

Terms of Reference



GENERAL INFORMATION

Title: Project Consultant (Individual Consultant)

Reports to: UNDP Programme Specialist

Duty Station: Jamaica

Expected Places of Travel (if applicable): Not applicable

Duration of Assignment: Five months

REQUIRED DOCUMENTATION FROM CONTRACTOR

X	Letter of presentation highlighting main qualifications and experience relevant to this TOR
X	CV or P11 form
X	Copy of education certificate
X	Financial Proposal

I. BACKGROUND

COVID-19 Pandemic has had multi-dimensional and far-reaching impacts, threatening macroeconomic stability, social welfare, jobs and the livelihoods of Jamaicans. The Government's efforts to slow the spread of COVID-19, aligned with global recommendations, focused on promoting the uptake the preventative measures; containment; and limited movement of citizens. Further, the sudden onset of the pandemic highlighted coordination gaps within and across Government Ministries, Departments, and Agencies in efficiently directing international aid to the most impacted sectors and populations.

Digital transformation remains a priority for the Government and the development landscape is benefitting from increased interest, investment, and technical assistance opportunities to strengthen Jamaica's digital ecosystem. This provides the Jamaica Multi-Country Office with relevant entry points for the deployment of UNDP's COVID-19 Programmatic Offer (Offer 2.0) to support the emerging demands of the Government of Jamaica, related to Digital Disruption. Specifically, the expansion of broadband access in underserved communities remain a priority for Government and is key to bridging the country's digital divide. The project aligned to the UNDP Offer 2.0 seeks to address broadband access, which is a key catalyst for Digital Transformation. The project will directly

invest in infrastructural strengthening for the expansion of broadband coverage in underserved communities.

The UNDP Jamaica Office is seeking a **Project Consultant** to lead the implementation of key activities under the Rapid Response Facility (RFF) detailed in the Advancing Jamaica's Digital Response to COVID-19 re-scoping brief.

II. SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the direct supervision of the Programme Specialist, the Project Consultant will lead the accelerated implementation of the COVID-RFF Project in Jamaica. The consultant is expected to advance the day-to day implementation of the project by ensuring achievement of the expected outputs/results as articulated in the annual workplan with a specific focus on:

- Leading the technical support for the rehabilitation and expansion of Community Data Access Points in specified communities
- Performing site visits (site assessments, site audits, site surveys, site walks) and vendor tour
- Providing analyses and insights of the ICT and Telecommunications market trends, benchmarks and road maps
- Developing the requisite technical document including TORs and specifications to enable the procurement of goods and services required to achieve the project's results
- Finalising the project's 2022 Workplan and its approval by the UNDP, Donor, and partner agencies
- Manage the contracts of and oversee the implementation of activities led by service providers
- Preparing relevant progress reports, budgets, and other relevant correspondences
- Leading the coordination of logistic arrangements to include but not be limited to meetings, engagements with stakeholders, and project related events as necessary.

Deliverables/ Outputs	Estimated number of working days	Deliverable Date
Deliverable 1: Project Acceleration Plan, Annual Workplan and Procurement Plan and relevant TORs	10 days	2 weeks after signing of contract
Deliverable 2: Assessment Report of Sites to be Rehabilitated and corresponding procurement documents including equipment specifications, TORs etc.	20 days	6 weeks after signing contract
Deliverable 3: Phased Implementation Plan for Rehabilitation of Sites	10 days	8 Weeks after signing contract

Deliverable 4: Progress Report on Rehabilitation of Sites (at least 50% of sites rehabilitated)	30 days	14 weeks after signing contract
Deliverable 5: Site Commission Report on Rehabilitation of Site (100% of sites rehabilitated)	20 days	16 weeks after signing contract
Deliverable 6: Project final report, sustainability Plan, Lessons Learnt Report and related project closure documentation	10 days	18 weeks after signing contract
Total	100 days	

III. WORKING ARRANGEMENTS

Institutional Arrangement

- a) Consultant will report directly to the Programmes Specialist under the overall guidance of the Assistant Resident Representative.
- b) Consultations with the UNDP Programmes Team, the Universal Service Fund (USF), and relevant Government stakeholders will be required to complete the scope of work.

Duration of the Work

- a) The anticipated start date for the consultancy is 31 January 2022.
- b) Consultant is expected to be engaged for 100 working days across a five-month period.
- c) UNDP will review and provide comments on deliverables within 7-10 business days of receipt of the deliverable.
- d) Payment for deliverables can only be made upon submission and approval of an invoice. Payment usually takes 5-7 consecutive working days to be processed

Duty Station

Kingston, Jamaica

The consultant is required to be resident in Jamaica for the duration of the consultancy.

IV. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications and experience:

- Bachelors' degree or higher in Electrical Engineering/Telecommunications/Information Technology or equivalent
- Project Management Certification is a distinct asset
- Three (3) years of experience implementing ICT, telecommunications or related projects.
- At least two years of experience supporting development projects.
- Demonstrated experience working with Government, Civil Society, and other stakeholders.

Competencies and special skills requirements:

- Strong interpersonal skills; commitment to teamwork and to working across disciplines

- Excellent presentation and communication skills, both oral and written in English
- Experience engaging with diverse stakeholders at multiple levels
- Ability to deliver in a high-pressure environment
- Ability to collaborate with and achieve actionable results
- Sound knowledge of design and implementations of LAN, WAN, WLAN, and WWAN

V. EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

Using this weighted scoring method, the award of the contract will 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 criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation

Criteria	Weight	Maximum Point
<u>Technical</u>	70	70
<ul style="list-style-type: none"> • <u>Criteria A: qualification requirements as per TOR:</u> <p>Relevance of Education/ Degree:</p> <ul style="list-style-type: none"> • Bachelors' degree or higher in Electrical Engineering/Information Technology or equivalent. <p>Adequacy of Competencies for the Assignment</p> <ul style="list-style-type: none"> • Three years of experience implementing ICT, telecommunications or related projects.(30 points for 3 years experience and 2 points per additional years experience) • Project Management certification • Demonstrated experience working with Government, Civil Society, and other stakeholders. 	<p>15</p> <p>40</p> <p>5</p> <p>10</p>	

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

UNDP does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Approval

Signature

Name

Date

DocuSigned by:



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Denise Antonio, Resident Representative, UNDP

07-Jan-2022