



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

(International Competition)

Date: June 29, 2022

REF NO.: BBRSO187338

Job Title: Independent Terminal Evaluator

Country: Barbados

UNDP Barbados and the OECS – **Barbados**

Description of the assignment: Final project evaluation to assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, future projects with similar objectives, and aid in the overall enhancement of UNDP programming.

Project name: Strengthening Evidence Based Decision Making for Citizen Security in the Caribbean (CariSECURE)

Period of assignment/services (if applicable): August to November 2022

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=107593 (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 within three (3) days of the publication of this notice, 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=92889 (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

CariSECURE 1.0 is a Key Activity under the USAID's larger Youth Empowerment Services (YES) Project executed across 8 countries, namely: Antigua and Barbuda, Barbados, Grenada, Guyana, Saint Lucia, Saint Vincent and the Grenadines, and Suriname. The project is being implemented by the UNDP Barbados Multi-country Office in cooperation with the UNDP Offices in Guyana and Suriname and with specific oversight from the UNDP Regional Bureau for Latin America and the Caribbean (RBLAC) due to the regional scope of the project (Eastern and Southern Caribbean).

At the national level, the project engaged partners and stakeholders to include: National Security Ministries, police forces, statistical offices, probation and parole services, public prosecution offices, courts, prisons, Ministries of Youth. CARISECURE worked with regional institutions such as the Regional Security System (RSS) and supported the establishment of a regional crime observatory at the organisation to collect and aggregate national data on the citizen security indicators from their member states on a monthly basis and generate regional analysis to feed into their semi-annual meeting of the Council of

Ministers of National Security. The Project also engaged with CARICOM IMPACS to expand such analysis to CARICOM Member States, through the establishment of a crime and violence data warehouse which hosts the Police Records Management Information System (PRMIS) application and will support the RSS with the collection, monitoring and analysis of these regional indicators to support evidence-based decision-making on crime and violence within Barbados and the Eastern Caribbean.

CariSECURE also collaborated with UNWOMEN and the IDB Citizen Security Programme in Guyana to cost share and pilot the recently approved CARICOM GBV Prevalence Survey Model in order to test the validity of data received on incidences of sexual and domestic violence. Additionally, CariSECURE through an agreement with UNODC and the Saint Lucia Central Statistics Office supported the implementation of the 2020 National Crime Victimization Survey in Saint Lucia. The Project has also collaborated with the Office of the Attorney General in Barbados to support activities in Barbados to combat trafficking in persons including: training for officers of the Barbados Police Service on the detection, investigation and prosecution of trafficking in persons; a TIP knowledge and perception survey of the Barbadian public and public awareness products – jingle, PSAs and video targeted at the Barbadian Public.

The purpose of the YES Project is to increase the institutional and technical capacity of regional bodies, selected national government systems and community stakeholders to reduce risk factors that drive youth crime, violence, and victimization. It has a specific goal of reducing youth involvement in crime and violence in target communities. Accordingly, the YES Project has three expected results under its relevant Activities:

- **CariSECURE Project** - Strengthened Evidence-based Decision-making in Youth Crime and Violence Prevention Policy and Programming
- **Community, Family and Youth Resilience (CFYR) Project** - Communities, families, and youth strengthened to withstand, mitigate and recover from crime and violence and the
- **Juvenile Justice Reform Project (JJRP)** – The rehabilitation and reintegration of youth in conflict with the law in society

The Strategic Objective of CariSECURE was to ensure Regional, national and local organizations use evidence-based decision making for youth crime and violence prevention and policymaking with associated outputs as follows:

- Output I: Standardized and Disaggregated Crime Data Reporting Within and among National Authorities to foster the reliance on valid, reliable, and comparable data on Citizen Security
- Output II: Utilization of evidence-based analysis on crime data to inform citizen security strategies, programs and policies
- Output III: Improved decision-making on youth crime and violence based on available evidence at the national level

Further project details are provided in the Table below:

Table 1: Project Information

Project title:	Strengthening Evidence Based Decision Making for Citizen Security in the Caribbean (CariSECURE)		
ATLAS ID:	00097340		
Corporate outcome and output	UNDP strategic Plan Outcome 3: Responsive, inclusive and accountable institutions improve the quality of democracy and the rule of law		
Country	Antigua and Barbuda, Barbados, Grenada, Guyana, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, and Suriname		
Region	Eastern and Southern Caribbean		
Date project document signed	25 July 2016		
Project dates	Project start: 25 July 2016 Project Revisions: (please see table below) New end date: 31 October 2022	Start	Planned end
		25 July 2016	31 October 2022
Project budget	10,683,143.72		
Project expenditure at the time of evaluation			
Funding Source	United States Agency for International Development (USAID) , Rule of Law, UK-FCDO, UNDP TRAC Funds		

Detailed Project Revisions undertaken:

