

UNITED NATIONS DEVELOPMENT PROGRAMME



Contract for the services of an Individual Contractor

No: UNDP/BAR/IC/2015/035

This Contract is entered into on **04 November, 2015** between the United Nations Development Programme (hereinafter referred to as "UNDP") and **Juliette Maughan**, (hereinafter referred to as "the Individual Contractor") whose address is: -

#32 Frere Pilgrim

Christ Church, Barbados

WHEREAS UNDP desires to engage the services of the Individual Contractor on the terms and conditions hereinafter set forth, and:

WHEREAS the Individual Contractor is ready and willing to accept this Contract with UNDP on the said terms and conditions.

NOW, THEREFORE, the Parties hereby agree as follows:

1. Nature of services

The Individual Contractor shall perform the services as described in the Terms of References which form an integral part of this Contract and are attached hereto as *Annex I* in the following Duty Station(s): Barbados & the OECS: -

To provide project implementation support to the Grenada Constitutional Reform project.

2. Duration

This Individual Contract shall commence on **09 November, 2015**, and shall expire upon satisfactory completion of the services described in the Terms of Reference mentioned above, but not later than **15 April, 2016**, unless sooner terminated in accordance with the terms of this Contract. This Contract is subject to the General Conditions of Contract for Individual contractors which are available on UNDP website at www.undp.org/procurement and are attached hereto as *Annex II*.

3. Rights and Obligations of the Individual contractor

The rights and obligations of the Individual Contractor are strictly limited to the terms and conditions of this Contract, including its Annexes. Accordingly, the Individual Contractor shall not be entitled to any benefit, payment, subsidy, compensation or entitlement, except as expressly provided in this Contract. The Individual Contractor shall be solely liable for claims by third parties arising from the Individual Contractor's own acts or omissions in the course of performing this Contract, and under no circumstances shall UNDP be held liable for such claims by third parties.

4. Beneficiary

The Individual Contractor selects **Raymond Maughan** beneficiary of any amounts owed under this Contract in the event of death of the Individual Contractor while performing services hereunder. This includes the payment of any service-incurred liability insurance attributable to the performance of the services for UNDP.

Mailing address, phone number and email address of beneficiary:

Address **#32 Frere Pilgrim, Christ church**

Telephone No(s) **425-0928** Home **437-4463**

Email Address **raymondmaughan@gmail.com**

Mailing address, phone number and email address of emergency contact:

Same as above

5. Consideration:

As full consideration for the services performed by the Individual Contractor under the terms of this Contract, including, unless otherwise specified, his/her travel to and from the Duty Station(s), any other travel required in the fulfillment of the Terms of Reference in Annex I, an living expenses in the Duty Station(s), UNDP shall pay the Individual Contractor a total sum of Thirty Two Thousand, Two Hundred and Two Dollars (USD \$32,202.00),

in accordance with the table set forth below. Payments shall be made following certification by UNDP that the services related to each Deliverable, as described below, have been satisfactorily performed and the Deliverables have been achieved by or before the due dates specified below, if any.

Deliverables		
Deliverable	Due Date	Amount in
Support to the project initiation steering committee, finalisation of work plans, finalisation of 2015 consultancies and design of grant modality	11/30/2015	4,025.25
Coordination of CSO Advocacy Workshop	12/04/2015	4,025.25
Facilitating technical assistance for project activities	01/15/2016	4,025.25
Operationalisation of Small Grants Modality	12/31/2015	4,025.25
Providing support to project implementation in January 2016	01/31/2016	4,025.25
Providing support to project implementation February 2016	02/29/2016	4,025.25
Providing support to project implementation in March 2016	03/31/2016	4,025.25
Providing support to project implementation in April 2016	04/15/2016	4,025.25

If unforeseen travel outside the Duty Station not required by the Terms of Reference is requested by UNDP, and upon prior written agreement, such travel shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s).

