



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International Competition)

Date: June 4, 2021

REF NO.: BBRSO133850

Job Title: Consultant – Gender Specialist

Country: Grenada

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

Description of the assignment: To support, monitor and implement the project Gender Action Plan and other gender related activities.

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=99619 (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: **"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 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-notice.undp.org/view_notice.cfm?notice_id=79277 (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 assignment is home-based.

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:

- responsive/compliant/acceptable, and
- 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
<u>Technical</u>	70	70
<ul style="list-style-type: none"> • Master's Degree in the Gender Studies, Gender and Development, Environment, Sustainable Development, Social Sciences, or a related field with a minimum of five (5) years working experience • Bachelor's Degree in Gender Studies, Gender and Development, Environment, Sustainable Development, Social Sciences, or a related field with a minimum of seven (7) years working experience 	15	15
<ul style="list-style-type: none"> • At least five (5) years of practical working experience in gender mainstreaming, women's empowerment, and sustainable development in Grenada and/or the Caribbean region 	15	15
<ul style="list-style-type: none"> • Demonstratable experience in gender issues/gender responsive capacity building in Grenada and/or the Caribbean region 	15	15
<ul style="list-style-type: none"> • Demonstratable experience with project development and results-based management methodologies 	10	10
<ul style="list-style-type: none"> • Knowledge and working experience on gender mainstreaming, gender equality and main trends in international projects 	10	10
<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

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

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 Gender Specialist will have the responsibility for the implementation of the Gender Action Plan. The Gender Specialist will work closely with the Monitoring & Evaluation Specialist and Communications Coordination Assistant on related aspects of project implementation, reporting, monitoring, evaluation, and communication.

Gender Mainstreaming:

- Monitor progress in implementation of the project Gender Action Plan ensuring that targets are fully met, and the reporting requirements are fulfilled
- Oversee/develop/coordinate implementation of all gender-related work
- Review the Gender Action Plan, update and revise corresponding management plans as necessary
- Establish and update specific and clear gender markers and indicators within the project's Monitoring & Evaluation Framework
- Monitor the project's progress in meeting the gender markers and indicators set and establish efficient reporting mechanisms for collation of this data
- Work with the Monitoring and Evaluation Specialist to ensure reporting, monitoring and evaluation fully addresses the gender issues of the project

Other activities:

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

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverables</u>	<u>Due Date (after contract signature)</u>	<u>% Payment</u>
1	Review and update Gender Action Plan Monthly Reporting	3 weeks	20%
2	Establish and update gender indicators and reporting within the project's M & E framework Monthly Reporting	7 weeks	30%
3	Implementation of Gender Action Plan and updating of reports 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:

- At least five (5) years of practical working experience in gender mainstreaming, women's; empowerment, and sustainable development in Grenada and/or the Caribbean region;
- Demonstratable experience in gender issues/gender responsive capacity building in Grenada and/or the Caribbean region;
- Demonstratable experience with project development and results-based management methodologies;
- Demonstratable experience working with United Nations Development Programme (UNDP) or other United Nations (UN) agency
- Knowledge and working experience on gender mainstreaming in international projects will be an asset;
- Knowledge on gender equality and main trends in the region will be an asset.

II. Competencies:

- Demonstrates integrity by modelling 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 on projects or assignments related to issues of gender and sustainable development;
- Demonstrated experience in addressing the relationship between sustainable development, social and gender issues;
- Demonstrated experience in working with global, regional, and country partners and other agencies, experts, and host country staff in gender mainstreaming;
- Ability to organize and lead project-wide activities;
- Ability to advocate and provide advice;
- Excellent analytical, writing, advocacy, presentation, and communications skills adaptability;
- Effective time management and ability to work within tight deadlines.

K. QUALIFICATIONS

III. Academic Qualifications:

- Master's Degree in the Gender Studies, Gender and Development, Environment, Sustainable Development, Social Sciences, or a related field with a minimum of five (5) years relevant working experience

- Bachelor's Degree in Gender Studies, Gender and Development, Environment, Sustainable Development, Social Sciences, or a related field with a minimum of seven (7) years relevant working experience