



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(*International Competition*)

Date: June 4, 2021

REF NO.: BRSO133849

Job Title: Consultant – Monitoring & Evaluation (M&E) Specialist

Country: Grenada

UNDP Barbados and the Eastern Caribbean – **Grenada**

Description of the assignment: Project monitoring including updating indicators in project results framework, monitoring of environmental and social risks, and establish a monitoring system to learn from the Sustainable Land Management (SLM), Climate Smart Agriculture (CSA), and biodiversity conservation interventions.

Project name: Climate Resilient Agriculture for Integrated Landscape Management

Period of assignment/services (if applicable): July – October, 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=99580 (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.** The subject line of your email must contain the following: **"BRSO##### 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 no later than four (4) days prior to the deadline of submission, 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=79233 (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

Grenada's biodiversity is being threatened by unsafe agricultural practices and encroachment from human settlements, resulting in habitat loss and fragmentation, overexploitation of biological resources, and pollution. The presence of invasive alien species and climate change are also drivers of biodiversity loss in the country. Land degradation has affected approximately 50% of land resources in Grenada; deforestation and fragmentation of forests in the form of forest clearance to allow for residential and commercial development, non-sustainable agriculture, forest fires, and coastal tourism development are the main forces behind land degradation in Grenada. Integrated agroecosystem management, which incorporates Sustainable Land Management (SLM) and biodiversity conservation into production landscapes, may provide a solution to biodiversity loss and land degradation in the country.

SLM and biodiversity conservation objectives need to be mainstreamed into national land use planning, sectoral policies, and legal frameworks. Incorporated into SLM are climate smart agriculture (CSA) practices that can contribute to ensuring the long-term sustainability of agricultural production at the community and producer levels. However, there are several barriers that hinder the advancement of long-term and effective implementation of SLM and CSA practices and the mainstreaming of biodiversity conservation into landscapes in Grenada. These include:

- a) insufficient systemic and institutional capacity for integrated SLM and biodiversity conservation landscape-level planning;
- b) lack of access to financial mechanisms and technical and information services, thereby limiting investment in sustainable agricultural planning and practices; and
- c) limited awareness, understanding, and knowledge of CSA and SLM techniques and practices integrated with biodiversity conservation.

The project's objective is to operationalize integrated agroecosystem management through mainstreaming biodiversity conservation in productive landscapes and increasing the resilience of agricultural systems. The project will use an integrated landscape management approach that will allow combining resilient agricultural and conservation practices in productive landscapes.

This strategy will contribute to reducing the loss of biodiversity of global and local importance and the degradation of land in Grenada.

C. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

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

1. Motivational letter (1000 words maximum)
2. Updated CV
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

Given the current COVID-19 pandemic, this is a home-based assignment.

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 –

| <i>Criteria</i> | <i>Weight</i> | <i>Max. Point</i> |
|-----------------|---------------|-------------------|
|-----------------|---------------|-------------------|

| | | |
|---|-----------|-----------|
| <u>Technical</u> | 70 | 70 |
| <ul style="list-style-type: none"> • Master's Degree in the field of Monitoring and Evaluation, Environmental Science, Natural Resources Management, Sustainable Development, or Social Sciences with a minimum of five (5) years relevant working experience • Bachelor's Degree in the field of Monitoring and Evaluation, Environmental Science, Natural Resources Management, Sustainable Development, or Social Sciences with a minimum of seven (7) years relevant working experience | 15 | 15 |
| <ul style="list-style-type: none"> • Minimum of five (5) years progressive experience in the monitoring and evaluation of development projects and programmes, preferably in Grenada and/or the Caribbean. | 15 | 15 |
| <ul style="list-style-type: none"> • Demonstratable experience in project implementation and/or project management, results-based management with a background in the analysis of socio-economic issues and related policy matters preferably in a multilateral/ international funding agency. | 20 | 20 |
| <ul style="list-style-type: none"> • At least five (5) years of relevant work experience in Monitoring & Evaluation (M&E) approach and methods and conducting gender analysis and setting gender indicators. | 10 | 10 |
| <ul style="list-style-type: none"> • Formal training in Sustainable Land Management (SLM), Climate Smart Agriculture (CSA), and/or biodiversity conservation will be a definite asset. | 5 | 5 |
| <ul style="list-style-type: none"> • Demonstratable experience working with United Nations Development Programme (UNDP) or other United Nations (UN) agency | 5 | 5 |
| <u>Financial</u> | 30 | 30 |

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

The consultancy will provide project monitoring, this includes updating the project indicators in the project's results framework, monitoring of environmental social risks and gender inequality aspects, and

establishing a monitoring system to learn from the Sustainable Land Management (SLM), Climate Smart Agriculture (CSA), and biodiversity conservation interventions.

