



ORGANISATION OF EASTERN CARIBBEAN STATES

INVITATION FOR EXPRESSIONS OF INTEREST

CONSULTANCY SERVICES

FOR

CONSULTANCY TO DEVELOPMENT OF A GUIDE TO IMPLEMENTING POLICIES WHICH GRANT EQUITABLE ACCESS TO SOCIAL PROTECTION/SECURITY MECHANISMS IN TIMES OF HUMANITARIAN CRISIS”

The Organisation of Eastern Caribbean States (OECS) Commission invites interested eligible consultants to submit Expressions of Interest for the provision of consultancy services to ***Development of a Guide to Implementing Policies which Grant Equitable Access to Social Protection/Security Mechanisms in Times of Humanitarian Crisis.***

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.

TERMS OF REFERENCE

Consultancy to Development of a Guide to Implementing Policies which Grant Equitable Access to Social Protection/Security Mechanisms in Times of Humanitarian Crisis

Background and Rationale

The increasing vulnerability of Small Island Developing States (SIDS) to economic shocks and natural disasters, particularly in this time of heightened climate change, has highlighted the need for more comprehensive, targeted and responsive social protection programmes. Persons living in poverty have limited access to proper nutrition, water, sanitation, basic health and social services and affects negatively on achieving one's full potential.

Social protection systems can provide one of the most direct ways for the achievement of SDG 1- *To End Poverty in All Its Forms Everywhere*. As a fundamental human right for the population, more so the most vulnerable governments usually respond to the needs of the most vulnerable in the population through a social protection system. This is an integrated national portfolio of interventions, which aims to serve three basic functions for households and individuals: (1) protection of a minimum standard of living, (2) prevention of poverty and deprivation, and (3) promotion of sustainable livelihood improvements and human capital development. At macro-level, social protection systems aim to (4) transform the power imbalances that create and sustain power imbalances.

Equal and easy access to this system, especially in times of humanitarian crisis is of paramount importance if the benefits of such a system are to reach the most vulnerable. For the OECS Protocol Member States, such access is supported by the Organisation of Eastern Caribbean States (OECS) Policy on Rights Contingent on the Right to Freedom of Movement Rights ("the Policy"), signed into being as part of the Revised Treaty of Basseterre. The strength of this Policy was tested in 2017, when several Member States were hit by two category five hurricanes, Irma and Maria, in quick succession. The mass exodus of persons seeking a safe harbour and support in neighbouring islands put to the test the more practical aspects of implementing the Contingent Rights Policy. Though the policy is only enforceable in the seven Protocol Member States, Antigua and Barbuda, Dominica, Grenada, Montserrat, St Kitts and Nevis, St Lucia and St Vincent and the Grenadines, the short and long term effects of these Hurricanes, coupled with the more recent eruption of the La Soufriere Volcano in St Vincent and the Grenadines have brought to the fore the benefits of having such a policy of equal access to social services, especially in times where mass evacuations are necessary, in all OECS Member States.

It against this background that the Social Development Unit, OECS Commission and UNICEF Eastern Caribbean have decided to collaborate in developing a guide to designing and implementing similar policies of equitable access to social protection in times of humanitarian crisis in the OECS Region

Objectives

This consultancy will produce a comprehensive operational guide for Member States to use in implementing policies and mechanisms granting the right to equal access of social protection/security mechanisms in times of humanitarian crisis for citizens of OECS Member States in receiving Member States. This will include a procedural checklist of what should be considered, what systems and mechanisms should be put in place, and how said mechanisms should operate. The consultancy will also serve as a documentation of the actions taken by Member States in implementing such policies and mechanisms in past instances of humanitarian crisis.

The document should include:

- Key best practices
- Key innovations
- Insightful failure
- Fruitful failure
- Considerations and Recommendations for implementing countries when designing and implementing social protection support; tools to help with the provision of support to evacuees, and links to useful resources.

The guide should cover the key stages of (1) registration and identification of evacuees, (2) assessment of needs and vulnerability, (3) provision of support through the social protection system and (4) linkages with other types of support and management of their information.

Methodology and main activities

The Consultant will be expected to undertake desk reviews and qualitative research in completing this assignment. The assignment is to be undertaken in four stages:

Inception phase: Complete an Inception report. This report comprises listing of key documents to review, list of key stakeholders to interview, analytical framework that will guide the assignment

Data collection and analysis: Complete the review of the literature and primary data collection. Synthesizing of findings is to be undertaken using the analytical framework presented at the Inception Phase.

Development of the Guide.

