

**INDIVIDUAL CONSULTANT PROCUREMENT
NOTICE**

Date: 16/05/2013
Reference: PN/FJI-10-13

Consultancy Title: Project Development Specialist - Team Leader (International)
Project Name: Adaptation to Climate Change in the Coastal Zone in Vanuatu

Period of assignment: July 2013- March 2014 (100 Working Days)

Duty Station: Home base with at least 3 Field Missions to be undertaken in consultation with the UNDP Fiji MCO and the Vanuatu UN Joint Presence Office. These field missions will require a minimum of at least one week visit in each outer-island.

Consultancy Proposal should be mailed to C/-UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than 2pm (Fiji Time), 31st May 2013 clearly stating the title of consultancy applied for. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit the requested documents or not in the required format may result in rejection of proposal.

1. BACKGROUND

UNDP is supporting the Government of Vanuatu in addressing its development challenges specifically through its continued support to strengthen the capacity at national, local, and community level to effectively plan and implement climate change adaptation and disaster risk reduction interventions.

The project is focused on implementing community-level actions and establishing wider level enabling mechanisms at the provincial and national levels.

2. SCOPE OF WORK

UNDP is seeking the services of an individual consultant to undertake the following tasks:

- Preliminary technical assessments
- Stakeholder dialogues and capacity assessments
- Project Planning
- Review processes

The key deliverable of the will be a final comprehensive UNDP/GEF LDCF project document in a style accessible to senior policy makers. *Refer to Annex I -[Terms of Reference](#) for details.*

3. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

- Master's Degree in either Natural Science or Social Science or equivalent in environment management, land use planning, development economics, sustainable development, or related field.

- At least 7 years of relevant experience in adaptation to climate change in the coastal zone, environment management and sustainable development or a related field at the national or international level.

4. EVALUATION CRITERIA

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract.

Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 and financial criteria specific to the solicitation.

* Technical Criteria weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Technical Criteria	Points	Percentage
Demonstrated experience in project formulation (English language), experience in UNDP and GEF project formulation, necessary	20	20%
Demonstrated experience in providing management advisory services	15	15%
Demonstrated track record in the design, monitoring and evaluation of development projects and establishing/facilitating relationships between international organizations and national governments	15	15%
Experience in the use of computers and office software packages, and in the handling of web based management systems	10	10%
Excellent writing and oral communication skills in English required	10	10%
Financial Criteria	30	30%
Total	100	100%

5. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING CONSULTANCY PROPOSALS

Offerors must send the following documents.

i) CV or P11 form including names of at least 2 referees

(Provide details of relevant experience, use of computer packages and written reports in

English)

ii) Completed template for confirmation of Interest and Submission of Financial Proposal

(Financial Proposal which includes breakdown of professional fees, travel expenses to and from home and duty station (3 trips) during the course of the assignment (economy class) plus living expenses at the duty station based on 1 week spent per trip and any other miscellaneous cost that may be incurred during the duration of the consultancy.) Refer to schedule [Annex II: Draft Implementation Plan for PPG Phase](#).

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available on the UNDP Fiji website (www.undp.org.fj).

Women candidates are encouraged to apply.

**The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu*

Annex I

Terms of Reference

Project Development Specialist - Team Leader

1. GENERAL BACKGROUND

UNDP is supporting the Government of Vanuatu in addressing its development challenges specifically through its continued support to strengthen the capacity at national, local, and community level to effectively plan and implement climate change adaptation and disaster risk reduction interventions.

A Project Preparation Grant (PPG) for a Project entitled “Adaptation to Climate Change in the Coastal Zone in Vanuatu” has been secured from the Least Development Countries Fund (LDCF) of the UNFCCC. The assignment is aimed at preparing a full-size UNDP project document in line with an approved Project Identification Form (PIF) that has been submitted to the Global Environment Facility, which administers the LDCF. Copies of the PIF and the PPG will be provided.

