

Terms of reference



GENERAL INFORMATION

Title: Programme Support (Individual Consultant)
Reports to: UNDP Programme Analyst
Duty Station: Jamaica
Expected Places of Travel (if applicable): Not applicable
Duration of Assignment: Three (3) Months

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	CV
X	Copy of education certificate
X	Completed financial proposal

I. BACKGROUND

The United Nations Development Programme (UNDP) is the United Nation’s (UN) global development network. It advocates for change and connects countries to resources, knowledge and experience to empower people build resilience. UNDP works in some 170 countries and territories to help eradicate poverty and reduce inequalities and exclusion.

The UNDP Multi-country Office (CO) in Jamaica is headed by the Resident Representative who has responsibility for Bermuda, Cayman Islands, Jamaica, The Bahamas and Turks and Caicos Islands and also has overall responsibility for Belize. UNDP’s work is guided by the national development agendas of the Governments of territories covered as well as the Sustainable Development Goals (SDGs) which were adopted by world leaders in 2015. The organization’s current programme focuses on the priority areas of Sustainable Development, Democratic Governance and Climate and Disaster Resilience. In all our activities, we promote the protection of human rights, gender equality and capacity development.

The CO’s organizational structure reflects the strategic work it undertakes and is structured on cross cutting themes of Policy, Capacity Development and Monitoring and Evaluation, supported by Operations, to ensure integrated delivery. With the Resident Representative as lead, Programme and Operations staff work closely to achieve the goals of the CO.

The UNDP CO is currently supporting a diverse portfolio of projects in line with its Country Programme Document (CPD) under four priority areas:

- 1. Access to equitable social protection systems and basic services**
- 2. Democratic Governance, Citizen's Security and Safety**
- 3. Resilience to climate change and natural disasters and universal access to clean energy**
- 4. Natural resource management**

In order to strengthen the capacity of the CO to undertake its work, UNDP is seeking the expertise of a Consultant-Programme Support to provide support for the implementation and administration of the CO's programmes and operations.

The Consultant-Programme Support will be responsible for directly supporting the Programme Analyst in the execution of activities within the Programmes Unit.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the UNDP Programme Analyst, the Consultant-Programme Support will work in close collaboration with the UNDP CO to support the work of the Programmes Unit.

The specific roles and responsibilities include:

- Conducting research and provide support to the Programme team for the development of projects or programmes;
- Supporting the preparation of meeting notes, background material, presentations, briefs, reports and documents as needed by Programme Analyst;
- Assisting with the drafting of Terms of Reference (TORs) and other procurement related processes;
- Supporting the Programmes team with coordinating and implementing project related activities, where necessary;
- Supporting the Programmes Unit in planning, organizing and executing events including conferences, seminars, workshops, consultations, meetings, press briefings and other activities
- Supporting the Programmes Analyst in managing correspondence and responding to clients and partners in a timely manner
- Assisting the Programmes Analyst in proofreading and editing of documents as required
- Performing other related tasks/assignments as directed by Programmes Analyst

Expected Outputs and deliverables

Deliverables	Due date from consultant	Review and Approvals Required
Monthly reports on progress made on agreed workplan	From April 2021 to June 2021	Programme Analyst

III. WORKING ARRANGEMENTS

Institutional Arrangement

The consultant will report directly to the Programme Analyst working closely with the UNDP Jamaica Programme and Operations Teams as well as the other teams listed above to complete the assigned tasks. As necessary, the Consultant may also be required to liaise with the teams from UNDP Headquarters, the Regional Bureau of Latin America and the Caribbean (RBLAC) and other UN agencies.

Duration of the Work

- a) Consultant is expected to be engaged for a minimum of 4 working days per week over a 3-month period
- b) The anticipated start date for the consultancy is April 2021
- c) UNDP will provide comments on deliverables within 3-5 business days upon receipt

Duty Station

- a) Jamaica

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic Qualifications & Experience:

- Bachelor's degree in International Development, Social Sciences, Environment or related field

Years of Experience

- At least 1 year of experience supporting project and programme implementation
- At least one (1) year experience implementing/supporting administrative activities
- Prior experience working with UNDP or other UN agencies and/or Government institution
- Demonstrable experience writing reports
- Demonstrable research skills

III. Competencies and special skills requirement:

Competencies:

- Demonstrates commitment to UNDP's mission, vision and values;
- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;

Functional Competencies:

- Strong organizational, research and analytical skills;
- Ability to maintain a high level of accuracy, confidentiality and integrity;
- Strong interpersonal skills;
- Shares knowledge and experience;
- Ability to work and act well under pressure;
- Responds positively to critical feedback and differing points of view;
- Ability to work independently and under tight deadlines;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multi-cultural team environment with a positive attitude.

V. EVALUATION METHOD & CRITERIA

Individual consultants will be evaluated based on the following methodology:

Lowest price method – where the award will be made to the qualified/responsive individual who offered the lowest price.

** Technical Criteria weight; 70%*

** Financial Criteria weight- Lowest priced, technically compliant consultant.*

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
<i>Criteria A: qualification requirements as per TOR:</i>		
Relevance of Education/ Degree		
<ul style="list-style-type: none"> Bachelor's Degree in International Development, Social Sciences, Environment or related field 	20	20
Adequacy of Competencies for the Assignment		
<ul style="list-style-type: none"> At least One year of experience in supporting project and programme implementation 	20	20
<ul style="list-style-type: none"> At least one (1) year experience supporting administrative activities 	10	10
<ul style="list-style-type: none"> Prior experience working with UNDP or other UN agencies and/or Government institution 	10	10
<ul style="list-style-type: none"> Report writing (evidenced by sample) 	10	10

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. UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Approval

Signature



Name

Denise Antonio, Resident Representative

Date

31-Mar-2021