

**INDIVIDUAL CONSULTANT PROCUREMENT
NOTICE**

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

Consultancy Title: Project Institutional Expert (Local)
Project Name: Adaptation to Climate Change in the Coastal Zone in Vanuatu

Period of assignment: July 2013- February 2014 (75 Working Days)

Duty Station: Home base with at least 3 Outer-island 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 proposals.

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 a short term individual consultant to undertake the role of the Project Institutional Expert.

The Project Institutional Expert (Local) will provide specialized support to undertake a comprehensive stakeholder and capacity assessment in order to shape and advice on the governance of the project during implementation. S/he will work closely with the consultant team ("the Team") to prepare a comprehensive set of project documents which meet UNDP and GEF/LDCF requirements for approval.

Refer to Annex I - [Terms of Reference](#) for details.

3. MINIMUM REQUIREMENTS FOR EXPERIENCE AND QUALIFICATION

- Master's Degree in either Governance, Development, Economic Planning 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 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:

- 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.

| | Points | Percentage |
|---|------------|-------------|
| Technical Criteria | | |
| Demonstrated experience in project formulation (English language) as it relates to stakeholder mapping and engagement planning, project governance, logistic arrangements, workshop organising and facilitation, data gathering and analysis. Experience in GEF project formulation will be an advantage. | 20 | 20% |
| Demonstrated experience in providing technical advisory services relating to possible project sites and related Government policies. | 15 | 15% |
| Demonstrated track record in establishing/facilitating relationships between stakeholders at National, Sub-national level and Community level. | 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 (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 Institutional Expert (Local)

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. PROJECT OBJECTIVE

The **Project Institutional Expert (Local)** will provide specialized support to undertake a comprehensive stakeholder and capacity assessment in order to shape and advice on the governance of the project during implementation. S/he will work closely with the consultant team (“the Team”) to prepare a comprehensive set of project documents which meet UNDP and GEF/LDCF requirements for approval.

3. FUNCTIONS/KEY RESULTS

Under the overall guidance from the Fiji Multi-Country Office (MCO) and the Project Development Specialist, He/She will have to undertake the following;

- Analyze the project baseline in terms of current policies, projects and stakeholders that are relevant to the project;
- Assist in identification sites of and lead in the collection of baseline information about the socio-economic and demographic (including gender) situation in the target sites;
- Coordinate consultations with government and non-government agencies, local project stakeholders and potential project partners;
- Organize and facilitate consultative meetings with local government and community stakeholders to assist project definition in collaboration with government partners;
- Propose, based on participatory stakeholder consultations, a capacity development strategy for the project;
- Assist in the preliminary analysis and design of suitable climate adaptation measures, coastal zone management, civil works - climate proofing, & disaster risk management (DRM).
- Develop a communication strategy with communities and facilitate their participation;
- Define project roles and responsibilities and propose suitable project management, implementation and reporting arrangements;
- Develop a sustainability and exit strategy for the project (i.e. a way forward once LDCF funding is exhausted);
- Help build financing partnerships and mobilize co-financing resources;

4. KEY DELIVERABLES

The key deliverable of the **Project Institutional Expert** includes the following;

- Detailed Assignment Workplan (within 1 weeks of start of the assignment)
- Baseline study Report on the current policies, projects and stakeholders that are relevant to the project with an updated institutional map and stocktake matrix of policies and projects.
- Take Lead in organizing and provide support in facilitating inception, consultation and validation workshops. Active participation in the workshops.
- A week before the first in-country visit, a Confirmed Consultation Schedule (with government, non-government agencies, local project stakeholders and potential project partners) and logistic note available to the Team of Consultants.
- A Capacity Development Strategy developed based on the participatory stakeholder consultations.
- Contribute to the preliminary analysis and design of suitable climate adaptation measures, coastal zone management, civil work-climate proofing, & disaster risk management (DRM).
- A Communication strategy with communities developed to ensure their active participation during Implementation period.
- Contribute to the Project Site Assessment Report including its respective socio-economic and demographic (including gender) situation analysis.
- Contribute to the Management Arrangement sections of the Project Document including the definition of project roles and responsibilities and propose suitable project management, implementation and reporting arrangements. This should also comprise of the signing of any needed MoU if necessary.
- A sustainability and exit strategy for the project developed (i.e. a way forward once LDCF funding is exhausted).
- Tangible support to the Team Leader in finalizing the project document for the submission to GEF Secretariat (include securing of co-financing letters) and responding to the comments from the GEF Secretariat after the project submission.

5. PAYMENT SCHEDULE

- i. 20% paid upon submission and acceptance of an Integrated WorkPlan;
- ii. 20% of the contract amount will be paid upon submission and acceptance of the Baseline Study Report, Confirmed Consultation Schedule and Logistic Notes and an Inception Workshop Report, by the Project Development Specialist/PPG Team Leader, GoV, and UNDP,
- 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 include the Capacity Development Strategy, preliminary analysis and design of suitable climate adaptation measures, coastal zone management, civil work-climate proofing, & disaster risk management (DRM), Communication strategy, Project Site Assessment Report, proposed Management Arrangement and sustainability and exit strategy.
- 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; This should include the Capacity Development Strategy, preliminary analysis and design of suitable climate adaptation measures, coastal zone management, civil work-climate proofing, & disaster risk management (DRM), Communication strategy, Project Site Assessment Report, proposed Management Arrangement, sustainability and exit strategy and signed co-financing letters; and
- 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. RESOURCES REQUIRED

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 | End of Inception Workshop | | NC, IC (review by UNDP CO, RTA) |

| | | | |
|---|-----------------------|-------------------|------------------------------|
| 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 stakeholders for the Local Project Appraisal | Late February 2014 | Vanuatu (1 week) | UNDP CO, NC |

| | | | |
|---|-----------------|--|----------|
| 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 |
| | | | |