

OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

Resident Representative
United Nations Development Programme
107 – 108 Duke Street
Kingston,
Georgetown
GUYANA

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*Technical and Editorial Review and Updating* under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex I;
- D) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:

☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]

☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.

E) _____ F)
or your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;

F) _____ I)
recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

G) _____ T)
his offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

H) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office *[disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists];*

I) If I am selected for this assignment, I shall *[please check the appropriate box]:*

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer *[state name of company/organization/institution]* to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

J) I hereby confirm that *[check all that applies]:*

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

K) I
fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

L) I
f you are a former staff member of the United Nations recently separated, please add this section to your letter: I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

M) I
also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) A
re any of your relatives employed by UNDP, any other UN organization or any other public international organization?
YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?
YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?
YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Email Address	Business or Occupation

- S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?
YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *(please check all that applies):*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

B) Breakdown of Cost by Deliverables*

Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price (Weight for payment)	Amount
Deliverable 1		
Deliverable 2		
....		
Total	100%	GYD

**Basis for payment tranches*

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.



TERMS OF REFERENCE

Grants Officer- Consultant for the administering of grants to farmer groups and village councils following the UNDP's Low Value Grants Operational Guide

I. POSITION INFORMATION

Title:	Grants Officer (nationals of Guyana only)
Unit:	Energy, Environment and Extractive Industries
Duty station:	Georgetown, Guyana with travel to regions (7 & 8)
Contract Duration:	Six months
Date of Issue:	10 December 2021
Closing Date:	21 December 2021
Expected Start Date:	3 January 2022

II. BACKGROUND

Despite Dominica and Guyana's agriculture sectors being the primary industries for the two countries, the sector has constantly been affected by recurring disasters, such as hurricanes, flooding and droughts. The limited integration of gender analysis, climate and disaster risk resilience in agricultural practices has consistently undermined food security in the wake of natural hazards and the increasing impacts of climate change. Dominican local agricultural sector is also challenged by weak institutional capacity and limited availability of financing. Guyana shares similar factors that contribute to the vulnerabilities and risks of women and men in the agriculture sector, representing a real threat to sustainable socio-economic growth, and long-term peace and prosperity at the national level.

The four-year (2018-2022) Japanese Government funded project "Strengthening Disaster Management Capacity of Women in the Cooperative Republic Guyana and the Commonwealth of Dominica", aims to reduce these vulnerabilities by targeting three broad drivers of these problems, namely, gaps in gender analysis, hazard and risk data; limited integration of climate change and disaster risk planning and practices in the agriculture sector; and limited access to appropriate, sustainable finance for vulnerable small farmers and women's groups. To address these, vulnerability mapping and community-based and national level early warning systems will be developed and implemented, to increase the ability of remote vulnerable farmers, namely women, to prepare for weather and non-weather-related risks on timely-basis. This will be supported by capacity building at the national and local levels to ensure long-term sustainability. Long-term resilience will be enhanced through the integration of disaster risk mitigation and climate change adaptation practices and approaches into agricultural planning and practices. Finally, access to finance will be enhanced through an appropriate microfinance/microgrant framework and coordinated planning, which will create new market opportunities for rural farmers and provide the capital needed to exploit them, and also aim to promote gender transformation, women's leadership and empowerment.

In Guyana, women and indigenous groups vulnerable to natural hazards, including flooding, will be priority beneficiary targets in the geographical locations below:

Covering 5 Administrative Regions: Mahaica-Berbice (Region 5), East-Berbice-Corentyne (Region 6), Cuyuni-Mazaruni (Region 7), Potaro-Siparuni (Region 8), and Upper Takutu-Upper Essequibo (Region 9).

In 2019, UNDP, disbursed grants to the Communities of Apoteri, Surama, Aranaputa, Wowetta, Rupertee, and Annai, in the North Rupununi, Region 9 and farmers groups in regions 5 and 6.

Farmers in Indigenous Communities in region 7 and 8, have already benefited from training in the Participatory Integrated Climate Services for Agriculture (PICSA) tool which allows them to use weather information to make better decisions regarding their agriculture practices. Building on the foundation provided by this training, with a

strong emphasis on linking women farmers to finance, the project will disburse microgrants on a competitive basis targeting the communities of **Chinoweing, Kako, Paruima, Phillipai, Waramadong and Warawatta (Region 7) and Kato, Monkey Mountain, Paramakatoi, Bamboo Creek, Mountain Foot (Region 8) and Yurung Paru (Region 9)**. These grants are intended to support climate smart agricultural practices which would contribute to the continuous supply of food for communities in the event of a disaster.