Revision	Scope	Beneficiary Countries	Results Framework	Closure of Project
November 2018	National beneficiaries adjusted from 5 to 3 in each country (Police, Prisons, Prosecutions)	Reduced from 10 to 8 (Trinidad and Tobago and Dominica removed)	Outputs and Indicators revised 30 September 2020	30 September 2020
August 2020	National beneficiaries adjusted from 3 to 1 in each country (Police)	Number remains at 8	Indicators revised, some removed and more added	30 September 2021
September 2021	Local installation of PRMIS pilot in Grenada; monitoring and provision of technical support with PRMIS implementation;	Number remains at 8	Indicators for TIP revised	30 April 2022

	Inclusion of activities related to Trafficking in Persons (TIP)			
March 2022	Support the full operationalization of the Crime Data Warehouse Solution by building the capacity of CARICOM IMPACS; ongoing technical and capacity-building support to countries to build crime analysis capacity; and addressing national level ICT and other gaps identified in roadmap and sustainability documents to support full deployment of PRMIS	Number remains at 8	Indicators have not been revised as the work foreseen will involve reinforcement of capacities in identified indicators	31 October 2022

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) Brief description of approach to work /technical proposal
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

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">• At a minimum, a Master's degree in criminology, criminal justice, public policy, monitoring and evaluation or other closely related field	10	10
<ul style="list-style-type: none">• Recent experience with result-based management evaluation methodologies and applying SMART indicators and reconstructing or validating baseline scenarios <i>Less than 1 year – 5pts</i> <i>1 -3 Years -15pts</i> <i>3 years and over 20 pts</i>	20	20
<ul style="list-style-type: none">• Experience working with citizen security projects, demonstrated understanding of issues in citizen security and competence in adaptive management, as applied to citizen security <i>Less than 1 year – 5pts</i> <i>1 -3 Years -15pts</i> <i>3 years and over 20 pts</i>	20	20
<ul style="list-style-type: none">• Experience with national, multi-sectoral stakeholder engagement in the OECS	10	10
<ul style="list-style-type: none">• Project evaluation/review experience within UN system	10	10

<u>Financial</u>	30	30
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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

The independent evaluator (with experience and exposure to similar projects and evaluations in other regions) will conduct the Final Evaluation. The evaluator will conduct interviews with local counterparts, conduct site visits, liaise with local counterparts to schedule meetings and visits (with some support from UNDP), be responsible for the overall design and writing of key reports and supporting documents (Inception and Final Evaluation report), analyze and interpret data collected, present findings, deduce key lessons, insights and recommendations and ensure these are reflected in the relevant reports.

The consultant cannot have participated in the project preparation, formulation, and/or implementation (including the writing of the Project Document) and should not have a conflict of interest with project related activities.

The Final evaluation report will assess the achievement of project results against what was expected to be achieved and draw lessons that can both improve the sustainability of benefits from this project, future projects with similar objectives, and aid in the overall enhancement of UNDP programming. The Final evaluation report promotes accountability and transparency and assesses the extent of project accomplishments and is one of the evaluations to be implemented under the UNDP 2022 to 2026 evaluation plan within outcome 4 of the Country Programme document and Outcome 1 of the UNDP 2022- 2025 Strategic Plan.

The final evaluation report must provide evidence-based information that is credible, reliable and useful. The Evaluator will review all relevant sources of information including documents prepared during the preparation phase (i.e. Project Document, UNDP Social and Environmental Screening Procedure/SESP) project reports including annual APRs, project budget revisions, lesson learned reports, national strategic and legal documents, and any other materials that the team considers useful for this evidence-based evaluation.

The total duration of the Final Evaluation will be approximately 45 days over a time period of 10 weeks starting from the date of contract signature and shall not exceed 5 months from when the consultants are hired.

I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (after contract signature)</u>	<u>% Payment</u>
1	Evaluation Inception Report (no less than 15 pages)	August 30, 2022	20
2	Presentation	October 3, 2022	0
3	Draft Final Report (40-60 pages including the Executive summary)	October 10, 2022	40
4	Final Report and Audit Trail*	November 4, 2022	40

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 10 years experience in relevant technical areas;

II. Competencies:

- Minimum a Master's degree in criminology, criminal justice, public policy, monitoring and evaluation or other closely related field
- Certification in project management is an asset
- Relevant experience with result-based management evaluation methodologies;
- Experience applying SMART indicators and reconstructing or validating baseline scenarios;
- Competence in adaptive management, as applied to citizen security
- Experience in evaluating projects;
- Experience working in the Eastern and Southern Caribbean, in particular Antigua and Barbuda, Barbados, Grenada, Guyana, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname;
- Demonstrated understanding of issues related to gender, youth crime and violence and citizen security. Experience in gender sensitive evaluation and analysis;
- Excellent communication skills;
- Demonstrable analytical skills;
- Project evaluation/review experiences within United Nations system will be considered an asset;
- Fluency in written and spoken English

K. QUALIFICATIONS

III. Academic Qualifications:

- Minimum a Master's degree in criminology, criminal justice, public policy, monitoring and evaluation or other closely related field