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**REQUEST FOR PROPOSAL (RFP)**

**(For Low-Valued Services)**

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| --- | --- |
| Interested Companies | DATE: October 1, 2020 |
| BBRFP115206 |

Dear Sir / Madam:

We kindly request you to submit your Proposal for the Development of a Gender Responsive Budgeted Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Actions Plans (SASAPs) for Saint Lucia.

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, October 30, 2020 and via email to the address below:

**United Nations Development Programme**

***procurement.bb@undp.org***

 ***Procurement Unit***

 Your Proposal must be expressed in the **English**, and valid for a minimum period of 90 days

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP’s re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

 UNDP’s vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated; you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

 **UNDP encourages every prospective Service Provider to** prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : <https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscc/conduct_english.pdf>

**Thank you and we look forward to receiving your Proposal.**

**Sincerely yours,**

*Procurement Unit*

10/1/2020

**Annex 1**

**Description of Requirements**

|  |  |
| --- | --- |
| Context of the Requirement | Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) |
| Implementing Partner of UNDP | UNDP |
| Brief Description of the Required Services | The overall objective is to develop a Gender-responsive Budgeted (GRB) Project Proposal from the Agricultural, Water and Fisheries Sectoral Adaptation Strategy and Actions Plans (SASAPs) for Saint Lucia. This will advance gender equality through climate change actions, and minimise social, gender-related and climate-related risks, while also endeavouring to promote respect for and observance of the human rights of all people, including women and men from vulnerable or marginalised communities in climate actions. This output would assist in achieving the project’s immediate Outcome 1110: “Improved national capacity for gender-responsive climate change adaptation and mitigation planning and implementation among state and non-state actors in the target countries”.The objectives include:1. To develop Gender-responsive Budgeted (GRB) Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Action Plans (SASAPs) for Saint Lucia.
2. To develop a gender-responsive Monitoring and Evaluation Plan as part of the Gender-responsive Budgeted (GRB) Project Proposal for Saint Lucia.
 |
| List and Description of Expected Outputs to be Delivered | **Methodology and Workplan**Develop a detailed methodology and work plan for undertaking the identified activities inclusive of work plan, stakeholder engagement plan; adapted Multi-Criterial Analysis Tool; timeline and technical resources.**Prioritisation Process and Stakeholder Consultation Report** The Prioritisation Process and Stakeholder Consultation Report should also include summary of the findings from; the prioritisation activity of the project concepts from the Agriculture, Water, Fisheries Sectoral Adaptation Strategies and Action Plans (SASAPs) through gender-responsive stakeholder participation and how it was adapted to suit the specific country context, list of stakeholders involved in the process, as well as list of stakeholders agenda for the stakeholder participation and a schedule of country visits should also be included in the report**Gender-Responsive Budgeted Project Proposal**The Gender-Responsive Budgeted Project Proposal for the prioritised project concept should include the standard cover sheet, a one-page table of contents and should not exceed 30 pages of text (including any charts or diagrams). The proposal includes the following main sections: Project Description; Objectives Results and Partnerships; Risks and Assumptions; Gender-responsive Results Framework and Gender-responsive Monitoring and Evaluation Plan and Gender-responsive Budgeting. |
| Person to Supervise the Work/Performance of the Service Provider  | EnGenDER Technical Specialist – Climate Change, UNDP |
| Frequency of Reporting | The company will report directly to the EnGenDER Technical Specialist Climate Change, with support from the Technical Specialist for Gender Equality in accordance to the approved schedule of works, on progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The company is expected to liaise/interact/collaborate/work closely, within the course of performing the work, with the established EnGenDER National Focal Point and the National Mechanism for Decision Making, other government agencies, national climate change and disaster risk technical officers, technical officers from the priority sectors, other consultants, other agencies, donors, communities, CSOs, local government units, etc. Whenever requested, the company may participate in wider multi-agency assessment exercises and coordination forum, but not to represent and/or to speak on behalf of UNDP. |
| Progress Reporting Requirements | Reporting template will be completed with each major deliverable. |
| Location of work | [x]  Saint Lucia |
| Expected duration of work  | 70 working days within a period of 5 months |
| Target start date  | 01st November, 2020 |
| Latest completion date | 31st March, 2020 |
| Implementation Schedule indicating breakdown and timing of activities/sub-activities | [x]  Required[ ]  Not Required |
| Names and curriculum vitae of individuals who will be involved in completing the services | [x]  Required[ ]  Not Required |
| Currency of Proposal | [x]  United States Dollars |
| Value Added Tax on Price Proposal[[1]](#footnote-1) | [x]  must be inclusive of VAT and other applicable indirect taxes |
| Validity Period of Proposals *(Counting for the last day of submission of quotes)* | [ ]  60 days [x]  90 days [ ]  120 daysIn exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.  |
| Partial Quotes | [x]  Not permitted[ ]  Permitted |
| Payment Terms[[2]](#footnote-2) |

