**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**(*International or National Competition)***

Date: 19 October 2020

**REF NO.:** BBRSO0000117546

**Job Title: Gender Equality Expert to conduct a Socio-economic and Climate Based Analysis of the Saint Lucia Survey of Living Conditions and Household Budgets 2016**

**Country: Saint Lucia**

UNDP Barbados and the Eastern Caribbean – **Saint Lucia**

**Description of the assignment:**

**Project name:** Enhancing Resilience and Acceleration of the SDGs in the Eastern Caribbean: Universal adaptive social protection modeled at the community, national and sub-regional levels

**Period of assignment/services (if applicable):** November 2020 - February 2021

1. **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=95069> (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**](mailto:procurement.bb@intranet.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](mailto: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=72191> (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*

1. **BACKGROUND**

The Joint Programme “Enhancing Resilience and Acceleration of the SDGs in the Eastern Caribbean: Universal Adaptive Social Protection modelled at the Community, National and Sub-regional Levels” is the first UN joint initiative to be implemented in the Eastern Caribbean by the Joint SDG Fund under the “Leave no one behind and Social Protection” window to accelerate the implementation of the SDGs. The Joint Programme aims to strengthen people’s resilience through predictable access to adaptive and universal social protection in Saint Lucia, Barbados, and the Organization of Eastern Caribbean States (OECS) from January 2020 to January 2022. It will be implemented by five UN participating Agencies: UNICEF, the World Food Programme (WFP), the United Nations Development Programme (UNDP), the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women) and the International Labour Organization (ILO). The Joint Programme amounts to a total of USD 4.8 million, including USD 3 million from the SDG Fund plus agencies’ contributions. Through this funding, the SDG Fund supports the United Nations Sub-Regional Team to contribute to countries’ achievement of the SDGs through catalyzing integrated, transformative policy change and innovative financial investments.

The Joint Programme of the SDG Acceleration Fund to be implemented in Barbados, Saint Lucia and the OECS Commission, will contribute to the development of an adaptive and universal social protection system through integrated policy development, programme design and service implementation.

The programme will utilize research, analysis, monitoring and evaluation to support the evidence-based development of an adaptive system towards progressive universal coverage of social protection, while facilitating replication and expansion to Eastern Caribbean Countries (ECC) through South-South exchange under the OECS framework. This will also include strengthening the OECS Commission to support scale-up and sustainability of interventions and implementation across the ECC.

UNDP’s expertise and experience directly relevant to the Joint Programme includes its support to poverty and inequality reduction and integrating gender equality and climate change considerations into programmes. The agency has led the development of institutional policies for national and sector-level climate change adaptation, through the formulation of National Adaptation Plans in Saint Lucia and St. Vincent and the Grenadines, Belize, Guyana and Suriname. Working with International Financial Institutions (IFIs), regional institutions such as the Caribbean Disaster Emergency Management Agency (CDEMA), national and local governments, UNDP has supported the design of preparedness policies and systems, including Early Warning Systems (EWS) in Barbados, Dominica, Saint Lucia and Saint Vincent and the Grenadines and worked directly with communities in Dominica to undertake emergency response training.

UNDP has sought to enhance regional capacity to undertake Post Disaster Needs Assessments through a training of trainers workshop while undertaking public awareness around disaster response in parallel to these activities, and disaster preparedness public awareness programmes. UNDP has also supported the design and implementation of major shock-response labour interventions, including the provision of wages to national beneficiaries under its emergency employment programme direct cash transfers in Dominica and Barbuda tied to debris removal immediately following the Hurricanes of 2017. UNDP has extensive experience and several projects working with governments to develop innovative financing mechanisms in the face of climate change and in the context of limited fiscal space to support sustainable finance and natural resource management. Based on the lessons from the original Household Building Damage Assessment (HBDA), UNDP lead the conceptualization of the HBDA 2.0 which follows a holistic and multidisciplinary approach that includes inputs from different UN agencies including UNICEF and WFP. The HBDA 2.0 not only aims to assess building damage but more multidimensional data gathering, including demographic and vulnerability information about households. Finally, since 2017, UNDP has operationalized two project office in Antigua and Dominica as part of its recovery to resilience programme in these countries.