Where two currencies are involved, the rate of exchange shall be the official rate applied by the United Nations on the day the UNDP instructs its bank to effect the payment(s).

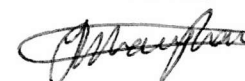
IN WITNESS WHEREOF, the Parties hereto have executed this Contract.

By signing below, I, the Individual Contractor, acknowledge and agree that I have read and accept the terms of this Contract, including the General Conditions of Contracts for Individual contractors available on UNDP website at www.undp.org/procurement and attached hereto in Annex II which form an integral part of this Contract, and that I have read and understood, and agree to abide by the standards of conduct set forth in the Secretary-General's bulletins ST/SGB/2003/13 of 9 October 2003, entitled "Special Measures for Protection from Sexual Exploitation and Sexual Abuse" and ST/SGB/2002/9 of 18 June 2002, entitled "Regulations Governing the Status, Basic Rights and Duties of Officials other than Secretariat Officials, and Experts on Mission".

Please note, payment is conditional upon certification that services have been performed satisfactorily as well as on submission to UNDP of your medical clearance certificate.

Authorizing
Officer:
Name
United Nations Development Programme
Chisa Mikami

Resident Representative a.i.

Individual
Contractor
Name
Juliette Maughan


Date
04 November, 2015

Date
04/11/2015



Empowered lives.
Resilient nations.

Support to Referendum on Constitutional Reform in Grenada

TERMS OF REFERENCE

Job Title:	Consultant
Contract Type:	Individual Contract
Duty Station:	UNDP Barbados
Period of Contract:	9 – November 2015 – 15 April 2016
Duration of Assignment:	Up to 100 days
Expected Start Date:	9 November 2015
Beneficiary Country:	Grenada

1. Background

Grenada's Constitution came into force with independence in 1974 by an Act of the British Parliament. In the history of the post-colonial experience in the English-speaking Caribbean, Grenada has faced arguably the sternest challenges to the inviolability of its Constitution. Despite this challenges, the constitutional arrangements have been shown to be remarkably durable and, for the most part, have served the people of Grenada well. This notwithstanding however, previous government administrations have attempted to craft a new version of the Constitution of Grenada that reflects the inputs and aspirations of its people. To this end there have been three previous attempts at constitutional reform prior to this one:

- (i) A process run by a Constitutional Review Commission chaired by Sir Fred Philip in 1985 producing recommendations;
- (ii) A process run by a different Constitutional Review Commission chaired by Dr. Nicholas Liverpool and then subsequently by Mr. Justice Lyle St. Paul from 2002-2006 producing recommendations;
- (iii) A consultative process run by Prof. Randy McIntosh between 2010-2013 which resulted in a constitutional draft but no follow up referendum.

In January 2014, the Government of Grenada (GoG) established a new Constitutional Review Advisory Committee (CRAC), comprising a 13-member panel with representation from a broad cross-section of Grenadian society. The current iteration of this process is conceived by the Grenadian government as a critical and timely element of a historical process of updating the Grenadian Constitution to reflect the will of the Grenadian people by reflecting their national developmental aspirations. The Constitution of Grenada mandates a public referendum to amend the Constitution. It is currently anticipated that the public referendum will be administered in November 2015.

The UN seeks to support the current constitutional reform process by assisting Grenada in developing a final package of constitutional amendments which meets its democratic objectives, in educating the Grenada electorate on the content of the constitutional amendments and on the applicable voting procedures, and in ensuring that the constitutional reform process is carried out in a manner that is participatory, transparent and inclusive.