|  |  |  |
| --- | --- | --- |
| Deliverables  | Due date | % Payment |
| 1. Methodology and Workplan
	1. Stakeholder Engagement Plan
	2. Adapted Multi-Criteria Analysis Tool
	3. Timeline
	4. Technical Resources
 | 7 days from signing contract | 10% |
| 2a. Draft Prioritisation Activity and Stakeholder Consultation Report * 1. Summary of findings from the prioritisation process
	2. Description of tools and techniques applied or the Gender-Responsive Facilitation Stakeholder Participation
	3. List of stakeholders
	4. Schedule of Country Visits
	5. Agenda for the in-country consultations
 | 28 days after signature of contract | 10% |
| 2b. Final Prioritisation Activity and Stakeholder Consultation Report  | 45 days after signature of contract | 10% |
| 3a. Draft GRB Project Proposal for Saint Lucia1. Project Description: Background, Context and Baseline, Justification
2. Objectives, Results and Partnerships
3. Risk Assumptions
4. Gender-responsive Results Framework
5. Gender-responsive Monitoring and Evaluation Plan
6. Gender-responsive Budgeting
 | 60 days after signature of contract | 40% |
| 3b. Final GRB Project Proposal for Saint Lucia | 75 days after signature of contract | 30% |

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| Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment | Saint Lucia’s EnGenDER Project Government Focal Points and EnGenDER Project Management Unit, UNDP |
| Type of Contract to be Signed | [x]  Institutional Contract |
| Criteria for Contract Award | [x]  Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) [x]  Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal. |
| Criteria for the Assessment of Proposal  | **Technical Proposal (70%) – Please see TOR for further breakdown**[x]  Company’s Qualification, Capacity and Experience 20%[x]  Proposed Methodology, Approach and Implementation Plan 30%[x]  Management Structure and Qualification of Key Personnel 20%**Financial Proposal (30%)**To be computed as a ratio of the Proposal’s offer to the lowest price among the proposals received by UNDP. |
| UNDP will award the contract to: | [x]  One and only one Service Provider |
| Contract General Terms and Conditions[[3]](#footnote-3) | [x]  General Terms and Conditions for de minimis contracts (services only, less than $50,000)Applicable Terms and Conditions are available at:<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>  |
| Annexes to this RFP | [x]  Form for Submission of Proposal (Annex 2)[x]  Detailed TOR (Annex 3)[ ]  Others *[pls. specify]* |
| Contact Person for Inquiries(Written inquiries only) | *Procurement Unit**Procurement.bb@undp.org*Any delay in UNDP’s response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers. |
| Other Information *[pls. specify]* | **IMPORTANT:** The preferred and most appropriate approach based on the scope of works would involve physical stakeholder participation. This testifies to the criticality of stakeholder participation and other physical interaction in the successful execution of this work. Recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it is for this reason that **alternative methods and innovative approaches** to conduct some aspects of the scope of works should be identified and listed as **an essential component of the proposed methodology**in addition to the approaches stated in this Terms of Reference (ToR). COVID-19 should be identified as a major risk and mitigation measures to facilitate the completion of the work in light of this threat, should also be highlighted.  |

**Annex 2**

**FORM FOR SUBMITTING SERVICE PROVIDER’S PROPOSAL[[4]](#footnote-4)**

***(This Form must be submitted only using the Service Provider’s Official Letterhead/Stationery[[5]](#footnote-5))***

 [insert: *Location]*.

[insert: *Date]*

To: [*insert: Name and Address of UNDP focal point]*

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated *[specify date]* , and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

1. **Qualifications of the Service Provider**

*The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :*

1. *Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;*
2. *Business Licenses – Registration Papers, Tax Payment Certification, etc.*
3. *Latest Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.;*
4. *Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references;*
5. *Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
6. *Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*
7. **Proposed Methodology for the Completion of Services**

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| *The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.* |

1. **Qualifications of Key Personnel**

*If required by the RFP, the Service Provider must provide:*

1. *Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;*
2. *CVs demonstrating qualifications must be submitted if required by the RFP; and*
3. *Written confirmation from each personnel that they are available for the entire duration of the contract.*
4. **Cost Breakdown per Deliverable\***

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| --- | --- | --- | --- |
|  | **Deliverables*****[list them as referred to in the RFP]*** | **Percentage of Total Price *(Weight for payment)*** | **Price*****(Lump Sum, All Inclusive)*** |
| 1 | Deliverable 1 |   |  |
| 2 | Deliverable 2 |  |  |
| 3 | …. |  |  |
|  | Total  | 100% |  |

*\*This shall be the basis of the payment tranches*

1. **Cost Breakdown by Cost Component [*This is only an Example]*:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Activity** | **Remuneration per Unit of Time** | **Total Period of Engagement** | **No. of Personnel** | **Total Rate**  |
| **I. Personnel Services**  |  |  |  |  |
|  1. Services from Home Office |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
|  2. Services from Field Offices |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2  |  |  |  |  |
|  3. Services from Overseas |  |  |  |  |
|  a. Expertise 1 |  |  |  |  |
|  b. Expertise 2 |  |  |  |  |
| **II. Out of Pocket Expenses** |  |  |  |  |
|  1. Travel Costs |  |  |  |  |
|  2. Daily Allowance |  |  |  |  |
|  3. Communications |  |  |  |  |
|  4. Reproduction |  |  |  |  |
|  5. Equipment Lease |  |  |  |  |
|  6. Others |  |  |  |  |
| **III. Other Related Costs** |  |  |  |  |