UNDP as a Participating UN Agency (PUNO) will contribute five activities under two outputs in the joint programme for Saint Lucia and Barbados related to strengthening institutional capacities for integrated service delivery and supporting innovative finance for sustainable and adaptive social protection systems and programmes.

1. **DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

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

1. Proposal:

(i) Explaining why they are the most suitable for the work including a clearly defined listing of research experience in the area of gender responsive policy and programme analysis on shock responsive and or adaptive social protection, and qualitative data collection and analysis for informing gender responsive social protection programmes and finance modalities

(ii) Provide a brief methodology (2 pages max) on how they will approach and conduct the work

2. Personal CV including experience in similar projects and at least 3 references

3. Financial proposal

1. **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).

1. **TRAVEL**

This consultancy will be home-based and so no travel is foreseen.

1. **EVALUATION**

Individual consultants will be evaluated based on the following methodology:

* *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:

1. responsive/compliant/acceptable, and
2. 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*** |
| *Technical* | **70** | **70** |
| A Master’s Degree with at least 5 to 7 years' experience in a field related to social protection programme development, implementation and analysis in one or more of the following areas: social sciences including gender studies, sociology, public policy and/or international development policy **(10 points)**  A PhD in a field related to social protection programme development, implementation and Analysis in one or more of the following areas: social sciences including gender studies, sociology, public policy and/or international development policy **(15 points)** | 15 | 15 |
| Demonstrable ability/experience in gender responsive policy and programme analysis on shock responsive and or adaptive social protection at a national level | 10 | 10 |
| 5 - 7 years' work experience in gender responsive analysis related to poverty reduction and social protection programme development **(10 points)**  7+ years' work experience in gender responsive analysis related to poverty reduction and social protection program development **(15 points)** | 15 | 15 |
| Proven research experience in gender responsive quantitative and qualitative data collection and analysis for informing gender responsive social protection programmes and finance modalities | 15 | 15 |
| Demonstrable knowledge and experience in applying gender analysis in policy and programming on the socio-economic impacts of climate change and or knowledge and experience in gender responsive disaster risk management | 15 | 15 |
| *Financial* | **30** | **30** |

1. **ANNEXES**

ANNEX I – GENERAL TERMS AND CONDITIONS

ANNEX II – OFFEROR’S LETTER

ANNEX III – FINANCIAL PROPOSAL TEMPLATE

ANNEX IV – SAMPLE INDIVIDUAL CONTRACT

1. **SCOPE OF WORK and Responsibilities**

The individual contractor is expected to work collaboratively with any other teams conducting work on behalf of UNDP as directed, or in/on behalf of the beneficiary countries as determined important by the government or UNDP. Outlined below are the expected task components for this consultancy.

The Individual Contractor is responsible for supporting the implementation of activities towards the achievement of the **Enhancing Resilience and Acceleration of the SDGs in the Eastern Caribbean: Universal adaptive social protection modeled at the community, national and sub-regional levels** as follows:

**Main objective**

To undertake a gender responsive and multi-dimensional socio-economic and climate-based vulnerability analysis using data from the Survey of Living Conditions and Household Budgetary Survey 2016 (SLC-HBS 2016) to inform recommendations for policy and legislative reform, as well as relevant protocols and guidelines for integrated systems development for adaptive social protection.

