

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
(International Competition)



Date: June 11, 2021

REF NO.: BBRSO142616

Job Title: Consultant to Conduct an assessment of the technical and operational capacity of the women's movement and Civil Society Organisations (CSOs) in Grenada

Country: Grenada

UNDP Barbados and the OECS – Grenada

Description of the assignment: To Conduct an assessment of the technical and operational capacity of the women's movement and Civil Society Organisations (CSOs) in Grenada

Project name: Grenada Spotlight Initiative

Period of assignment/services (if applicable): 4 months (60 working days)

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=99764 (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) 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=79512 (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

The Spotlight Initiative is a global partnership between the United Nations (UN) and the European Union (EU) to eliminate all forms of violence against women and girls (VAWG) in support of the 2030 Agenda on Sustainable Development. It was launched in September 2017 by the UN Secretary-General and the EU High Representative and Vice President (HRVP). This Initiative provides a model for partnerships with donors, civil society, and the UN to deliver on the SDGs in a comprehensive manner leveraging comparative expertise. SDG 5 and the achievement of gender equality are placed at the centre of efforts (alongside Goal 16) with the aim to provide an enabling environment for the implementation of all goals. Within the UN, the Initiative will operationalize the UN development system reforms and model a new way of delivering on the SDGs in an integrated way, leveraging collaborative advantages.

The Government of Grenada, Carriacou and Petite Martinique, and Civil Society have made a number of systematic advances in legislation and policy frameworks and national action plans, as well as programmatic efforts to address gender inequality, and women and girls' human rights. Despite these advances, VAWG continues to be a pervasive problem throughout the country. The Spotlight Initiative in Grenada is designed to focus attention, coordinate human effort, and strategically apply resources to the implementation of a well-conceived comprehensive national programme to end family violence (FV) and all forms of VAWG. The programme was developed in broad consultation with Government and Civil Society, and an integrated Technical Team from ILO, UNICEF, UNDP, UNFPA, UN Women and PAHO/WHO. The programme is built on the six said pillars which are: 1. Legislation and Policy Frameworks; 2. Strengthening Institutions; 3. Prevention and Social Norms; 4. Delivery of High-Quality Essential Services; 5. Data Availability and Capacities, and 6. Supporting the Women's Movement. The programme also builds on lessons learned from former and existing programmes with its partners, including CSOs, development agencies such as UN agencies, EU and others to address bottlenecks hindering progress and to build on successes to ensure a successful and sustainable country programme achieving visible gains to end VAWG, including family violence in the country.

In the framework of Pillar 6, UNDP is recruiting a qualified National/Local Consultant to Conduct an assessment of the technical and operational capacity of the women's movement and CSOs in Grenada, and provide technical assistance in drafting strategic plans for capacity development. The consultant will work under the guidance and supervision of the Head of Cluster Poverty, Governance and Monitoring and Evaluation and the Gender Specialist and Spotlight Initiative Coordinator at the UNDP Multi-Country Office for Barbados and the Eastern Caribbean.

FUNCTIONS/DUTIES TO BE PERFORMED BY THE CONSULTANTS

Under the direct supervision of the UNDP and with support from UN Women and the Division of Gender and Family Affairs (DGFA) within the Ministry of Social Development, Housing & Community Empowerment (MoSDHCE), the consultant is expected to undertake the following tasks:

1. Mapping of the national CSOs (this includes presenting a list of CSOs and women's movement advocates/experts).
2. Provision of an overview of existing projects/initiatives supporting capacity building of CSOs in the area of ending VAWG/FV.
3. Using participatory and inclusive approaches, identify knowledge gaps among CSOs in the area of VAWG/FV and accordingly identify and cost training needs.
4. In addition to 3 above, identify other institutional capacity Gaps (e.g. skills, attitudes, equipment, enabling environment, organizational structure)
5. Develop a draft Grenada CSO Strategic Plan for the CSO's capacity development to network, partner and jointly advocate for progress ending violence against women and girls and family violence in Grenada and regionally.