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2. Project Background

- (i) In 2014 and 2015, at the invitation of the Government of Grenada, UNDP and the UN EAD/DPA conducted two needs assessment missions to Grenada to determine what kind of support, if any, the UN System could provide to the constitutional reform process. Both missions determined that support from the UN System was warranted, recommending the following:
- a. *"... support should be provided to assist Grenadians in designing and conducting a civic education campaign that can simultaneously: (a) increase the likelihood of a positive outcome at referendum; (b) raise the level of awareness of the constitution and its importance; (c) help promote a culture of constitutionalism; and (d) promote civil society development and capacity."*¹
 - b. *"Referendum assistance should be provided in a discreet and focused manner and in response to particular needs identified by the Government or other relevant national authorities and assessed by EAD/DPA as relevant, in line with the recommendations of the NAM and not compromising the neutrality of the UN."*²
- (ii) The Project to this point has and will continue to take into consideration the need to ensure that the constitutional reform process is strongly focused on the strengthening of the national human rights framework as embodied in aforementioned Bill of Rights. UNDP, working in collaboration with UN Women and the Office of the High Commissioner for Human Rights, will deliver technical assistance to strengthen the Bill of Rights provisions relating to non-discrimination and gender equality. The Project is deliberately structured to include activities that ensure the participation of non-governmental stakeholders and civil society organizations (CSOs) representing the interests of women, youth and other vulnerable groups. This is also ensured by the composition of the CRAC whose members represent a variety of national sectorial interests.
- (iii) This Project also seeks to support the civic education and outreach process which is a key step in sensitising the public to the reforms being proposed and a precursor to the public referendum which is needed to endorse any constitutional amendments. The Project will be managed by the UNDP in close cooperation with the CRAC, the Office of the Supervisor of Elections, other United Nations agencies and CSOs. It is expected to contribute to significant improvements in the country's governance, in particular by strengthening public understanding of the Constitution, and issues around human rights, gender equality and public accountability. The Project represents an integrated UN response to the demand for constitutional reform in Grenada, in line with the UNDAF outcome focused on the promotion of public accountability, inclusive governance and the increasing of capacities within both state and civil society structures.

3. Project Outputs

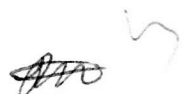
The project has two outputs aimed at ensuring one principal outcome (enabling the Grenada Constitutional Reform Advisory Committee with the technical and advisory capacity to expertly lead an inclusive, participatory and transparent process of constitutional reform).

The outputs for the project are:

- (i) **Output 1** The Constitutional Reform Advisory Committee, Parliament and civil society are supported to undertake: (i) the development of well-drafted constitutional amendment bills in a manner that is participatory, inclusive, transparent and based on public input; and (ii)

¹ Report of the Grenada Constitutional Assessment Mission. December 2014

² Report of the Needs Assessment Mission. January 2015



comprehensive civic education and voter information campaigns to ensure that the Grenada electorate is well informed on the content of the different referendum bills and on the applicable voting procedures.

- (ii) **Output 2** Support provided to the Government of Grenada and the Office of the Supervisor of Elections to organise the referendum and its related administrative processes in a credible and transparent manner.

4. Roles and Responsibilities of the Project Consultant:

Under the Direction of the Project Board, and in close consultation with the UNDP SRO, the Project Consultant will provide day to day management of the project.

Generally the Project Coordinator will

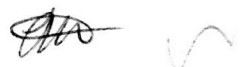
- Manage, monitor and expedite project implementation through developing work-plans, monitoring and evaluation of plans;
- Provide technical and administrative support as required in the implementation of project activities from project launch to completion;
- Travel to Grenada as necessary for project implementation and monitoring;
- Manage the performance of technical and administrative support personnel including consultants and specialist advisors engaged to support the project;
- Provide technical support and prepare correspondence to the Project Board, the UNDP SRO, government authorities and other institutions that relate with the project;
- Initiate and coordinate media strategy for awareness and promotion of activities as required
- Develop as needed, knowledge products for the promotion of activities and programmes, sharing of results and for presentations and other public speaking activities;
- Project reporting at year-end or as required by the Project Board;
- Work with government counterparts and other stakeholders to coordinate logistical and thematic aspects of meetings and workshops as necessary.
- Monitor project progress against annual and quarterly work plans and budgets in coordination with the monitoring officer within UNDP SRO
- Identify opportunities for enhancing resources, knowledge and experience for the Project;
- Perform any other duties as may be assigned by the Project Board, Project Manager or the UNDP SRO.

