

**INDIVIDUAL CONSULTANT PROCUREMENT
NOTICE**

Date: 16/05/2013
Reference: PN/FJI-12-13

Consultancy Title: Early Warning System Expert (International)

Project Name: Adaptation to Climate Change in the Coastal Zone in Vanuatu

Period of assignment: July 2013- January 2014 (50 Working Days)

Duty Station: Two Field Missions will be required to be undertaken in consultation with the UNDP Fiji MCO and the Vanuatu UN Joint Presence Office and in coordination with the Vanuatu Meteorological and Geo-hazards Department (VMGD), which is the primary government agency for this component of the project.

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 proposals.

1. BACKGROUND

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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.

3. SCOPE OF WORK

UNDP is seeking the services of a **short term individual consultant** to undertake the role of the **Early Warning Expert**. The primary responsibility of the consultant is to undertake the design of the second component of the Project Identification Form (PIF) for the above project "Information and Early Warning Systems on Coastal Hazard" with the corresponding outcome of "Reduced Exposure to Flood-related Risks and Hazards in the Target Coastal Communities" and the 3 related outputs.

The key deliverable of the **Early Warning System Expert (International)** will be the design of *Outcome 2 on Information and Early warning systems on Coastal Hazard* for a 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 Environmental Engineering and/or Disaster Risk Management and/or Early Warning System or a related field.
- At least 7 years of relevant experience in environmental engineering and/or early warning system, and/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:

- 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 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 Early Warning System assessment and evaluation, preparing technical descriptions for the EWS hardware and software, assessment of training needs, project logframe and stakeholder engagement. Experience in GEF project formulation will be an advantage.	20	20%
Demonstrated experience in providing technical advisory services relating Disaster Risk Management and Early Warning System	15	15%
Demonstrated track record in the design, monitoring and evaluation of development projects and establishing/facilitating relationships between international organizations, national governments and communities.	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 – Lowest Price	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 (2 trips) during the course of the assignment (economy class) plus living expenses at the duty station and any other miscellaneous cost that may be incurred during the duration of the consultancy.) Refer to schedule [Error! Reference source not found.](#)

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

Early Warning System Expert

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.

The project is seeking a qualified short-term International Consultant to fill the position of an **Early Warning System Expert (International)**, working alongside an International Project Development Specialist, Integrated Coastal Management Specialist, Climate Resilient Infrastructure Specialist, National Climate Resilient Infrastructure Engineer, Gender Specialist and an Institutional Specialist. The “**team**” will work towards the preparation of a UNDP/GEF compliant full-size project document.

2. PRIMARY OBJECTIVE

The primary responsibility of the consultant is to undertake the design of the second component of the Project Identification Form (PIF) for the above project “Information and Early Warning Systems on Coastal Hazard” with the corresponding outcome of “Reduced Exposure to Flood-related Risks and Hazards in the Target Coastal Communities” and the 3 related outputs. The outputs as indicated the PIF are as follows:

- Automated system for real time monitoring of climate-related hazards such as coastal flooding, storm surges, sea-level rise designed, installed and maintained; trends in these climate impacts analyzed over time
- Timely release of early warnings against coastal flooding and storm surges through various public media, e.g., radio, internet, TV through applicable public-private partnerships with e.g., with Digicel; TVL – Telecom Vanuatu Ltd; commercial radio and TV stations; and
- Capacity of 18 VMGD staff in the operation and maintenance of AWS and in the analysis of data strengthened.

3. FUNCTIONS/KEY RESULT EXPECTED

Under the overall guidance of the Project Development Specialist, in collaboration with a team of consultants (“the team”) the Early Warning System Expert- International will;

1.1 Assess and evaluate the early warning system and infrastructure in Vanuatu as implemented by VMGD and other related agencies at the national and provincial levels. Infrastructure refers to both hardware and software. The assessment will take into account the support being provided by other development partners, including but not limited to JICA, World Bank, ADB, AusAID, and identify gaps toward delivering the outputs specified in this project.

1.2 Recommend a national and a community-level Early Warning System (EWS) to reduce exposure to climate hazards such as coastal flooding, storm surges and sea level rise

1.3 A technical description of hardware and software with proper pricing and technical specifications, for the investment of equipment to enhance DRM communication facilities at outer island level EWS at the national and community levels, providing comparative analysis of alternative systems;

1.4 In consultation with VMGD, recommend financing modalities for the EWS covering acquisition, installation, operation and repair and maintenance;

1.5 Assessment of training needs of VMGD staff and other agencies, including communities for the operation and maintenance of the EWS;

1.6 Contribute to the Stakeholder involvement plan that will be prepared by the PPG team;

1.7 Contribute to the formulation of the Strategic Results Framework for the project and other project documentation (Prodoc, CEO Endorsement Template, AMAT Framework) as directed by the international project development specialist

1.8 Contribute to the revision of these documents to respond to reviews by the GEF Secretariat and the UNDP/GEF RTA

4. KEY DELIVERABLES

The key deliverable of the **Early Warning System Expert (International)** will be the design of *Outcome 2 on Information and Early warning systems on Coastal Hazard* for a 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.

1.9 Preparation of this key deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document: Assessment/evaluation report on the EWS as indicated in 3.1

1.10 Recommendations on EWS as indicated in 3.2, including technical description as indicated in 3.3 and financing modalities (3.4)

1.11 Other deliverables as indicated in 3.5, 3.6 and 3.7

1.12 In addition, the consultant is expected to contribute to the writing of the UNDP project document and the GEF CEO endorsement document with the various sections listed below.

5. PAYMENT SCHEDULE

- i. 20% paid upon submission and acceptance of the PPG Work Plan with indicative budget and schedule;
- ii. 20% of the contract amount will be paid upon submission and acceptance of the Assessment/evaluation report on the EWS and recommendations by UNDP CO and RTA
- iii. 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. This should capture the EWS situation analysis and recommendation as per the Evaluation Report. .
- iv. 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 (eg. technical description and financing modalities as per 4.2 above, capacity building strategy capturing training needs, stakeholders involvement plan, etc.)
- v. 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	End of Inception Workshop				NC, IC (review by UNDP CO, RTA)

Report available for review by UNDP CO and 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	Late February 2014		Vanuatu (1 week)		UNDP CO, NC

stakeholders for the Local Project Appraisal Committee (LPAC) and final review.					
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 review and clearance	April 2014			RTA, PTA	
Final Submission to the GEF Secretariat	Late April 2014			UNDP HQ	