

CLARIFICATION No. 1

REFERENCE: 18906 RSC 2021 - Conduct a Qualitative Study on Family Violence and LGBT Youths in Selected Caribbean Countries

Date: August 27th, 2021

We notify all interested participants that we have received the following clarification requests on referred process.

Question 1 :

I note the inclusion of six countries – with the sixth presumably still to be determined FROM the list of OECS countries. Is this correct and are these countries set in stone or are there likely to be any changes (for example, given the recent events in Haiti)?

Answer to Question 1:

The main countries of the study are Barbados, Belize, Guyana, Jamaica and Trinidad and Tobago. UNDP will decide the sixth country based on feasibility and availability of information on the subject.

Question 2 :

Can you confirm that all primary research is to be undertaken remotely? I note that the RFP does not make note of COVID protocols but assume that this is due to COVID-related travel restrictions and in-country gathering restrictions. While certainly not impossible, qualitative research of this nature – on sensitive and trauma-inducing experiences of violence, in addition with a conventionally hard-to-reach population – is obviously best done through face-to-face engagement in the form of various participative approaches, and I am wondering if COVID protocols allow the project has the scope to allow for at least some in-country data collection.

Answer to Question 2:

Interviews and meetings under this assignment are expected to be virtual in accordance with UNDP's travel restrictions due to COVID. Please note that this assignment will not involve any interviews with survivors/victims of family violence or their families. Interviews will be conducted with experts, institutions, civil society organizations and other stakeholders working on supporting LGBT Youth. UNDP will support the selected consultant in getting in contact with these respondents as needed.

Question 3:

Regardless of the above, can you confirm that there are country counterparts, whether partner organizations, UNV or other focal points, that have the relevant contacts or presence to identify and recruit potential research participants, or will the consultant be expected to have these contacts coming into the project?

Answer to Question 3:

UNDP will support the selected consultant with getting in contact with the respondents as needed for the study.

Question 4:

The notice describes the study as qualitative, however, one of the deliverables is listed as the questionnaire for data collection, and no other possible qualitative instruments are listed. Can the consultant expand this to include other qualitative methods, and not just direct interviewing with a questionnaire (which can be both quantitative and qualitative) ?

Answer to Question 4:

Yes, the consultant has the space to include other qualitative methods as long as it serves the purpose of the study and does not undermine the safety and security of the respondents. Please also note that this assignment will not involve any interviews with survivors/victims of family violence or their families. Interviews will be conducted with experts, institutions, civil society organizations and other stakeholders working on supporting LGBT Youth and Family Violence response and support. UNDP will support the selected consultant with getting in contact with these respondents as needed.

Question 5 :

I note that all meetings are being held virtually. Is the data collection expected to be virtual as well ? Or should consultants include travel to study countries in the budget ?

Answer to Question 5:

Interviews and meetings under this assignment are expected to be virtual in accordance with UNDP's travel restrictions due to COVID.

Question 6 :

According to the TOR (Section D: Scope of Work, Part 3: Data Collection) interviews with local stakeholders need to be conducted. I would like to ask you if such interviews are expected to be conducted remotely or if the consultant should travel to each of the selected Caribbean countries to carry out the interviews in-person instead.

Answer to Question 6:

Interviews and meetings under this assignment are expected to be virtual in accordance with UNDP's travel restrictions due to COVID.

Question 7 :

What is the total number of the countries part of the sample? As long as in page number 9 of the TOR the countries listed are Barbados, Belize, Guayana, Jamaica and Trinidad and Tobago and the Organization of Eastern Caribbean States (OECS). Does it includes Antigua and Barbuda, Dominica, Grenada, Montserrat, Saint Kitts and Nevis, Saint Vincent and Grenadine?

Answer to Question 7:

The main countries of the study are Barbados, Belize, Guyana, Jamaica and Trinidad and Tobago. UNDP will decide the sixth country from the Organization of Eastern Caribbean States (OECS) based on feasibility and availability of information on the subject.

Question 8 :

Research question a. What is the nature of violence – including physical, economic, emotional, and sexual violence – experienced by LGBT youth? In accordance to the TOR (PAGE 9) require in-depth ethnographic research, which implies work with families and victims of family violence based on gender and their families. Consequently, to answer this question: Is it possible to only analyze existing literature of the countries part of the sample and consultation to informants? This question is made as long as literal H. (PAGE 11) indicates: “The consultant will deliver the services on a home-based basis and communications between the consultant and project team as well main counterparts will be by phone and email. All meetings should be conducted via Teams/ Zoom (or other online platform) and/or telephone”

Answer to Question 8:

Interviews and meetings under this assignment are expected to be virtual in accordance with UNDP’s travel restrictions due to COVID. Please also note that this assignment will not involve any interviews with survivors/victims of family violence or their families. Interviews will be conducted with experts, institutions, civil society organizations and other stakeholders working on supporting LGBT Youth and Family Violence response and support. UNDP will support the selected consultant with getting in contact with these respondents as needed.

Question 9 :

The date of the procurement notice is August 16th 2021, and it says the start date is June in the first paragraph of the document. I then found that Annex 1 states that the estimated start date is september. Knowing which is correct helps me think about dates for the proposal.

Answer to Question 9:

We clarify that this assignment is planned to start in September 2021.

Question 10 :

I would like to know if in order to apply to this consultancy the CV should be submitted in the P11 format.

Answer to Question 10:

It is not mandatory to submit your resume proposal under the P11 format. You can submit your

formal CV including your Education / Qualification, Professional Certification, Employment Records / Experience.

Question 11:

I would like to know if for this opening it is mandatory to include the methodology proposal and in which format should it be submitted if necessary.

Answer to Question 11:

As indicated in page 5 of 27 of the Individual Consultant Procurement Notice, the consultants are welcome to include a short description of their suggested methodology in the Cover Letter.

End of Clarification No.1