*[Name and Signature of the Service Provider’s Authorized Person]*

*[Designation]*

*[Date]*

**Annex 3**

**TERMS OF REFERENCE**

**Gender-responsive Budgeted Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Actions Plans (SASAPs) - Saint Lucia**

**GENERAL INFORMATION**

**Services/Work Description:** Development of a Gender Responsive Budgeted Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Actions Plans (SASAPs) for Saint Lucia

**Project/Programme Title:** Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER)

**Procurement title:** A Gender-responsive Budgeted Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Actions Plans (SASAPs) for Saint Lucia

**Duty Station:** Saint Lucia **Duration:** 5 months
**Expected Start Date:** November 2020

**BACKGROUND / PROJECT DESCRIPTION**

The physical impacts of climate change and natural hazards are being seen to compound pervasive structural inequalities and socioeconomic vulnerabilities since gender equality and human rights are given insufficient consideration required in climate change mitigation and adaptation, and in disaster risk, recovery and response. While this is a general pattern where women and girls face a disparity in terms of (amongst other things) access to economic participation, nuances exist in each country in the needs and vulnerabilities of women, men, girls and boys, which warrant more detailed investigation and articulation.

Through the funding support provided by Global Affairs Canada and UK Aid, Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) seeks to further integrate gender equality and human-rights based approaches into disaster risk reduction (DRR), climate change (CC) adaptation and mitigation; environmental management frameworks and interventions. EnGenDER will also identify and address some of the gaps to ensure equal access to DRR and climate change and environmental solutions for both men, women, boys and girls in nine Caribbean countries (Antigua and Barbuda, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines and Suriname).

As the emphasis on gender-responsiveness is relatively new to the Caribbean, Ministries responsible for Nationally Appropriate Mitigation Actions (NAMAs) and National Adaptation Plans (NAPs) will receive technical support for the development of gender-responsive and inclusive sectoral-level action plans. The development of gender-responsive and inclusive sectoral-level action plans will be in keeping with the methodology developed by the International Institute for Sustainable Development (IISD)/NAP Global Network and linked to the UNFCCC Lima Work Programme, which focuses on building enabling factors for continued gender-responsive planning, implementation, monitoring and evaluation, specifically in the areas of; i) Equitable institutional representation of women and women’s organisations; ii) Capacity building for multi-sectoral integration of gender considerations; and iii) Equitable access to information.

**Saint Lucia’s Context – National Adaption Plan (NAP) and Sectoral Adaptation Strategies and Action Plans (SASAPs)**

Saint Lucia’s National Adaptation Plan (NAP) is a 10-year process (2018-2028), consisting of a Plan, with key cross-sectoral and sectoral adaptation measures for seven (7) sectors in addition to tourism which was prioritised by stakeholders in 2017. Technical and financial support for the approved NAP was provided through the United Nations Development Programme Japan-Caribbean Climate Change Partnership (UNDP J-CCCP). Following the development and approval of the NAP, Sectoral Adaptation Strategies and Action Plans (SASAPs) have been developed for the Agriculture, Fisheries and Water Sectors. These three (3) sectors are the priority sectors identified for the EnGenDER project by Saint Lucia’s National Mechanism for Decision Making (NMDM).

The SASAPs which were developed proposed indicative activities/outputs to support the design of projects for the implementation of the prioritised measures. The SASAPs were designed and formulated to facilitate/guide the NAP. The SASAP generally includes a series of measures, as well as strategy and a plan for implementing the actions and guiding decision-making process related to climate change adaptation in the priority sectors to enhance the climate resilience of existing and new investments. The SASAP were also designed to support the Government of St. Lucia’s efforts to facilitate the integration of climate change considerations into development policy and practice to build climate resilience at the national level and within and across the priority sectors. Following the Global NAP Network Methodology, the SASAP development process reflected and represented feedback made and consensus by various stakeholders from the agriculture, fisheries and water resources sectors.

**OBJECTIVES**

The overall objective is to develop a Gender-responsive Budgeted (GRB) Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Actions Plans (SASAPs) for Saint Lucia. This will advance gender equality through climate change actions, and minimise social, gender-related and climate-related risks, while also endeavouring to promote respect for and observance of the human rights of all people, including women and men from vulnerable or marginalised communities in climate actions. This output would assist in achieving the project’s immediate *Outcome 1110:* *“Improved national capacity for gender-responsive climate change adaptation and mitigation planning and implementation among state and non-state actors in the target countries”*.

The objectives include:

1. To develop Gender-responsive Budgeted (GRB) Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Action Plans (SASAPs) for Saint Lucia.
2. To develop a gender-responsive Monitoring and Evaluation Plan as part of the Gender-responsive Budgeted (GRB) Project Proposal for Saint Lucia.

**SCOPE OF THE WORK**

**Development of the Gender-responsive Budgeted (GRB) Project Proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategies and Action Plans (SASAPs)**

Consideration of gender issues is critical in decisions about targeting, implementation approaches and timing of activities. Women and men have different roles and responsibilities, which yield differences in their ability to participate in and benefit from adaptation actions. Gender-responsive and inclusive implementation strategies recognise gender-specific opportunities and barriers. The main aim of the gender-responsive and inclusive approach is for adaptation actions to be inclusive of the most vulnerable groups, enabling them to realise their potential as agents of change in their households and communities. This helps to ensure that adaptation actions are implemented where they are most needed and that benefits are equitable.