The consultant must also:

- Identify registered and non-registered (women's rights organisations, autonomous social movements and relevant CSOs, women's rights groups and networks) that are relevant within Grenada and that work with the identified underserved communities (as per Spotlight target) and other communities on EAW. Additionally, the assessment would evaluate operational capacity, number of registered organisations, financial management capacities, average staffing/capacity, mandate, existence of policies/programmes.
- Convene meetings with the identified CSOs to develop strategic plan(s) with their input.
- Conduct an analysis of the CSOs in relation to their suitability and capacity to engage in activities to end violence against women and girls and advance gender equality and women's empowerment. Additionally it would include their potential to engage in new forms of social activism, and accountability frameworks; identifying strengths and weaknesses, challenges and opportunities.

Furthermore, the consultant will be expected to:

- Provide bi-weekly updates as it relates to the achievement of consultancy objectives.
- Demonstrate management and leadership skills.
- Demonstrate the ability to communicate comprehensively at all levels.
- Be available to travel to the regions of Grenada, Carriacou and Petite Martinique, including remote areas. Online meetings are also acceptable as long as they serve the purpose of the assignment in light of COVID-19 restrictions.
- Have a working knowledge of the local CSOs and non-governmental landscape in Grenada.
- Have strong knowledge of gender-based violence and family violence issues.
- Have good inter-personal, networking, partnership and team-building skills.
- Be fluent in written and spoken English.

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

The selected candidate will be based at home as travel is unlikely during the consultancy due to ongoing Covid protocols and restrictions.

However in the event that circumstances change 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 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

Criteria	Weight	Max. Point
<u>Technical</u>	70	70
<ul style="list-style-type: none"> • Master’s degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Sociology or related field : 10 points • Bachelors’ in Social Sciences, Gender Studies, Development Studies, Human Rights, Sociology or related field : 5 points 	10	10
Technical Proposal demonstrating: <ul style="list-style-type: none"> • Understanding of the requirements of the TOR. • Clear methodology and approach. • Understanding of the CSOs and women’s movement situation in Grenada. 	15	15
5 years of relevant work experience with expertise in working with CSOs and/or community-based organizations. <ul style="list-style-type: none"> • More than 5 years: 15 points • 2-5 years: 10 points • 1-2 years: 5 points • Less than a year: 0 points 	15	15
Verifiable experience working on gender and EVAW/FV related activities/projects. <ul style="list-style-type: none"> • More than 3 years of experience: 10 points • 1-3 years of experience: 5 points • Less than a year of experience: 0 points 	10	10
Verifiable experience working on capacity assessments and mapping of stakeholders in area of VAW/FV. <ul style="list-style-type: none"> • More than 3 years of experience: 10 points • 1-3 years of experience: 8 points • Less a year of experience: 0 points 	10	10
Working experience in Grenada and/or the Caribbean region	10	10
<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

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- Have good inter-personal, networking, partnership and team-building skills.

- Be fluent in written and spoken English.

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (after contract signature)</u>	<u>% Payment</u>
1	A clear outline of methodology and a detailed workplan.	One week from start date	10%
2	Map of CSOs (includes list of CSOs, knowledge and capacity gaps, training needs, etc..).	1 month from start date	25%
3	Draft Grenada CSO Strategic Plan for the CSO's capacity development.	2 months from start date.	10%
4	Final Draft of the Grenada CSO Strategic Plan for the CSO's capacity development.	3 months from start date.	25%
5	Facilitate workshop to present of the findings of the mapping to stakeholders and partners. (Prepare Ppt Presentation and submit workshop report).	4 months from start date.	30%

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:

- 5 years of relevant work experience with expertise in working with CSOs and/or community-based organizations.
- 3 years experience working on gender and EAW/FV related activities/projects.

II. Competencies:

- Solid experience working on capacity assessments and mapping of stakeholders in area of VAW/FV;
- Practical experience in organization management, strategic planning of associations and public organizations at the national and/or regional level;
- Working experience in Grenada and/or the Caribbean region.

K. QUALIFICATIONS

III. Academic Qualifications:

- Master's degree or Bachelors' degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Sociology