**CALLS FOR INDIVIDUAL CONSULTANTS**

**Contract Title:** Consultancy Services Establish standards to address violence against women and girls, and against children within the education sector in the Caribbean as part of a coordinated regional multi-sectoral response.

1. **Contract reference no.**

CCS/CON/HRD/12.1/2022-2

2. **Procedure**

 Consultant’s Qualification Selection

3. **Source of Funding**

 UNICEF

4. **Contracting Authority**

Caribbean Community

**CONTRACT SPECIFICATION**

5. **Contract description**

To develop education standards of essential services for integration within the Essential Services Package in the Caribbean.

Using the ESP framework, the aim is to identify the provision of support and essential services for survivors within the education sector for all women and girls and children who have experienced gender-based violence. These services are in the immediate-, short-and long-term, through coordination with service providers in and outside the education sector – including health, social services, police and justice sectors. These standards will be approved for integration within the ESP in the Caribbean.

6. **Number and titles of lots**

One (1) Lot only

7. **Maximum budget**

US$30,000

8. **Scope for additional services**

 No additional services are required

**CONDITIONS OF PARTICIPATION**

9. **Eligibility**

Participation is open to all natural persons participating either individually of any nationality.

10. **Candidature**

All eligible natural persons (as per clause 9 above) may apply.

11. **Grounds for exclusion**

As part of the consultancy, consultants must submit a signed declaration, to be included in the Calls for Individual Consultants, to the effect that they are not in any of the exclusion situations listed in Clause 13 of Module 2 of the CARICOM Secretariat's Guidelines and Procedures Manual (GPM) available at: <https://caricom.org/wp-content/uploads/GPM-23-Oct-20-1.pdf>

12. **Sub-contracting**

Subcontracting is not allowed.

13. **Number of consultants to be invited**

On the basis of the CVs received, one consultants will be invited to submit detailed Organizational Methodolgy for this contract. If there are no eligible consultants meeting the selection criteria, the CARICOM Secretariat may invite the consultants who most satisfy the criteria to submit their CV.

**PROVISIONAL TIMETABLE**

14. **Provisional commencement date of the contract**

15 July 2022

15. **Initial period of implementation of tasks**

 Four (4) months

**SELECTION AND AWARD CRITERIA**

16. **Selection criteria**

The following selection criteria will be applied to consultants.

1. **Registration of Candidate**

Natural persons who are interested in being considered for this consultancy should

1. Register as a consultant in the CARICOM Secretariat’s Consultants and Vendors Database.
2. Upload a copy of Curriculum Vitae (CV) in the Database
3. **Professional capacity of candidate** (based on items 4 and 5 of the Tender form)

Criteria for natural: (the following are examples)

* 1. At least a Master’s Degree required in any of the following: Social Sciences, Education, Gender, International Relations, or related fields.
	2. At least 5 years of professional work and-or academic experience at international/regional level on the prevention of violence against women and girls and/or violence against children from a gender perspective
1. **Practical capacity of candidate** (based on items 5 and 6 of the proposals form)

Criteria for Natural persons:

1. Proven experience in the development, implementation and-or evaluation of strategies and standards related to the prevention and response to VAWG and VAC will be considered an asset
2. Experience addressing VAWG and VAC and/or with education stakeholders will be considered an asset.
3. Experience in Protection against Sexual Exploitation Abuse, child safeguarding will be considered an asset.

Previous experience which would have led to a breach of contract and termination by the CARICOM Secretariat shall not be used as a reference. This is also applicable concerning the previous experience of experts required under a fee-based service contract.

The expert must be independent and free from conflicts of interest in the responsibilities they take on.

17. **Award criteria**

Best value for money.

**SUBMISSION OF CURRICULUM VITAES (CVs)**

18. **Deadline for Registering and uploading CVs**

13 July 2022 at 16:30hrs (Guyana)

Any CVs received after this deadline may not be considered.

19. **CV format and details to be provided**

**CVs** must be uploaded to the CARICOM Secretariat Consultant & Vendor Database**,** using a PDF format, which is available at the following Internet address: <https://vendors.caricom.org/>

20. **How CVs may be submitted**

**CVs** must be submitted in English exclusively, to the CARICOM Secretariat Consultant & Vendor Database. An email should be sent to following email address upon completion of registration indicating the consultant’s interest of being considered for the above named tender

**procurement.tenders@caricom.org**

The **Contract title** and the Contract **reference number** (see item 1 above) must be clearly in the email and must always be mentioned in all subsequent correspondence with the CARICOM Secretariat.

**CVs submitted by any other means will not be considered.**

21. **Alteration or withdrawal of EOIs**

Consultants may alter or withdraw their CVs by written notification prior to the deadline for submission of CVs.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with Item 20.

 22. **Operational language**

All written communications for this tender procedure and contract must be in English.

23. **Data Protection and Privacy**

Any personal data requested is done on the authority of the CARICOM Secretariat, who for the purposes of this EOI is the contracting authority. **I**f processing your reply to the EOI involves transfer of personal data (such as names, contact details and CVs) to the Secretariat, they will be processed solely for the purposes of the monitoring of the procurement procedure and of the implementation of the contract by the Secretariat and to comply with its obligations under its Data Protection and Privacy Rules. The intended recipients of any such data shall be staff of the Secretariat involved in the procurement procedure and contract implementation. Any personal data that is required under this EOI is compulsory and any failure to provide same may lead to rejection of the EOI. Any person whose personal data is under the control of the Secretariat pursuant to this EOI shall have the right to access, modify, correct or delete its data in accordance with the Secretariat’s Data Protection and Privacy Rules available at [https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-](https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-Privacy-Rules-GC.pdf) [Privacy-Rules-GC.pdf.](https://caricom.org/wp-content/uploads/CCS-Data-Protection-and-Privacy-Rules-GC.pdf) For the part of any personal data transferred by to the Secretariat pursuant to this tender, the controller for the processing of personal data carried out within the Secretariat is: -

**Mr. Chester James**

**Programme Manager, Procurement**

**Caribbean Community (CARICOM),**

**Turkeyen, Greater Georgetown Guyana**

**Tel: + (592) 222 – 0104**

28. **Additional information**

The opening hours of the CARICOM Secretariat are 08:30hrs. to 16:30 hrs.