Included in each of the SASAP developed for the Agriculture, Water and Fisheries Sectors were project concept notes. These project concepts need to undergo a further prioritisation to identify the proposed concept note which will be used in the development of the full Project Proposal. Outcomes from the Gender-Based Climate Resilience Baseline Analysis undertaken by the EnGenDER Project should be considered in the development of the gender-responsive budgeted proposal from the Agriculture, Water and Fisheries Sectoral Adaptation Strategy and Actions Plans (SASAPs) for Saint Lucia. It is critically important to recognise such gender differences and identify factors within the project’s approach methodology.

***IMPORTANT:*** *The preferred and most appropriate approach based on the scope of work would involve physical stakeholder participation. This testifies to the criticality of stakeholder participation and other physical interaction in the successful execution of this work. Recognising that the threat of the spread of COVID-19 throughout the Caribbean is redefining the way business is conducted, it is for this reason that* ***alternative methods and innovative approaches*** *to conduct some aspects of the scope of work should be identified and listed as* ***an essential component of the proposed methodology*** *in addition to the approaches stated in this Terms of Reference (ToR). COVID-19 should be identified as a major risk and therefore mitigation measures to facilitate the completion of the work in light of this threat, should also be highlighted.*

Prioritise the project concepts in the Agriculture, Water and Fisheries Sectoral Adaptation Strategies and Action Plans (SASAPs)

Determine which project concepts from the Agriculture, Water and Fisheries SASAPs, most urgently require resources for implementation. The prioritisation process would be undertaken using a multi-criteria analysis (MCA) and will help ensure that the prioritised project concept addresses the differing needs of women and men and marginalised groups so that the implementation of the priority actions will yield equitable benefits.

**Multi-criteria Analysis:** This is a tool that can be used to prioritise the project concepts from the Agriculture; Fisheries and Water SASAPs. The proposed 13 criteria can be used as a guide. These criteria are not exhaustive and can be adapted to suit the specific country context.

The Multiple-criteria Analysis approach incudes:

1. Relevance and alignment with national and sectoral policies, strategies, plans and legislation
2. Contribution to gender equality
3. Upfront cost of the technologies
4. Implementing, operational and maintenance cost
5. Effectiveness and impact (inclusive of impact on vulnerable and marginalised groups)
6. Ease of implementation /feasibility
7. Social acceptability
8. Institutional capacity
9. Size of beneficiary group(s) (specifically vulnerable and marginalised groups)
10. Potential environmental risks
11. Synergies with other initiatives
12. Sustainability
13. Scalability and replicability

A Scoring tool should be developed to allow efficient scoring of proposed adaptation actions by the stakeholders. A weighting ranging from least important to very important) can be attached to each criterion (see guidance format in Annex 1 and Scoring criteria descriptions in Annex 2). The scoring of the criteria should be explained and the information in the developed raking sheet should be presented. When facilitating this activity an example of the scoring process should be conducted. The completed scoring templates should be collected and the final score for project concept should be calculated. A weighting for each criterion should be developed based on the country specific context (See Annex 1 for the guidance template). The total score for each project concept will be obtained by multiplying the weighting of each criterion by the score assigned by the stakeholders. The tool should be designed to categorise the final scores into three groups that determine whether the implementation of each project concept and identified the recommended project concept from which the full project proposal will be developed.

Inclusive Stakeholder Participation:

In the assessment and review of the project concept notes identified in the Agriculture, Water and Fisheries in the SASAPs it is critical to ensure that they are feasible and appropriately targeted. Facilitating gender-responsive stakeholder participation in the review and assessment process will support inclusive decision making, evidence gathering and validation of findings. The gender-responsive prioritisation of actions for implementation would involve the application of participatory and inclusive approaches, including stakeholder workshops of different groups and in different parts of the country. Gender-responsive facilitation should ensure that diverse views are captured, and different groups have equitable influence in decisions particularly those that are among the most vulnerable and marginalized within society. Where possible, parallel discussions during stakeholder workshops for people of different genders and social groups should be facilitated. Ensure transparency in the prioritisation process by documenting how priorities were identified and who participated in the process. Engage women and men, including representatives of marginalised groups, in the development of criteria for prioritisation at different levels.

Development of Project Proposal

Develop the recommendation project concept form the prioritisation exercise in Section 2.1.2 into a Project Proposal. The components of the Project Proposal should include:

1. **Project Description: Background, Context and Baseline, Justification:**

Describe how the project fits in with the country’s national priorities and its full ownership of the concept. Ensure that the project is directly contributing to the country’s NAPs or equivalent, national climate strategies or other plans such as INDC/NDC. Describe which priorities the proposed project is aiming to address and/or improve. Describe the climate change problem (climate hazards and associates risks based on impacts, exposure, and vulnerabilities) the proposal is expected to address. Also describe the most likely scenario (prevailing conditions or other alternative) that would remain or continue in the absence of the proposed interventions. In addition, describe the main root causes and barriers (social, gender, fiscal, regulatory, technological, financial, ecological, institutional, etc.) that need to be addressed as well as the key characteristics and dynamics of the priority sector in which the project/programme will operate.

Also describe how the proposal relates to other relevant national development strategies and policies; any recent or ongoing projects/interventions that are related to the proposal from other domestic or international sources of funding, such as the Global Environment Facility, Adaptation Fund, Climate Investment Funds, etc., and how they will be. Complemented by this project/programme (e.g. scaling up, replication, etc.). Identify current gaps and barriers regarding recent or ongoing projects and elaborate further how this project/programme complements or addresses these.

