



# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

## *International Competition*

Date: May 28, 2021

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**REF NO.:** BBSRO141392

**Job Title:** SDG Fund Coordinator

**Country: Barbados**

UNDP Barbados and the OECS – **Barbados**

**Description of the assignment:** UNDP is seeking to recruit a Project Coordinator to coordinate the implementation of the Joint SDG Fund on Blue Finance project

**Project name:** Blue Economy finance for SIDS

**Period of assignment/services (if applicable):** 6 months

## A. 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=99435](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=99435) (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@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=79012](http://procurement-notices.undp.org/view_notice.cfm?notice_id=79012) (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*

## B. BACKGROUND

Over the years, the United Nations has developed several modalities for the many agencies in the UN System to "Work as One." Joint programming is one of these key frameworks that allow two or more agencies, working with government partners, to articulate, design and implement coherent programming and achieve sustainable results. A Joint Programme is a set of activities contained in a joint work plan and related common budgetary framework, involving two or more UN organizations and (sub-)national governmental partners, intended to achieve results aligned with national priorities as reflected in UNDAF/One Programme or an equivalent programming instrument or development framework.

The United Nations Development Programme (UNDP) Multi-Country Office for Barbados and the Eastern Caribbean is currently implementing the joint programme 'Harnessing Blue Economy Finance for SIDS Recovery and Sustainable Development' (also known as Blue Finance for the Eastern Caribbean) with

various partners in the UN Country Team (UNCT). While these joint programmes can be effective modalities for delivering results, they require effective coordination with other UN Agencies for planning, implementation, monitoring and evaluation. As such, the UNDP MCO is seeking to recruit an Service Contractor to support the joint programming efforts to ensure effective and efficient collaboration with the other UN agencies.

The Coronavirus (COVID-19) pandemic has exacerbated the vulnerabilities of Small Island Developing States (SIDS), with this global health crisis impacting the socio-economic pillars of very dependent societies. Gross Domestic Product (GDP) losses in the Eastern Caribbean will surpass two digits in almost all countries. The rise of extreme poverty and unemployment and the damage to Micro, Small and Medium Enterprises (MSMEs) will be significant, especially in the tourism and ancillary sectors: empty piers with no cruise ships, flights cancellations, hotels closures and empty restaurants leave fishermen, farmers, cleaning personnel, cooks and taxi drivers - and many other traders - without income other than government cash transfers, where they exist and while they last. The Blue Economy Strategies are amongst the most promising approaches to support SIDS economic structuring transformation to build resiliency to exogenous shocks, including natural disasters, man-made or financial crises, and global viral pandemics, while preserving their natural heritage.

Using the Blue Economy as an integral driver for resilient economic recovery and growth in the Eastern Caribbean, the Joint Programme's emphasis will be on the development of an enabling and supporting environment for financing the Blue Economy, through different measures such as: the identification of policy and regulation gaps; a methodology to identify key Blue Economy opportunities; and the definition of specific financing mechanisms for Blue Economy initiatives to achieve resilient growth. The three countries – Barbados, Grenada and Saint Vincent and the Grenadines - are at the vanguard of the Blue Economy “wave” and offer therefore a conducive environment to the success of the Blue Finance proposal. Integral SDG support from the United Nations (UN) provides the policy and planning background to this initiative.

The JP will address the current financial challenges of the beneficiary countries including the additional financial burden arising from the COVID-19 pandemic. Additionally, the three countries will benefit from an upscaling of the UN's existing initiatives with the private sector, through the establishment of a public-private consortium for blue investment. This partnership aims to leverage substantial resources from the private sector, in addition to the development finance provided by International Financial Institutions (IFIs) (CDB, IDB, World Bank and EIB1) who have significant and structured investments in the region in the Blue Economy sector, and beyond.

This joint programme will also build on the existing initiatives that participating UN Organizations (PUNOs) have in the Eastern Caribbean on Blue Economy and other SDG related areas. UNDP is now seeking to recruit a Project Coordinator to coordinate the implementation of this project. The Service Contractor will work under the direct supervision of the Cluster Manager of the Poverty and Governance Portfolio of the UNDP Barbados MCO.

### C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Personal CV including past experience in similar projects and at least 3 references
2. Financial proposal

### D. FINANCIAL PROPOSAL

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).

### E. TRAVEL

*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. Should the *Individual Consultant* wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

### F. 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:

- 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 points** would be considered for the Financial Evaluation –

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	<b>70</b>	<b>70</b>
• Education	20	20

<p>Bachelor's degree in finance, economics, sustainable development, management, or other social sciences or another related field – 10 Points</p> <p>Postgraduate degree (MSc, MA, or higher) in finance, economics, sustainable development, management, or other social sciences – 20 Points</p>		
<ul style="list-style-type: none"> <li>• Project Management and Thematic Experience</li> </ul> <p>4 years of experience based on CV – 20 Points</p> <p>Additional 2 Points for each year of experience up to a max of 10 points</p>	30	30
<ul style="list-style-type: none"> <li>• Relevant Regional Experience</li> </ul> <p>3 years of experience based on CV – 15 Points</p> <p>Additional 1 Point for each year of experience up to a max of 5 points</p>	20	20
<b><u>Financial</u></b>	<b>30</b>	<b>30</b>

## G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement; otherwise, see above

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR'S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

## H. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Please see TOR in Annex 1.

## I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (weeks after contract signature)</u>	<u>% Payment</u>
1	Programme workplan review and revision, budget revision and Q2 reporting; support to Resident Coordinator office for Project Launch Event and Donor meeting; coordination of UN Agency technical meeting.	4	15

2	Preparation of TORs for Development Finance Assessment (or other relevant INFF components) and completion of relevant procurement processes; report on Integrated National Financing Framework multi-country workshop, coordination of UN Agency technical meeting.	7	20
3	Donor and UN Agency reporting; communication and PR summary, coordination of UN Agency technical meeting.	11	20
4	Report on review and update of consultant deliverables; coordination of UN Agency technical meeting	17	20
5	Report on coordination of consultant activities; coordination of UN Agency technical meeting.	21	10
6	Handover note and year-end reporting	24	15

### **Time and manner of Payment**

Invoices shall be paid within thirty (30) days of the date of their acceptance by UNDP. UNDP shall make every effort to accept an original invoice or advise the Contractor of its non-acceptance within a reasonable time from receipt.

## **J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES**

### **I. Years of experience:**

- At least 4 years of progressively responsible experience at the national or international level in managing complex and multi-component programme interventions with national partners, preferably related to international or sustainable development
- At least 4 years of demonstrated experience working effectively with and building capacities and partnerships among national governments, communities, and diverse stakeholder groups particularly in the Eastern Caribbean
- Demonstrated experience working in the area of climate finance, green finance or sustainable finance

### **II. Competencies:**

- Ability to effectively use a results-based management approach to project management, particularly in relation to sustainable development projects with cross-cutting issues including gender equality and human rights
- Demonstrated familiarity and solid understanding of national and local development planning processes in the Eastern Caribbean
- Capacity to manage complex, multi-country programmes and projects in the area of sustainable development
- Fluency in written and spoken English
- Demonstrable computer proficiency including the Microsoft Office Suite

## **K. QUALIFICATIONS**

### **III. Academic Qualifications:**

- Postgraduate degree (MSc, MA, or higher) in finance, economics, sustainable development, management, or other social sciences

OR

Bachelor's degree in finance, economics, sustainable development, management, or other social sciences or another related field

- Certification in project management is an asset