III. SCOPE OF WORK

Under the guidance of the Resident Representative in consultation with the Programme Analyst-Energy, Environment and Extractive Industries (EEEI) and reporting directly to the Project Manager-Disaster Risk Management (DRM), the Grants Officer is expected to:

- Review the grant disbursement strategy used in regions 5,6&9 and develop for regions 7&8, a strategy, including the criteria to be used, for soliciting and reviewing grant proposals in keeping with the UNDP's Low Value Grants Operational Guide and National COVID 19 guidelines.
- Liaise with the project Technical Advisory Group (TAG) to finalize and implement the grant soliciting process.
- Analyze grant budget estimates for allowability, allocability, reasonableness, and consistency.
- Travel to target regions to build the capacity of potential grantee organizations to ensure successful grant project implementation. This may include training in bookkeeping and financial management, guidance on the grant application process and monitoring and evaluation of grants.
- Provide guidance to potential grantees to refine their project proposals to meet requirements of the UNDP's Low Value Grants Operational Guide.
- Overseeing grants application processes, selection procedures, management, and reporting.
- Liaising with the Gender Officer to ensure that processes and outcomes are gender sensitive and inclusive.
- Liaising with the Project Associate to ensure that UNDP procurement processes are followed
- Supporting the management of all programmatic and financial aspects of Grants awarded through the project.
- Maintain a database on existing grantees.
- Capture lessons learnt.

IV. EXPECTED OUTPUTS, PAYMENT SCHEDULE and INPUTS

Expected deliverables and deadlines

No.	Deliverable	Due Date (after contract signature)	% Payment
1	Assignment approach and action plan <ul style="list-style-type: none"> • Review the strategy used in regions 5,6&9 and develop for regions 7&8, a strategy, including the criteria to be used, for soliciting and reviewing grant proposals in keeping with the <u>UNDP's Low Value Grants Operational Guide and national COVID 19 guidelines</u>. • Provide an assignment action plan, including calendar of activities and timelines. 	Two weeks	10%
2	Set up assignment administrative infrastructure <ul style="list-style-type: none"> • Liaise with the project Technical Advisory Group (TAG) to finalize and implement the grant soliciting process. • Engage targeted farmers groups and village councils, on the project and process of grant disbursement. <u>Travel to target communities is necessary. The costs for travel will be covered by the project. Approval must be sought from the Project</u> 	Four weeks	10%

	<u>Manager before any travel is executed.</u> <ul style="list-style-type: none"> • Refine strategy and action plan. • Submit a detailed report on the above. 		
3	Solicit good quality applications from potential grantees and maintain portfolio <ul style="list-style-type: none"> • Building the capacity of potential grantees to ensure successful grant project implementation. This must include training in bookkeeping and financial management, guidance on the grant application process. <u>Travel twice to target communities is necessary and the costs will be covered by the project. Approval must be sought from the Project Manager before any travel is executed.</u> • Provide farmer groups and village councils the information required to apply for group grants. • Provide support, where necessary, to complete application forms and submit supporting grant application documents • Provide guidance on completing the virtual monitoring and expense reports. • Ensure applications are of good standard required and are submitted and received by UNDP. • Meet with the TAG to shortlist applicants • Provide a detailed report on the above 	Eight weeks	30%
4	Disbursement of grants <ul style="list-style-type: none"> • Respond to grant applicants on the outcome of their application • Schedule meetings including kickoff meetings to define roles, responsibilities, timelines and garner signatures for grantees. <u>Travel to target communities is necessary and the costs will be covered by the project. Approval must be sought from the Project Manager before any travel is executed.</u> • Disburse grants in close collaboration with the Project Associate to ensure that UNDP procurement processes are followed • Generate and maintain documentation of all grants including grant agreements, grant amendments/addendums, and other grants-related documents until grants are closed and proactively identify errors and/or missing documentation to ensure compliance. • Monitor resource delivery progress regularly and maintain grants database and budget • Provide a detailed report on the above, with relevant evidence 	Twelve weeks	15%
5	Ensure successful grant project implementation <ul style="list-style-type: none"> • Manage associated timelines and donor reporting requirements for individual grant activities. Monitor grant portfolio of financial commitments and disbursements. Track and review grants and contracts through the payment cycle, ensuring compliance with UNDP agreements and policies. • Mitigate risk by a thorough due diligence processes. • Ensure post-award management in accordance with relevant regulations, including but not limited to reporting, audits, etc. in accordance with UNDP policies, and procedures. 	Twenty weeks	25%

	<ul style="list-style-type: none"> • Collect implementation data and monthly reports from all grantees. • Intervene, where necessary, to assist groups in implementing successfully, their projects • Provide a detailed report on the above with documentary evidence. 		
6	Exit report <ul style="list-style-type: none"> • Narrative report, including accomplishments, of the consultancy. • Lessons learnt. • Recommendations for the way forward. 	Twenty-four weeks	10%

INPUTS

- I. The Grants Officer is expected to provide her/his own office equipment to complete the assignment.