1. **Objectives, Results and Partnerships:**

A brief statement that identifies the overarching, long-term primary objective to be achieved by addressing or resolving the core problem. The objective should be clear, specific and succinct. It should focus on a single, well-defined objective that can be directly attributed to a resolution of the core problem. The objective statement should reflect a clear understanding of the outcomes that can realistically be achieved, given the nature and extent of the problem, the scope of the proposed strategic approach, the timeline available for implementation, and other limitations.

The Project Proposal should describe the long-term gender, social, economic and environmental impacts of the project. These can be presented into three statements at the impact-, outcome-, and output-levels. The impact statement should summarise the difference the project will make, as well as the long-term gender, social, economic, and environmental impacts the project will contribute to. The outcome statement should describe the changes that will occur as a result of the project – it must be specific, measurable, and indicate when the goals are achieved. The output statement should detail all of the expected outputs under the project.

Describe the expected set of components/outputs and subcomponents/activities to address the above barriers identified that will lead to the expected outcomes. Provide an estimate of the expected impacts aligned with various criteria including impact potential, paradigm shift, sustainable development, needs of recipients, country ownership, and efficiency and effectiveness. Describe the level impact and outcome, including effects among intended beneficiaries and gender-responsive development impact opportunities. Gender-responsive development impact opportunities should be included to highlight how the proposed interventions will increase the incomes of men/women, lead to an increase/decrease in women’s (and men’s) workload. Identify if there are any provisions to support women’s productive and reproductive tasks, including unpaid domestic and care work. The likely development impact challenges should also be noted so that the appropriate gender responsive mitigation strategies can be identified and appropriately developed where necessary so that gender barriers are removed instead of reinforced.

Insert the list of gender-specific activities, and how the project can respond to the needs and interests of women and men specifically from the addressed climate change-induced problem and identify the drivers of change and the gender dynamics to achieve the project adaptation and/or mitigation goals. The activities should aim to address existing gender inequalities in terms of access to education and training, access to other services (including energy, healthcare, access and control over natural resources), access to sources of income generation and other employment activities, and inclusion of women in decision-making governance structures at all relevant levels. The section should also discuss whether project operations - if successful - will be extended to other locations as well and whether the project experience can be applied to other sectors. Describe in the planned activities what will be the implementation arrangements with the executing entity(ies) and implementing partners.

1. **Risk and Assumptions**

Describe financial, technical, operational, macroeconomic/political, prohibited practices, and other risks that might prevent the project/programme objectives from being achieved. Also describe the proposed risk mitigation measures. Identify and list the major risk factors that could result in the project not producing the expected results. These should include both internal factors (for example, the technology involved fails to work as projected) and external factors (for example, significant currency fluctuations resulting into changes in the resources of the project). Also propose risk mitigation measures to address the potential risks. For each risk, provide (1) category, (2) probability; (3) impact; (4) description and (5) mitigation measure.

1. **Gender- Responsive Results Framework**

The performance indicators for progress reporting during implementation should seek to measure pre-existing conditions, progress and results. The progress reporting approach should also be gender responsive. This section of the report should therefore describe the overall results as well as the impact that the project is expected to produce - on successful completion - among its intended beneficiary groups. In this regard, the integration of gender considerations within the proposal is another key requirement. The proposal should therefore provide an overview of how gender equality will be promoted within the project. The use of sex dis-aggregated data should be utilized and appropriately captured throughout the project results framework. This is an effective way to measure qualifiable results for women, men, boys and girls. Moreover, the results framework should also include gender performance targets and indicators which will be used to measure the project outputs and results. Gender responsive targets can include any measures that aim to address gender inequalities in decision-making, participation, improve women’s access to education and training, access to other services, and distribution of socioeconomic benefits. The project proposal must also detail the timeline for each indicator and target; highlighting who is responsible for each activity ensuring the achievement of the targets, as they are outlined in the gender-performance indicators and targets. This includes the institutional arrangements for implementation and monitoring of the project results. Not all projects results however, can be appropriately captured or evaluated using quantitative gender data or data analysis. Where possible the use of qualitative analysis should be adopted to appropriately assess the impact of the projects results on pre-existing and current gender inequalities and in enhancing gender equality across the priority sectors. It is also essential that the results framework evaluate the differentiated impact of the proposed adaptation actions on women and men and girls and boys.

1. **Gender-responsive Monitoring and Evaluation Plan**: Develop a gender-responsive Monitoring and Evaluation Plan for the Project Proposal for Saint Lucia. The M&E Plan should be designed to track the progress of the gender responsive budgeted adaptation actions outlined within the project proposal. In developing gender-responsive M&E Plan for the Project Proposal for Saint Lucia, included within its framework should be the use of sex disaggregated data, gender specific baselines, targets and indicators, in addition gender base quotas to ensure that the proposed support a comprehensive gender analysis approach.

