography, Climate Change or Social Sciences related field

**Experience:-**

- Minimum 2 years experience in natural resource management and in particular disaster resilience/preparedness or disaster risk management
- Minimum one years 'experience in conducting quantitative/qualitative research
- Excellent written and spoken English, strong communication skills, with the ability to communicate detailed concepts clearly.
- Sound knowledge and understanding of the development context in Jamaica, knowledge of the Caribbean region would be an asset
- Experience working with UN or other International Development Partner

**V. EVALUATION METHOD AND CRITERIA**

Individual consultants will be evaluated based on the following methodologies:

**2. Cumulative analysis**

*When using this weighted scoring method, the award of the contract should be made to the consulting firm 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 point would be considered for the Financial Evaluation*

**Lead Researcher:**

<b>Criteria</b>	<b>Weight</b>	<b>Maximum Point</b>
<u>Technical</u>		
<p>Relevance of Education/ Degree</p> <ul style="list-style-type: none"> <li>The Lead Researcher: Advanced degree (Masters or higher) in Natural Resource Management, Environmental Management, Disaster Risk Management, Urban Planning, Geography, Climate Change, or other relevant discipline.</li> </ul>	<i>Pass/Fail</i>	<i>Candidates will be given a 'Pass' mark provided they have met the requirement as it pertains to the relevant educational qualifications in addition to the relevant years of experience.</i>
<ul style="list-style-type: none"> <li>At least five (5) years' experience in natural resource management and in particular disaster resilience/preparedness or disaster risk management.</li> </ul>	30%	<i>20 points will be allocated for 5 years' combined experience in natural resource management and in particular disaster resilience/preparedness or disaster risk management experience. An additional point will be allocated for each year above this up to a maximum of 30 points.</i>
<ul style="list-style-type: none"> <li>Extensive experience in conducting quantitative/qualitative research. At minimum two research reports must be provided.</li> </ul>	20%	<i>15 points will be allocated for the submission of two research reports. One point will be allocated for each additional report submitted up to a maximum of 20 points.</i>
<ul style="list-style-type: none"> <li>Minimum of 3 years of experience in the Caribbean region, specific experience in Jamaica preferred</li> </ul>	10%	<i>5 points will be allocated for three years' of experience in the</i>

		<i>Caribbean. An additional point will be allocated for each additional year up to a maximum of 10 points.</i>
<ul style="list-style-type: none"> <li>Assessment of Technical Proposal</li> </ul> <p>Technical Proposal should detail the consultant's approach to work based on the TOR. Points will be awarded based on:</p> <ul style="list-style-type: none"> <li>- <i>Clarity (2 points)</i></li> <li>- <i>Specificity (2 points)</i></li> <li>- <i>Language (2 points)</i></li> <li>- <i>Feasibility (2 points)</i></li> <li>- <i>Approach to work (2 points)</i></li> </ul>	10%	<i>Candidates will be allotted a maximum of 10 points based on the fluidity of their technical proposal.</i>

**Technical Officer:**

<b><i>Criteria</i></b>	<b><i>Weight</i></b>	<b><i>Maximum Point</i></b>
<u><i>Technical</i></u>		
<p>Relevance of Education/ Degree</p> <ul style="list-style-type: none"> <li>Technical Officer: Minimum Bachelor's degree in Natural Resource Management, Environmental Management, Disaster Risk Management, Urban Planning, Geography, or Climate Change related field.</li> </ul>	<i>Pass/Fail</i>	<i>Candidates will be given a 'Pass' mark provided they have met the requirement as it pertains to the relevant educational qualifications in addition to the relevant years of experience..</i>
<ul style="list-style-type: none"> <li>Minimum two (2) years' experience in natural resource management and in particular disaster resilience/preparedness or disaster risk management.</li> </ul>	30%	<i>20 points will be allocated for 2 years' combined experience in natural resource management and in particular disaster resilience/preparedness or disaster risk management experience. An additional point will be allocated for each year above this up to a maximum of 30 points.</i>

<ul style="list-style-type: none"> <li>• Minimum one year experience in conducting quantitative/qualitative research</li> </ul>	20%	<i>15 points will be allocated for one year of experience. One point will be allocated for each additional year up to a maximum of 20 points.</i>
<ul style="list-style-type: none"> <li>• Experience working with UN or other International Development Partner</li> </ul>	10%	<i>10 points will be allocated for experience working with the UN or other International Development Partner.</i>
<ul style="list-style-type: none"> <li>• Assessment of Technical Proposal Technical Proposal should detail the consultant's approach to work based on the TOR. Points will be awarded based on:               <ul style="list-style-type: none"> <li>- <i>Clarity (2 points)</i></li> <li>- <i>Specificity (2 points)</i></li> <li>- <i>Language (2 points)</i></li> <li>- <i>Feasibility (2 points)</i></li> <li>- <i>Approach to work (2 points)</i></li> </ul> </li> </ul>	10%	<i>Candidates will be allotted a maximum of 10 points based on the fluidity of their technical proposal.</i>

Financial Criteria weight: 30%

**Application Procedure:**

Qualified and interested candidates are requested to submit the following to demonstrate your interest and qualifications by explaining why you are the most suitable for the post:

- **Cover Letter** explaining why you are the most suitable candidate for the advertised position.
- **Completed P11 form** (Personal History Form) (available on UNDP website) **and/or CV** including past experiences in similar projects and contact details of referees.
- **Technical Proposal**-should include (a) detailed proposed strategy/methodology, work plan timeline; risks/limitations; (b) detailed profile of the expertise of the consultant, especially as it relates to scope of work;
- **Financial Proposal (using template provided)**-specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount for the specified tasks (e.g., costs related to data collection, capacity building events, public information session/launch, travel, and any other costs, including the number of anticipated work days). Overall, the financial proposal should include costs to deliver the work plan.

Incomplete applications will not be considered. Please make sure you have provided all requested documents. UNDP retains the right to contact references directly. Due to the large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest of confidence.

Approval

Signature



Name Denise Antonio, Resident Representative

Date

13-Aug-2020