The project is focused on implementing community-level actions and establishing wider level enabling mechanisms at the provincial and national levels. Specifically, the project will: a) Improve the adaptive capacity of communities to climate change impacts through integrated approaches and community actions in the restoration of productive coastal ecosystems and implementation of applicable concrete adaptation measures; b) Reduce exposure of coastal dwellers to climate hazards and risks through the installation and maintenance of an early warning system; c) Improve climate-related governance at the national, provincial and village levels to ensure sustainability and replication of successful climate change adaptation measures; and d) Increase awareness about climate change perils in general and adaptation in the coastal zone in particular, to increase resilience of the general population to climate change impacts.

All these are envisioned to sustain food production and livelihoods from coastal resources, protect economic assets and vital public infrastructure and ultimately preserve the way of life among coastal communities.

This project will be implemented as a NIM/DIM modality whereby Department of Environmental Protection and Conservation will be the lead executing entity while UNDP, Public Works Department and Vanuatu Meteorological and Geo-hazards Department will be implementing partners. This project will adopt a National Implementation (NIM) modality but will be executed as a Direct Implementation (DIM) project due to challenges in manpower and capacity within the government ministry. Under the direct implementation modality UNDP takes on the role of the principal

contractor – subcontracting project components and activities, recruitment, and procuring materials directly.

2. OBJECTIVE OF ASSIGNMENT

The consultant will define and coordinate the inputs of a consultant team (“the Team”) to prepare a comprehensive set of project documents which meet UNDP and GEF/LDCF requirements for approval.

3. SCOPE OF WORK

Under the overall guidance of the Head of the Environment and Financial Services (EFS) Unit in the UNDP Fiji Multi-Country Office and in coordination with the responsible Regional Technical Advisor from the UNDP Asia Pacific Regional Center, in line with the Project Preparation Grant document, the **Project Development Specialist - Team Leader** will;

- ♣ Act as PPG team leader responsible for coordinating all activities and reviewing the analytical tools and reports of a consultant team (“The Team”) to prepare a comprehensive set of project documents which meet UNDP and GEF/LDCF requirements for approval. The documents include a UNPD project document and the GEF CEO Endorsement Document and all annexes to these documents.
- ♣ Working with UNDP and government partners, provide quality control for the Full Sized Project (FSP) formulation process in line with UNDP and GEF/LDCF guidelines
- ♣ Take leadership in all technical aspects of the project and in developing and writing all of the reporting requirements for GEF CEO endorsement of the project and ensure consistency and compliance with all guidelines including but not limited to the following;

Activity Set 1 – Preliminary Technical Assessments

- Final sites for the project based from a criteria to be agreed to by government with inputs from the Team
- Biophysical, socioeconomic, demographic assessments reports for each project site, focusing on the coastal zone and the connectivity of land and sea-based ecosystems with human systems
- Vulnerability assessments to identify current and projected climate change risks in the coastal zone
- Assessed a broad range of potential ‘soft’ and ‘hard’ adaptation measures in the context of ICM to improve resilience to CC impacts, specifying alignments with the existing development and policy baselines
- Coastal infrastructure for climate proofing identified and preliminary design completed Design of the EWS (primarily through efforts of VMGD)

Activity Set 2 – Stakeholder Dialogues and Capacity Assessments

- Assessed capacities at the national and local levels to deal with CC impacts; identified priorities for capacity enhancement/ building
- Policy agenda at the national and subnational levels
- Stakeholder mobilization plans at the site and national levels initiated and primed for implementation Partnerships established with relevant development partners

Activity Set 3 – Project Planning

UNDP project document and GEF CEO Endorsement documents, including Strategic Results Framework, M&E, project implementation and coordination arrangements, communications plan, sustainability strategies, Co-Financing letters from partners and support from government and all other required annexes (appropriate templates are available upon request)

Activity Set 4 – Review Process

The conduct of the PPG activities and all reports including the UNDP project document and CEO endorsement document will be reviewed by UNDP MCO and UNDP/GEF RTA. In addition, the GEF Secretariat and LDCF will undertake reviews of the same documents after formal submission by UNDP. All reviews will be taken into consideration in the revision and finalization of these documents.

4. KEY DELIVERABLES

The key deliverable of the **Project Development Specialist - Team Leader** will be a final comprehensive UNDP/GEF LDCF project document in a style accessible to senior policy makers. The document should make full use of figures, diagrams and boxes to bring out key points and summarize materials emerging from the PPG phase.