In practical terms, the M&E will:

* Review the progress in, and steer the implementation of, the Project Proposal, identifying gaps and solutions to address shortcomings with consideration for the specific gender responsive adaptation actions;
* Assess the impact of the gender responsive actions within the Project Proposal in promoting gender equality and women’s empowerment in the adaptation process.
* Evaluate the differentiated impact of gender responsive adaptation efforts on women and men as well as other sector specific vulnerable groups.
1. **Gender-responsive Budgeting**

Gender Responsive Budgeting (GRB) is a tool that aims at integrating gender perspectives in the budgeting process for the Sectoral Adaptation Strategies and Action Plans (SASAPs), which would create a foundation for the implementation of the principle of equal opportunities for women and men in the recommended sectoral actions and contribute to increase resilience. The contractor will apply gender-responsive budgeting approach for the activities listed in the Project Proposal for implementation, to ensure that resources are allocated for activities that promote gender equality and that investments in adaptation yield equitable benefits. The project proposal is required to provide a detailed budget plan calculating the total costs at activity, output and component levels for the whole project duration. At the activity level, the cost category must be specified, including project staff and consultants, travel, goods, works, services, etc. Detailed assumptions, formulae and calculations for each budget line must also be provided (including the exchange rates). Include only costs which directly relate to efficiently carrying out the activities and producing the objectives which are set forth in the proposal. The budget should be realistic and should include all costs associated with managing and administering the project. In particular, include the cost of monitoring and evaluation. The budget line items are general categories intended to assist in thinking through where money will be spent. If a planned expenditure does not appear to fit in any of the standard line item categories, list the item under other costs, and state what the money is to be used for.

**EXPECTED OUTPUTS AND DELIVERABLES**

**Methodology and Workplan**

Develop a detailed methodology and work plan for undertaking the identified activities inclusive of work plan, stakeholder engagement plan; adapted Multi-Criterial Analysis Tool; timeline and technical resources.

**Prioritisation Process and Stakeholder Consultation Report**

The Prioritisation Process and Stakeholder Consultation Report should also include summary of the findings from; the prioritisation activity of the project concepts from the Agriculture, Water, Fisheries Sectoral Adaptation Strategies and Action Plans (SASAPs) through gender-responsive stakeholder participation and how it was adapted to suit the specific country context, list of stakeholders involved in the process, as well as list of stakeholders agenda for the stakeholder participation and a schedule of country visits should also be included in the report

**Gender-Responsive Budgeted Project Proposal**

The Gender-Responsive Budgeted Project Proposal for the prioritised project concept should include the standard cover sheet, a one-page table of contents and should not exceed 30 pages of text (including any charts or diagrams). The proposal includes the following main sections: Project Description; Objectives Results and Partnerships; Risks and Assumptions; Gender-responsive Results Framework and Gender-responsive Monitoring and Evaluation Plan and Gender-responsive Budgeting.

**Expected deliverables and proposed payment allocations are as follows:**

|  |  |  |
| --- | --- | --- |
| Deliverables  | Due date | % Payment |
| 1. Methodology and Workplan
	1. Stakeholder Engagement Plan
	2. Adapted Multi-Criteria Analysis Tool
	3. Timeline
	4. Technical Resources
 | 7 days after signing contract | 10% |
| 2a. Draft Prioritisation Activity and Stakeholder Consultation Report * 1. Summary of findings from the prioritisation process
	2. Description of tools and techniques applied or the Gender-Responsive Facilitation Stakeholder Participation
	3. List of stakeholders
	4. Schedule of Country Visits
	5. Agenda for the in-country consultations
 | 28 days after signature of contract | 10% |
| 2b. Final Prioritisation Activity and Stakeholder Consultation Report  | 45 days after signature of contract | 10% |
| 3a. Draft GRB Project Proposal for Saint Lucia1. Project Description: Background, Context and Baseline, Justification
2. Objectives, Results and Partnerships
3. Risk Assumptions
4. Gender-responsive Results Framework
5. Gender-responsive Monitoring and Evaluation Plan
6. Gender-responsive Budgeting
 | 60 days after signature of contract | 40% |
| 3b. Final GRB Project Proposal for Saint Lucia | 75 days after signature of contract | 30% |

**INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS**

The company will report directly to the EnGenDER Technical Specialist Climate Change, with support from the Technical Specialist for Gender Equality in accordance to the approved schedule of works, on progress, challenges encountered, risks foreseen, proposed or taken mitigation measures, and where UNDP support may be required. The company is expected to liaise/interact/collaborate/work closely, within the course of performing the work, with the established EnGenDER National Focal Point and the National Mechanism for Decision Making, other government agencies, national climate change and disaster risk technical officers, technical officers from the priority sectors, other consultants, other agencies, donors, communities, CSOs, local government units, etc. Whenever requested, the company may participate in wider multi-agency assessment exercises and coordination forum, but not to represent and/or to speak on behalf of UNDP.

**DURATION AND Financial Proposal**

The duration of the contract is for a period of 5 months, from November 2020 to March 2021. The company’s price is a fixed output regardless of extension of the duration specified herein. 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). 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.

*Despite the opening of borders, the COVID 19 pandemic may still impede travel to Saint Lucia. As far as is possible therefore the financial proposal should provide information on all travel and logistical cost related to each required mission in country.*

The company’s price proposal will include ***all expected costs of the assignment.*** Payment will be remitted subject to the approval of final deliverables and based on the company’s price proposal. In country technical clearance/approval must be provided for the all deliverables.

**COMPOSITION AND REQUIRED COMPETENCIES**

The technical capacities within the company should include at least a Gender Equality Specialist and a Technical Specialist.