**Scope of Works**

* In collaboration with the Saint Lucia Central Statistics Office (CSO), identify and obtain the relevant data from the Saint Lucia Report Survey of Living Conditions 2016 and undertake a gender responsive, and multi-dimensional socio-economic and climate-based vulnerability analysis, to inform policy and legislative reform and the design of integrated systems and programmes for adaptive social protection. This should be part of a coordinated effort with other UN agencies working on policy and legislation in the Joint Programme i.e. UN Women, UNICEF and ILO
* Identify the data needed for the analysis and develop a matrix, listing the data needed and the areas of intersection with adaptive social protection i.e. areas of analysis for gender and socio-economic variables including livelihood information, climate change vulnerability and disaster risk management
* Undertake a gender responsive desk review of relevant information to contextualise the analysis, including a look at the policy, legislation (legal and human rights framework) and programme landscape as relates to social protection. In particular the work of UN Women, UNICEF, ILO and WFP should be utilised
* Identify target populations, disaggregated by community, sex and geographic area to support a nuanced analysis of the intersections with gender, multi-dimensional poverty and vulnerability to climate change in the communities with growing inequality, as well as an historical compounded vulnerability to socio-economic and climate related shocks
* Produce a gender responsive, and multi-dimensional socio-economic and climate-based vulnerability analysis report which should include a concise methodology and all the instruments used such as list of documents and institutions/ persons consulted in the analysis. The agenda of any meetings held should be placed in annex

The gender responsive, and multi-dimensional socio-economic and climate-based vulnerability analysis will be used alongside the UNDP led qualitative research undertaken to complement its findings, to support the design of adaptive social protection interventions and identify communities for piloting of the same.

Expectations for Inter-agency collaboration and reporting

* The Consultant will work closely with other UN Agencies and specifically UNICEF, UN Women and WFP to ensure that information from the analysis informs their work in policy and programme reform.
* All deliverables will be submitted in draft form for review and the Consultant will be expected to adjust based on recommendations for finalization. An agreed timeline for completion will be elaborated at the commencement of the consultancy.

***Institutional Arrangements***

The consultant will report directly to the UNDP Programme Specialist, Sustainable Human Development and Inclusive Governance, and under the direction of the UNDP Deputy Resident Representative.

***Reporting Requirements***

Deliverables must be submitted in an easily editable/accessible format e.g. MS Word, Excel etc. and as agreed is necessary for the type of deliverable and method of distribution

The consultant will be expected to provide regular updates on the progress of the work, any challenges being encountered, or risks foreseen, proposed or taken mitigation measures, and where UNDP/national support may be required.

**Communications**

The consultant must have their own office equipment including a reliable working laptop, running up to date software, and must submit deliverables using Microsoft applications no older than Windows 7.

1. **DELIVERABLES**

Expected deliverables and deadlines

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Deliverable** | **Expected dates** | **% Payment** |
| 1 | Work plan and methodology inclusive of list of stakeholders and key documents for a desk review and table of contents for the analysis report | 30 November 2020 | 15 |
| 2 | 1st draft of Gender Responsive, and Multi-dimensional Socio-economic and Climate-based Vulnerability Analysis Report | 30 December 2020 | 35 |
| 3 | Final Gender Responsive, and Multi-dimensional Socio-economic and Climate-based Vulnerability Analysis Report | 31 January 2021 | 50 |

1. **REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES**

**I. Years of experience:**

* A minimum of 5 years' work experience in gender responsive analysis related to poverty reduction and social protection programme development.

**II. Competencies and skills:**

* Proven ability in gender responsive policy and programme analysis on shock responsive and or adaptive social protection at a national level
* Proven research experience in gender responsive quantitative and qualitative data collection and analysis for informing gender responsive social protection programmes and finance modalities
* Proven knowledge and experience in applying gender analysis in policy and programming on the socio-economic impacts of climate change and or knowledge and experience in gender responsive disaster risk management
* Excellent written and oral communication skills in English are required
* Ability to work independently and respond to feedback in a timely and professional manner
* Excellent organizational skills, attention to detail and ability to contribute to a team
* Proven experience working within the Eastern Caribbean specifically, or the Caribbean Community (CARICOM) generally is an asset

1. **QUALIFICATIONS**

**III. Academic Qualifications:**

* A Master’s Degree with at least 5 - 7 years' experience or a PhD in a field related to Social Protection Programme Development, Implementation and Analysis in one or more of the following areas: Social Sciences including Gender Studies, Sociology, Public Policy and/or International Development Policy