5. Key deliverables:

The Consultant will be paid an agreed sum based on the submission of an invoice confirming that the tasks completed, as agreed and the number of working days. Payment will be made as follows:

Indicative Activities/Deliverables	Indicative Submission Date	Number of Days
Supporting Project initiation activities (Project board meeting, finalisation of workplan) Finalisation of design of Small Grant programmes for CSO's	30 November 2015	10

Providing Support for Procurement and implementation of Project activities		
CSO Civic Education training workshop completed Operationalisation of Small Grants Programme Providing Support for Procurement and implementation of Project activities Facilitating Technical Assistance for Project related activities Facilitating country relations and following on project activities	04 December 2015	20
Providing Support for Procurement and implementation of Project activities Facilitating Technical Assistance for Project related activities Facilitating country relations and following on project activities Finalising 2015 DFGTTF reporting	31 December 2015	20
Providing Support for Procurement and implementation of Project activities	31 January 2016	15



<p>Facilitating Technical Assistance for Project related activities</p> <p>Facilitating country relations and following on project activities</p>		
<p>Providing Support for Procurement and implementation of Project activities</p> <p>Facilitating Technical Assistance for Project related activities</p> <p>Facilitating country relations and following on project activities</p>	29 February 2016	15
<p>Providing Support for Procurement and implementation of Project activities</p> <p>Facilitating Technical Assistance for Project related activities</p> <p>Facilitating country relations and following on project activities</p>	31 March 2016	10
<p>Supporting Project financial and operational closure</p> <p>Final DGTFP Project reports</p>	15 April 2016	10

6. Qualifications, Experience and Skills

Qualifications

- Post-graduate degree, at least a Master's degree, or commensurate skills and experience in one of the following areas: economics, social policy, development studies or related field, with experience in project management, as well as significant experience in electoral matters and at least two years of relevant experience working on issues relevant to developing countries, preferably in advising UNDP management and high level Government officials.
- Bachelor's degree, or commensurate skills and experience in one of the following areas: economics, social policy, development studies or related field, with experience in project management and at least four years of relevant experience working on issues relevant to developing countries, preferably in advising UNDP management and high level Government officials.

Experience and Skills

- Experience in programme management/project coordination with emphasis on electoral matters, the human rights based approach, gender analysis, results based management, organizational skills, budgeting and financial management;
- Familiarity with the UNDP project management procedures and requirements;
- Demonstrated knowledge and understanding of human development and the international development agenda;
- A minimum of six (6) years of relevant experience in the field of development, working with development planning processes at the regional and national level;
- Strong conceptual and analytical skills;
- Proven experience in development monitoring and measurement
- Experience in Small Island Developing States (SIDS), including in the Caribbean.
- Experience in working with governments, donors, non-governmental organizations and international development organizations ;
- Ability to function at both an advisory and project implementation level;
- Ability to work independently, manage competing priorities and perform well under pressure;
- Excellent inter-personal skills to effectively liaise with key stakeholders;
- Demonstrated negotiation skills;
- Experience in participatory approaches to development/participatory action research;
- Strong oral and written communication skills with a proficiency in English; and
- Demonstrated competencies in computer-based word processing and spreadsheet applications, workshop organization, public speaking and sensitivity to cultural differences.

7. Location and Duration

Duration

Taking into account the uncertainty around the referendum date and given the nature of the project and the results to be reached by the Project Consultant, the post does not require a full time presence in the office. The Project Consultant will be contracted for 100 (or any other number) of days within a period of six (or any other length) months. The consultant is expected to be present in the office at least three days per week in the office during the periods of concentration of work.

Location

The Project Consultant will perform his/her tasks within the offices of UNDP Barbados, UN House, Christ Church, Barbados. However, on prior agreement, the Project Consultant will be required to travel for meetings and consultations as agreed.