The company will be evaluated separately based on the selection criteria listed below.

|  |
| --- |
| Gender Specialist |
| Education | * Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development, social sciences, or a related field
 |
| Experience | * At least 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the application of gender-responsive budgeting
* At least 2 years’ experience in developing and implementing Project Proposals, Gender-Responsive Facilitation Stakeholder Participation (participatory research approaches) and the use of multi-criteria analysis and gender-responsive budgeting approach.
* Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the NAP/NAMA/NDC development or implementation process in the Caribbean.
* Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).
* Sound understanding of the issues relevant to the priority sectors surrounding climate change vulnerability and risk, or other related development issues within Caribbean region (based on job experience/field work).
* Previous work in any of the beneficiary countries and in a similar project is highly desirable.
* Excellent conceptual, analytical, writing and communication skills.
 |
| Technical Specialist |
| Education | * Postgraduate degree (MSc, MA, or higher) in climate change and development, natural resource management, environmental science, environmental engineering or a related field (agriculture, water).
 |
| Experience | * At least 5 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and adaptation, or other related development issues.
* At least 2 years’ experience in the development of Project Proposals and sectoral adaptation strategies and action plans.
* Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the NAP/NAMA/NDC development or implementation process in the Caribbean.
* Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work).
* Sound understanding of the issues relevant to the priority sectors surrounding climate change vulnerability and risk, or other related development issues within Caribbean region (based on job experience/field work).
* Previous work in any of the beneficiary countries and in a similar project is highly desirable.
* Excellent conceptual, analytical, writing and communication skills.
 |

**SELECTION CRITERIA and evaluation**

The technical component for the scope of works (technical capacity and related qualifications for, Gender Equality Specialist, Technical Specialist and Methodology) would accumulatively contribute to 70%. The financial proposal will be assigned 30%.

The company will be evaluated separately based on the selection criteria listed below.

|  |
| --- |
| **Selection Criteria** |
| 1. **Company’s Qualification, Capacity and Experience**
 | **Weight (20%)** | **Max. Points (260pts)** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing based on the Reference Letters submitted |  | Weak | 15 |
| Satisfactory | 25 |
| Good | 35 |
| **Excellent** | **50** |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted based on the Company Profile submitted. |  | Weak | 20 |
| Satisfactory | 40 |
| Good | 60 |
| **Excellent** | **80** |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country based on the list of similar projects provided in the Company Profile. |  | Weak | 25 |
| Satisfactory | 40 |
| Good | 55 |
| **Excellent** | **70** |
| 1.4 | Quality assurance procedures and risk mitigation measures included in the Company’s Proposal (stating the measures). |  | Weak  | 15 |
| Satisfactory | 30 |
| Good | 45 |
| **Excellent** | **60** |
| 1. **Management Structure and Key personnel**
 | **Weight (20%)** | **Max. Points (310pts)** |
| 2.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | **50** |
| **2.2** | **Qualification of Key Personnel** |  | **260** |
| 2.2a | *Gender-Equality Specialist* |  | *130* |
|  | **Experience** A minimum of 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the application of gender-responsive budgeting. Additional experience is desirable and will be granted 5 points per additional year of experience up to a limit of 30 points. |  | 30 |
| A minimum of 2 years’ experience in developing and implementing Gender-Responsive Facilitation Stakeholder Participation and the use of multi-criteria analysis and gender-responsive budgeting approach. Additional experience is desirable and will be granted 5 points per additional experience up to a limit of 30 points. |  | 30 |
| Regional Experience: Previous work in any of the beneficiary countries and in a similar project is highly desirable.  |  | 25 |
| **Knowledge and Skills**Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). |  | 25 |
| Excellent conceptual, analytical, writing and communication skills. |  | 20 |

|  |  |  |  |
| --- | --- | --- | --- |
| *2.2b* | *Technical Specialist* |  | *130* |
|  | **Experience**A minimum of 5 years of experience addressing issues specific to Caribbean SIDS surrounding climate change vulnerability and adaptation, or other related development issues. Additional experience is desirable and will be granted 5 points per additional years of experience up a limit of 30 points |  | 30 |
| A minimum of 2 years’ experience in the development of sectoral adaptation strategies and action plans. Additional experience is desirable and will be granted 5 points per additional experience up to a limit of 30 points. |  | 30 |
| Regional Experience: Previous work in any of the beneficiary countries and in a similar project is highly desirable.  |  | 25 |
| **Knowledge and Skills**Ability to transfer analytical results into simple and actionable solutions (based on job experience/field work). |  | 25 |
| Excellent conceptual, analytical, writing and communication skills. |  | 20 |
| 1. **Proposed Methodology, Approach and Implementation Plan**
 | **Weight (30%)** | **Max. Points (130pts)** |
| 2.1 | The methodology for the Gender-responsive Budgeting Approach (Gender-Responsive Facilitation Stakeholder Participation and the use of multi-criteria analysis) is clear and coherent with the TOR demonstrating fulfilment of the requirements and provides clear and encouraging signs that the Specialists will provide an adapted work. |  | Weak | 15 |
| Satisfactory | 25 |
| Good  | 35 |
| **Excellent** | **50** |
| 2.2 | The methodology for the Gender-responsive Budgeting Approach (Gender-Responsive Facilitation Stakeholder Participation and the use of multi-criteria analysis) has sufficient details and is well balanced. The scope of each task is clearly defined addressing all aspects of the TOR and there is not uncertainty as to what will be provided. |  | Weak  | 10 |
| Satisfactory | 20 |
| Good  | 30 |
| **Excellent** | **40** |
| 2.3 | Sequence of activities are logical, realistic and the execution of the methodology is coherent and constructive and, designed to add value to the project. Companies are asked to provide financials for in country missions as well as a remote approach based on the COVID mitigation strategy. |  | Weak | 10 |
| Satisfactory | 20 |
| Good | 30 |
| **Excellent** | **40** |
| **Final Score** | **70%** | **700** |