The consultant will have proficiency and experience in issues related to sustainable development. The ideal candidate will have a nuanced understanding of interconnected issues of natural resources management, climate change, vulnerability, gender equality and can quickly and effectively provide technical expertise to advance project objectives in Grenada.

Under the overall supervision and guidance of the Project Coordinator, the Monitoring & Evaluation (M&E) Specialist will have the responsibility for project monitoring and evaluation. The M&E Specialist will work closely with the Communications Coordination Assistant on related aspects of project implementation, reporting, monitoring, evaluation, and communication.

Project Management:

- Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards

Monitoring & Evaluation:

- Ensure project's M & E meets the requirements of the Government, the UNDP Country Office, and UNDP-GEF; develop project specific M & E tools as necessary
- Oversee and ensure the implementation of the project's M & E plan, including periodic appraisal of the Project's Theory of Change and Results Framework with reference to actual and potential project progress and results
- Monitoring of environmental and social risks
- Evaluate social risks that may emerge and/or are triggered by project activities and provide recommendations on mitigation strategies
- Periodically update the UNDP Social and Environment Screening Procedures (SESP)
- Prepare safeguard reports as needed
- Support the Project Manager in documenting and addressing environmental and social grievances
- Oversee/develop/coordinate the implementation of the stakeholder engagement plan
- Oversee and guide the design of surveys/ assessments commissioned for monitoring and evaluating project results.
- Facilitate mid-term and terminal evaluation of the project, including management responses
- Facilitate annual reviews of the project and produce analytical reports from these annual reviews, including learning and other knowledge management products
- Support project site M & E and learning missions
- Visit project sites to appraise project progress on the ground and validate written progress reports.

Other activities:

Undertake any other activities required for the fulfilment of the mandate of the post

I. DELIVERABLES

| <u>No.</u> | <u>Deliverable</u> | <u>Due Date (after contract signature)</u> | <u>% Payment</u> |
|------------|---|--|------------------|
| 1 | Review and update Monitoring & Evaluation Plan Monthly Reporting | 3 weeks | 20% |
| 2 | Review and update Monitoring & Evaluation framework Monthly Reporting | 7 weeks | 30% |
| 3 | Implementation of Monitoring & Evaluation Plan and relevant reporting Monthly Reporting | 12 weeks | 50% |

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:

- Minimum of five (5) years progressive experience in the monitoring and evaluation of development projects and programmes, preferably in the Caribbean.
- Demonstrable experience in project implementation and/or project management, results-based management with a background in the analysis of socio-economic issues and related policy matters preferably in a multilateral/ international funding agency.
- At least five (5) years of relevant work experience in Monitoring & Evaluation (M&E) approach and methods and conducting gender analysis and setting gender indicators.
- Formal training in Sustainable Land Management (SLM), Climate Smart Agriculture (CSA), and/or biodiversity conservation will be a definite asset
- Demonstrable experience working with United Nations Development Programme (UNDP) or other United Nations (UN) agency

II. Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of the UN
- Displays cultural, gender, religion, race nationality and age sensitivity and adaptability
- Demonstrated experience working with results frameworks and performance monitoring
- Demonstrated experience in working with global, regional and country partners and other agencies, experts and host country staff in planning of monitoring activities
- Statistical skills for analyzing data and ensuring program design has statistical rigor
- Ability to organize and lead project-wide activities
- Willingness to learn from and consult with colleagues for inputs and information sharing

- In-depth knowledge of sustainable land management, climate smart agriculture, biodiversity conservation and developmental issues
- Ability to advocate and provide advice
- Demonstrated experience in negotiating technical priorities and developing tools to define and focus on priority outcomes
- Excellent analytical, writing, advocacy, presentation, and communications skills

K. QUALIFICATIONS

III. Academic Qualifications:

- Master's Degree in the field of Monitoring and Evaluation, Environmental Science, Natural Resources Management, Sustainable Development, or Social Sciences with a minimum of five (5) years relevant working experience
- Bachelor's Degree in the field of Monitoring and Evaluation, Environmental Science, Natural Resources Management, Sustainable Development, or Social Sciences with a minimum of seven (7) years relevant working experience