Preparation of this key deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- ♣ Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-GEF-analysis)
- ♣ Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, cost-effectiveness, sustainability and replicability)
- ♣ Institutional and Management Arrangements
- ♣ Monitoring and Evaluation Plan and Budget
- ♣ Additional Cost Analysis (including systems boundary, Summary of costs, additional cost matrix)
- ♣ Strategic Results Framework
- ♣ Total Budget and First Annual Work plan
- ♣ Project Organigram
- ♣ Project timetable
- ♣ Terms of Reference for Project staff and main consultants and sub-contracts
- ♣ Stakeholder involvement Plan
- ♣ Letters of Endorsement and co-financing
- ♣ Annexes and additional information

These sections are indicative; As templates may be subject to change, the Project Development Specialist will be required to obtain guidance from the UNDP/GEF Regional Technical Advisor and UNDP MCO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP MCO requirements.

5. PAYMENT SCHEDULE

The proposed payment schedule will be as follows:

- ♣ 20% paid upon submission and acceptance of the PPG Work Plan with indicative budget and schedule;
- ♣ 20% of the contract amount will be paid upon submission and acceptance of the Draft Strategic Results Framework (SRF) UNDP CO and RTA
- ♣ 20% of the contract amount will be paid upon submission of the first complete draft of project document and GEF CEO endorsement document available and shared with UNDP CO, and RTA for review
- ♣ 25% of the contract amount will be paid upon the submission of draft final full-size project document and GEF CEO endorsement document including all annexes; and
- ♣ 15% of the contract amount will be paid upon satisfactory response to GEF/LDCF comments and corresponding revision (s) of the UNDP project document and CEO endorsement document.

6. RESOURCE REQUIREMENT

The Consultant is required to have his/her own computer for the consultancy, and availability to travel to the proposed project sites in Vanuatu including Malekula, Emae, Makira, Ambae, Ambrym, Santo, Futuna, Efate, Pentecost and Maewo during the duration of the consultancy.

	By when		Length of Visit		By whom
Annex II: Draft Implementation Plan for PPG Phase What					
Assemble Project Team	July 2013		Home based		UNDP CO
Perform background research on projected CC impacts, available research reports, other relevant projects and relevant policies	July 2013		Home based		NC, IC
Launch project preparation phase & hold first project preparation/inception meeting with government representatives	July 2013		Vanuatu (1 week in each 9 Islands and 2 weeks in Efate= 11 weeks)		UNDP CO, NC, IC, RTA
Draft Strategic Results Framework and Inception Workshop Report available for review by UNDP CO and RTA	End of Inception Workshop				NC, IC (review by UNDP CO, RTA)
Stakeholder consultations, technical assessments, drafting of individual sections of the project document	July to October 2013				NC, IC,
Co-financing setup defined and co-financing letters solicited	September 2013				NC, UNDP CO
Implementation and management arrangements defined	August 2013				NC, UNDP CO

First draft of project document available and shared with UNDP CO, and RTA for review	Early November 2013				IC (review by UNDP CO, RTAs)
Review of 1st Draft completed and feedback by UNDP CO and RTA provided	November 2013				UNDP CO, RTA
Remaining consultations & clarifications to address review comments completed	November-January 2013		Vanuatu (5 weeks)		NC, IC
Second draft of full-size project document incl. final SRF, budget and all Annexes complete. All co-financing letters, LoE and needed MoU signed.	January 2014				IC
UNDP Project Appraisal Committee (PAC) Clearance	Early February 2014		Fiji (3 days)		UNDP CO, RTA
Revised Draft of full-sized project document and circulated to national stakeholders for the Local Project Appraisal Committee (LPAC) and final review.	Late February 2014		Vanuatu (1 week)		UNDP CO, NC
Final revisions completed	March 2014				IC
CEO Endorsement template compiled	March 2014				IC
Complete submission package sent to Bangkok for final review / fine-tuning	Late March 2014				IC
Complete submission package sent to NY for technical and financial	April 2014				RTA, PTA

review and clearance			
Final Submission to the GEF Secretariat	Late April 2014		UNDP HQ
