



**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**  
***(International Competition)***

Date: May 28, 2021

---

**REF NO.:** BBRSO142720

**Job Title:** The Gender & Nationally Determined Contributions (NDCs) Training Clinics and Best Practice Tool Kit for the Caribbean region and Technical Paper on Gender-responsive climate actions in SIDS

**Country:** All CARICOM Countries and SIDS

**Description of the assignment:** This is an Independent Service Contract and the focus of this assignment is on the following: i) the design and conduct of a four (4) part series of Gender & NDCs Training Clinics, ii) the development of a Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region and the iii) preparation of a Technical Paper on Gender-responsive Climate Actions in SIDS.

**Project name:** EnGenDER

**Period of assignment/services (if applicable):** 50 days within 4 months (June - September 2021)

## 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=99438](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=99438) (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=79019](http://procurement-notices.undp.org/view_notice.cfm?notice_id=79019) (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

Climate Change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalized and most vulnerable. Its effects are being shaped by pervasive and entrenched gender inequalities and key vulnerable groups such as women, indigenous people, the elderly as well as persons living with disabilities are among the most likely to be disproportionately affected.

The UNDP in supporting countries in their efforts to advance the NDCs process and/or implementation developed the Climate Promise Programme. The aim of the Climate Promise Programme is to provide countries with the necessary support to drive NDC implementation, through the leveraging of existing funds within the UNDP's existing climate portfolio, or by working in close collaboration with other UN system partners or by strategically augmenting other relevant ongoing activities, as appropriate under the

UNDP Framework. The Enabling Gender-Responsive Disaster Recovery, Climate and Environmental Resilience in the Caribbean (EnGenDER) project, provides an excellent opportunity for support to be offered to specific beneficiary countries under the Climate Promise Programme, by leveraging the funding available under the EnGenDER project to advance activities which “systematically employ a gender-responsive approach within NDC processes, policies and programming.”<sup>1</sup>

The overall objective of this assignment is three-fold:

- i. To conduct a series of Gender and NDC Training Clinics for the beneficiary countries of the EnGenDER project and the wider Caribbean region with a limited focus to include other small island developing states.
- ii. To develop a Best Practice Tool Kit, which provides a practical implementation guide on the strategies, tools and techniques and specific interventions which should be utilized by Caribbean countries in integrating gender into their NDCs and climate change actions and
- iii. To prepare a technical paper on gender-responsive climate change actions within SIDS.

## **C. 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
- (ii) Provide a brief methodology on how they will approach and conduct the work

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

### **3. Financial proposal**

## **D. 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).

## **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.

---

<sup>1</sup> United Nations Development Programme. *UNDP's Climate Promise Service Offer: Safeguarding Agenda 2030 Through Bold Climate Action*. a.i.; 4.

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 methodologies:

- *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>250</b>
<ul style="list-style-type: none"> <li>• <i>Qualification of Key Personnel as per Annex 1- TOR- Selection Criteria and Evaluation</i></li> </ul>	30	120
<ul style="list-style-type: none"> <li>• <i>Proposed Methodology, Approach and Implementation Plan as per Annex 1- TOR- Selection Criteria and Evaluation</i></li> </ul>	40	130
<u>Financial</u>	<b>30</b>	<b>30</b>

**G. ANNEXES**

- ANNEX I – TERMS OF REFERENCES (TOR)
- 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

The scope of this assignment is to provide training and capacity support to the beneficiary governments of the EnGenDER countries as well as the wider network of countries within the Caribbean Community (CARICOM) as well as within the specific SIDS regions. The training and capacity building support being provided under this consultancy will mainly target the climate change and disaster recovery coordinating agencies as well the gender machineries. The aim of which is to enhance the technical capacity of key actors and decision makers across the climate change and disaster recovery bodies to better integrate gender dimensions within their country's sustainable development and climate change actions.

In this regard, the training and capacity building support being provided will be carried out in three (3) main project phases:

- i. **Phase One:** The Conduct of the Gender and NDC Training Clinic Series and
- ii. **Phase Two:** The Development of the Gender Mainstreaming NDC Best Practice Tool Kit for Caribbean Countries
- iii. **Phase Three:** The Preparation of a Technical paper on gender-responsive climate change actions in SIDS<sup>2</sup>

Please see Annex 1 Section 2 for extended Scope of Works.

## I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (after contract signature)</u>	<u>% Payment</u>
1	Inception Report	5 working days after signing contract	10%
2	Gender and NDC Training Clinic Series- Methodological Outline and Course Content	10 working days after submission of deliverable 1	20%
3	Competency Assessment Framework	10 working days after submission of deliverable 1	0%
4	Conduct of the Gender and NDC Training Clinic Series	10 working days after submission of deliverable 2	20%
5	Gender Mainstreaming NDC Best Practice Tool Kit for the Caribbean Region	15 working days after completion of deliverable 4	20%
6	Technical Paper on Gender-responsive Climate Actions in SIDS	10 working days after submission of deliverable 5	30%

---

<sup>2</sup> Important to note that the preparation of the Technical Assistance (TA) Paper on Gender-responsive Climate Change Actions in SIDS is time sensitive deliverable given that it must be finalized and approved in time for the COP 26 Conference. It is therefore expected that the TA paper will be finalized and approved one month prior to the COP 26 i.e. by September 2021 with a first completed draft ready by July 2021.

### **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 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the mainstreaming of gender into national climate change policies, strategies or and action plans with specific focus on NDCs.

### **II. Competencies:**

- At least 5 years of experience addressing issues specific to Caribbean SIDS surrounding gender equality and the mainstreaming of gender into national climate change policies, strategies or and action plans with specific focus on NDCs.
- At least 2 years of experience in executing gender specific capacity building initiatives at the policy level and supporting institutional coordination efforts, resulting in the design of strategic guidance documents or strategic re-development of organizations structures which support gender mainstreaming.
- Sound understanding of national and local development planning processes in the Caribbean especially knowledge of the INDCs/ NDCs 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) will be an asset.
- Previous work in any of the beneficiary countries and in a similar project is highly desirable.
- Excellent conceptual, analytical, writing and communication skills.

## **K. QUALIFICATIONS**

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

- Mandatory Postgraduate degree (MSc, MA, or higher) in development studies, gender studies, poverty reduction, international policy, sustainable development or social sciences.