Presentation to OECS Member States

Deliverables

The deliverables for this consultancy are:

1. 1 inception report, including listing of documents and key stakeholders to be interviewed, analytical framework, and proposed structure for the case study
2. An administrative guide to Implementing a policy equitable access to social protection programmes for citizens of OECS Member States in receiving OECS countries.
3. A presentation of the finalised Guide is made to OECS member States.

Timeframe

The Consultancy will have a duration of 22 person days, from November 17, 2021 to February 28, 2022

Selection Requirements

Qualifications and Experience

1. Holder of Masters level degree in Social Sciences, International Development or similar field
2. At least five years of relevant professional work experience in working in social protection and disaster response
3. Experience in documenting processes and policy documents
4. Experience in supporting the design and implementation of social protection programmes and policies, including in humanitarian settings and disaster management
5. Experience working in the areas of social protection, and/or disaster response in the OECS and/or a CARICOM Member States is a strong advantage
6. Proven knowledge of international standards and best practices in shock responsive social protection policies and programmes
7. Experience in coordinating and delivering policy consultations on social matters at regional and international levels is an advantage
8. Proven experience in managing the delivery of social protection procedures and protocols during a humanitarian crisis

Coordination and Support

The Head, Human and Social Division will have oversight of the Consultancy.

Obligations of OECS Commission

The OECS Commission along with UNICEF agrees to

1. Review and provide feedback on consultancy deliverables;
2. Provide all necessary technical and logistical support to ensure that the consultancy is undertaken with reasonable efficiency;
3. Allocate a point person(s) to support consultants during the process;
4. Meet all the agreed cost related to the consultancy;
5. Make all necessary contacts that may be needed; and
6. Guide the consultancy as necessary.

Payment Schedule

#	Deliverables	Payment Schedule	Time frame
1.	Inception meeting Inception report including work plan detailing approach associated with undertaking the consultancy	10%	3 days
2.	Draft Guide to Implementing the OECS Contingent Rights Policy on the right to social protection	65%	14 days
3.	Finalised Guide to Implementing the OECS Contingent Rights Policy Presentation of guide made to OECS Member States	25%	5 days

Property Rights

The OECS Commission and UNICEF shall hold all property rights, such as copyright, patents and registered trademarks, on matter directly related to, or derived from, the work carried out through this contract with the OECS and the sponsoring agency UNICEF.

GUIDELINES FOR SUBMISSION OF EXPRESSIONS OF INTEREST
Consultancy to Development of a Guide to Implementing Policies which Grant Equitable
Access to Social Protection/Security Mechanisms in Times of Humanitarian Crisis

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest (EOI) to include:

1. Information on the Consultant's qualifications and technical competence relevant to the assignment, experience in undertaking similar assignments, including Curriculum Vitae of the Individual Consultant proposed for the assignment;
2. A Concept Note on the planned framework for undertaking the assignment and a breakdown of the number of days required for each task.

Consultants shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The OECS is not bound to accept any Expression of Interest and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

For more information or to submit Expressions of Interest, please contact:

Procurement Officer

Organisation of Eastern Caribbean States

Morne Fortune

P.O. Box 1383

Castries

ST LUCIA

Telephone Numbers: 758-455- 6327/ 758-455-6300

Email Address: procurement@oecs.int

An electronic copy of the **Expressions of Interest** are to reach the OECS Commission by September 06, 2021, addressed to:

Procurement Officer

OECS Commission Morne Fortuné

P.O. Box 1383

Castries

Saint Lucia

Telephone:

Email: procurement@oecs.int

Copied to: carlene.radix@oecs.int

The email submissions should include the name and address of the Individual Consultant and shall be clearly marked in the subject line as “**Consultancy to Development of a Guide to**

Implementing Policies which Grant Equitable Access to Social Protection/Security Mechanisms in Times of Humanitarian Crisis”

An Individual Consultant will be selected in accordance with the Consultant’s Qualifications (CQS) Selection method as detailed in the procedures set out in the Procurement Manual of the OECS dated November 2013, revised June 2017.

1. The criteria to evaluate the Expressions of Interests submitted may include:
2. Qualifications of the Consultant
3. Technical competence in undertaking the assignment
4. Related Experience of the Consultant and experience in undertaking similar assignments
5. Planned framework submitted for undertaking the assignment

Expressions of Interest will be evaluated and the Individual Consultant with the most relevant experience, qualifications and technical competence will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract.

It is expected that the services will commence November 17, 2021 and be completed no later than February 28, 2022.