V. INSTITUTIONAL ARRANGEMENTS

Direct Supervisor: Project Manager-Disaster Risk Management, UNDP in consultation with the Programme Analyst, Energy, Environment and Extractive Industries and under the overall guidance of the Resident Representative, UNDP.

The Grants Officer will work from home with regular interaction through e-mail and phone with UNDP Guyana.

Travel will be required for field work in Guyana and the costs will be covered by the project. Approval must be sought from the Project Manager before any travel is executed.

VI. DURATION OF WORK

The assignment will cover a period of six months.

VII. COMPETENCIES

Core Values:

Respect for Diversity

Integrity

Professionalism

Core Competencies:

Awareness and Sensitivity Regarding Gender Issues

Accountability

Creative Problem Solving

Effective Communication

Inclusive Collaboration

Stakeholder Engagement

Leading by Example

VIII. REQUIRED SKILLS AND EXPERIENCE

- A bachelor's degree or a professional qualification in Business Management, Business Administration, Public Administration, Environmental Science, or related field.
- Minimum of two years of grant management experience, specifically on preparing, negotiating, implementing, monitoring, and evaluating grants and working with local recipients, preferably in the agricultural sector.
- Minimum of two years' experience of:

- writing and reviewing project proposals, work plans, and program reports
- using gender sensitive approaches and gender inclusive methodologies
- developing and managing budgets, and knowledge of basic budget and accounting procedures is required.
- technical expertise working with community-based organizations and NGOs.
- working with international organizations or UN agencies will be an advantage.

X. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

The Grants Officer should send the financial proposal based on a lump-sum amount for the delivery of the output(s) identified in section IV. The total amount quoted shall be “all-inclusive”; all costs (e.g. includes professional fees, workshops, translation services, communication etc.), that could possibly be incurred by the Service Provider must be factored into the final amounts submitted in the proposal. Travel to target regions/communities will be covered by the project. Payments will be done upon satisfactory completion of the deliverables by target due dates. Approval must be sought from the Project Manager before any travel is executed. The assignment price is fixed regardless of changes in the cost components. Travel and meetings must be conducted with national COVID 19 protocols adhered to.

XI. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

In consideration of the fees paid, the Consultant expressly assigns to the United Nations Development Programme (UNDP) any copyright arising from the works the consultant produces while executing this contract. The consultant may not use, reproduce, or otherwise disseminate or authorize others to use, reproduce, or disseminate such works without prior consent from the UNDP.

XII. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

- **Curriculum Vitae** of consultant along with portfolio of samples from recent similar assignments: online portfolios and links to video work.
- **Technical proposal/workplan** on how the assignment will be carried out;
- **Financial Proposal** -A Financial proposal indicating all-inclusive fee. This fee should include professional fees, costs for workshops, communication etc. Travel to the target regions will be covered by the project.

XIII. SELECTION OF INDIVIDUAL CONSULTANT

Selection criteria will be based on qualification, knowledge, and experience. The proposal will be weighted at a maximum of 100 points with 70% pass rate. This will be broken down in the following manner:

Technical proposal	Points
Proposal and methodology to undertake the assignment.	30
Education	
A bachelor's degree or a professional qualification in Business Management, Business Administration, Public Administration, Environmental Science, or related field.	30
Experience	
Minimum of two years of grant management experience, specifically on preparing, negotiating, implementing, monitoring, and evaluating grants and working with local recipients, preferably in the agricultural sector.	10

Minimum of two years' experience of:	
• writing and reviewing project proposals, work plans, and program reports	5
• using gender sensitive approaches and gender inclusive methodologies	5
• developing and managing budgets, and knowledge of basic budget and accounting procedures is required.	5
• technical expertise working with community-based organizations and NGOs.	5
• working with international organizations or UN agencies will be an advantage.	5
Language	
Excellent command in written and spoken English	5
Total technical score (Passing Rate = 70%)	100
Financial criteria = 30%	

Applicants who receive a minimum score of 70 points and above from the assessment of the CV will be qualified for the assessment of the Financial Proposal.

Financial Evaluation.

- The lowest financial offer among technically compliant candidates will be given the maximum score of thirty (30) points and the remaining offers will be assigned a score in inverse proportion. The candidate who obtains the highest cumulative score by adding both the weighted technical score and the financial score will be selected.

X. SUBMISSION OF APPLICATION

Please complete and submit to procurement.gy@undp.org Deadline for submission of application is **21 December 2021** on or before 11:00 hrs. Subject caption **“Grants Officer”**