**OTHER**

The company must submit their CVs, reference letters, company profile, business registration certificate, methodology together with their financial proposal. Applications must be submitted in English and incomplete proposals will not be considered.

**Documents to be included when submitting the proposal**

* **Proposed Methodology for the Completion of Services.** The company must describe how they will address/deliver the demands of the assignment as specified in the ToR.
* **Company profile.** Brief history explaining the number for years the company has been providing a similar service; history any company name changes and previous and current collaborative partnerships; show evidence of the financial and technical capacity of the company to provide required service.
* **CV** in alignment with the required qualifications and relevant experience for each member of the company.
* **Reference Letters.**  The company must submit two reference letters from previous work undertaken.
* **Business registration certificate**
* **Financial Proposal.** The company must submit the financial proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services. All envisaged travel costs must be included in the Offeror’s financial proposal. This includes all duty travels

**Annex**

**Annex 1: Sample of Scoring/Ranking Matrix for the Prioritisation of the sectors**

**Instructions:** 1) List all project concepts in the first column. 2) Enter the priority score (1-5) for each criterion.



**ANNEX 2: SAMPLE CRITERIA FOR THE PRIORITISATION OF PROJECT CONCEPTS**

|  |  |
| --- | --- |
| CRITERIA  | DESCRIPTION |
| 1. Relevance and alignment (weight: 1.0) | The project concept is well aligned with national development plans and climate policy goals andtargets.1=low relevance and/or not aligned; 5= high relevance and/or aligned |
| 1. Contribution to gender equality (weight 0.8)
 | The project concept identifies and addresses gender inequality.1=low contribution to gender equality; 5=high contribution to gender inequality |
| 1. Upfront cost of the technologies (weight:0.8)
 | The upfront cost of the technologies and deployment is too expensive to purchase. Arethere any possibilities for cost sharing?1= expensive; 5= inexpensive |
| 1. Implementing, operational and maintenance cost (weight: 1.0)
 | The long term operational and maintenance costs are attainable. Are there any possibilitiesfor cost sharing?1= unattainable; 5= attainable |
| 1. Effectiveness and impact (inclusive of impact on vulnerable and marginalised groups) (weight: 1.0)
 | The project concept can effectively solve problems or realise opportunities derivedfrom climate change adaptation (economic benefits, social benefits, benefits toecosystems).1= low effectiveness/impact; 5= high effectiveness/impact |
| 1. Ease of implementation /feasibility (weight: 0.8)
 | Project concepts are highly feasible/easy to implement (e.g. no/limited policy, regulatory,institutional, legal, technical, financial, business, social and gender barriers).1= low feasibility (many barriers); 5= high feasibility (few barriers) |
| 1. Social acceptability (weight: 1.0)
 | Stakeholders will accept, adopt and apply the project concept.1= low acceptance; 5=high acceptance |
| 1. Institutional capacity (weight: 0.8)
 | Sufficient institutional absorptive capacity exists within the implementing agency (ies) tosupport the implementation of the project concept. Can the capacity be sourced locally? Howmuch additional capacity and knowledge are needed to implement the project concept?1=insufficient capacity; 5= sufficient capacity |
| 1. Size of beneficiary group(s) (specifically vulnerable and marginalised groups) (weight: 1.0)
 | The project concept provides direct benefits to a large number of local, community, district and national beneficiaries.1= low number of beneficiaries; 5= high number of beneficiaries |
| 1. Potential environmental risks (weight: 1.0)
 | No significant environmental risks. Will there be any expected adverse effects on the environment, natural resources or people?1= high risk; 5= low risk |
| 1. Synergies with other initiatives (weight: 0.6)
 | The project concept builds on past, current or planned initiatives. Is there an opportunity for resource sharing; e.g. technical assistance, institutional support, etc.?1=low synergies; 5= high synergies |
| 1. Sustainability (weight: 1.0)
 | The project concept can be sustained over time beyond this one-off project, i.e., there is a strongexit strategy (e.g. financial, institutional, etc). |
| 1. Scalability and replicability (weight: 0.6)
 | The project concept is scalable and replicable in the specific countries, beyond this project concept.1= low scalability/replicability; 5= high scalability/replicability |
| Notes |
| Weighting scale | 0.1 (low importance) to 1.0 (high importance) |

1. *VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.* [↑](#footnote-ref-1)
2. *UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding $30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.* [↑](#footnote-ref-2)
3. *Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.*  [↑](#footnote-ref-3)
4. *This serves as a guide to the Service Provider in preparing the Proposal.*  [↑](#footnote-ref-4)
5. *Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes*  [↑](#footnote-ref-5)