

## **Terms of Reference**

**Consultancy Title:** PRINCE2® Foundation and Practitioner Classroom Course.

**Project Name:** Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology Capacity Development Project (SIMCAP).

**Duty Station:** Honiara, Solomon Islands.

**Duration of the Contract:**

- 5 Working days (excluding travel).
- Expected starting date: 3<sup>rd</sup> April 2017
- Expected end date: 7<sup>th</sup> April 2017

**Objectives**

1. To improve Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) staff project management skills and knowledge; and,
2. To train and certify as appropriate **16** MECDM staff as PRINCE2® Foundation and Practitioners.

**Background**

The SIMCAP is a capacity development project funded by UNDP in collaboration with the Solomon Islands Government to address the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) functional issues including related to planning, budgeting, coordination, management, and Monitoring and Evaluation. The Project aims to address key functional capacity constraints in a systematic manner that is consistent with the national processes. Developing project management capacity within the ministry is included in the Human Resource Development Plan 2015-2017.

## **Activities**

The scope of work for the consultancy will include, but not necessarily be limited to, the following activities:

### **REGARDING FOUNDATION COURSE**

- i. Prepare and undertake the two days (day 1 & 2) Foundation course including provide a solid understanding of the scope, content, terminology and processes of PRINCE2; and,
- ii. On day three (3) organize, facilitate and supervise the Foundation examination.

### **REGARDING PRACTITIONER COURSE**

- i. Prepare and undertake the 1 day (day 4) Practitioner course including provide participants an opportunity to gain a wider understanding of the application of PRINCE2 in a project context by discussing and practicing the application of these skills in a facilitated environment; and,
- ii. On day five (5) organize, facilitate and supervise the Practitioner examination.

## **Outputs**

1. All participants have the required PRINCE2® materials including for pre-course work.
2. Exam results (Pass/Fail)
3. PRINCE2® certificates.

## **Resources not provided**

- MECDM and UNDP will not provide office space for the consultant.
- Consultant will provide his/her own computer or laptop to support the assignment.

## **Supervision/Reporting**

- Permanent Secretary, MECDM is the Primary Supervisor and Primary Client. Frequency: once a week, and if when required.
- SIMCAP Project Manager (Secondary Supervisor) Frequency: Once a week and if when required.
- The consultant administratively reports to UNDP and final products need to be signed off by UNDP in consultation with the government.

## Requirement for Qualifications & Experience

### Recruitment Qualifications

<b>Education:</b>	<ul style="list-style-type: none"> <li>➤ Master in Project Management, Monitoring and Evaluation, Public Policy, MBA or other relevant qualifications.</li> </ul>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>➤ 5-years professional work experience in teaching PRINCE2 Foundation and Practitioner Project Management.</li> <li>➤ Proven experience in presenting PRINCE2 Foundation and Practitioner Management lectures.</li> <li>➤ Certified PRINCE2 Foundation and Practitioner Management Trainer.</li> <li>➤ Relevant working experience in the Solomon Islands or other Pacific Island Countries is an advantage.</li> <li>➤ Excellent working knowledge of English.</li> </ul>
<b>Quality of proposal</b>	<ul style="list-style-type: none"> <li>➤ Soundness of proposed approach and methodology including realistic work plan.</li> </ul>

### Proposal Requirements

#### Technical Proposal

The applicant should submit the following documents:

- Technical proposal including a P11 form (available on the UNDP website;<http://www.pacific.undp.org/>, an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
- Letter confirming availability and Interest using UNDP template (available on the UNDP website;<http://www.pacific.undp.org/>)

#### Financial Proposal

The consultant is requested to provide a quotation or the fees/cost (in USD) for the services which will be rendered using the following format.

Daily consultancy rates	A daily consultancy rate proposed by the consultant
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country To and from respective duty station
Living Allowance	Based on the number of days spent at the respective duty station
Other miscellaneous expense	Please state

**Travel;**

A trip to Honiara, Solomon Islands is expected to conduct the course. All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

**Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, living expenses, and number of anticipated working days).

- **Financial proposal to be submitted separate from Technical proposal**

**Outputs Payment Schedule**

%	Outputs	Targets
50%	Following provision of PRINCE2 Materials, including pre-course work.	5 <sup>th</sup> April 2017
50%	Following submission of exam results/ Issuing of Certificates.	7 <sup>th</sup> April 2017

**Evaluation**

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 should 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 70% out of 100% in technical evaluation would be considered for the Financial Evaluation

Criteria		Weight
<b>Technical</b>		<b>70%</b>
<b>Education</b> Minimum of Master in Project Management, Monitoring and Evaluation, Public Policy, MBA or other relevant qualifications.		15%
<b>Experience</b> <ul style="list-style-type: none"> <li>➤ 5-years professional work experience in teaching PRINCE2 Foundation and Practitioner Project Management.</li> <li>➤ Proven experience in presenting PRINCE2 Foundation and Practitioner Management lectures.</li> <li>➤ Certified PRINCE2 Foundation and Practitioner Management Trainer.</li> <li>➤ Some relevant working experience in the Solomon Islands or other Pacific Island Countries.</li> <li>➤ Excellent working knowledge of English.</li> </ul>		40%
<b>Quality of Proposal</b>	➤ Soundness of proposed approach and methodology including realistic work plan.	15%
<b>Technical Total</b>		<b>70%</b>
<i>**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.</i>		
<b>Financial Proposal</b>		<b>30%</b>
<b>Cumulative</b>		<b>100%</b>

### Proposal Submission

- Deadline of application submission:** 22 Mar 2017, 17:00 local time (GMT +11)  
All applications must be submitted either electronically to [lucas.toro@undp.org](mailto:lucas.toro@undp.org), or addressed under confidential cover to:

**Prince2 Consultancy – SIMCAP Project**  
**Attention: Lucas Toro, Procurement Associates**  
**UNDP Pacific Solomon Islands Office,**  
**1st floor, ANZ Building, Ranadi, Honiara, Solomon Islands**

Incomplete application will not be considered and only candidates for whom there is further interest will be contacted.

#### **Further Information:**

*For further information concerning this Terms of Reference, contact Lucas Toro on email [lucas.toro@undp.org](mailto:lucas.toro@undp.org) or / telephone +677 27446 at United Nations Development Programme, UNDP Pacific Solomon Islands Office, 1st floor, ANZ Building, Ranadi, Honiara, Solomon Islands*