

Terms of Reference

Consultancy Title: Consultancy to Review MECDM's Corporate Plan 2015-2017 and prepare a Corporate Plan 2018-2020.

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:

- 60 working days over the period of 3 months.
- Starting date: 10th April 2017.
- End Date: 7th July 2017.

Objectives of Consultancy:

1. To review current MECDM Corporate Plan 2015-2017.
2. Develop new Corporate Plan for 2018-2020.

Background

The Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology Capacity Development Project (SIMCAP) is funded by UNDP in collaboration with the Solomon Islands Government to address the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) functional capacity issues including related to corporate planning, coordination, human resource development (HRD) planning and monitoring and evaluation. The project aims to address functional capacity constraints in a systematic manner that is consistent with national policies, processes, systems, etc. MECDM launched its Corporate

Plan 2015-2017 in June 2015. The consultant will undertake a review of the MECDM Corporate Plan 2015-2017 including assess implementation progress and prepare a new Corporate Plan covering the period 2018-2020.

Activities

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

REGARDING INCEPTION REPORT

- i. Study and review relevant background materials; and,
- ii. Write-up an report comprising: a) the successful Contractors understanding of the consultancy and associated tasks; b) the proposed approach including specific method(s) and guiding principles; c) final proposed work plan for the consultancy; d) identification of issues crucial to the viability of the consultancy; and e) comments on this TOR. Subsequently, if required and approved by UNDP and MECDM the activities can be elaborated, modified, etc.

REGARDING DEBRIEFING NOTES

- i. Prepare a debriefing note from each of two missions to Honiara, Solomon Islands summarising key findings and recommendations.

REGARDING REVIEW DOCUMENT OF MECDM CORPORATE PLAN 2015-2017

- ii. Consult during the whole process with MECDM internal stakeholders such as MECDM Executive Management; Environment & Conservation Division; Climate Change Division; Disaster Management Division; Metrology Division; Corporate Services Unit; Programme Management and Coordination Unit and associated staff;
- iii. Consult during the process as appropriate with relevant MECDM external stakeholders such as the Ministry of Public Service; Ministry of Development, Planning and Aid Coordination; Ministry of Finance and Treasury; Ministry of Provincial Government; UNDP, donors and other development partners, etc.;
- iv. Assess the process of developing the Corporate Plan (including preparation, internal and external consultations, etc.) and identify any issues, gaps, etc.;

- v. Assess the structure/format of the Corporate Plan and identify any issues, gaps, etc.;
- vi. Assess in detail implementation progress of the Corporate Plan (e.g. work carried out; in progress; delayed, cancelled);
- vii. Assess the Corporate Plan's reflection of higher level planning including the longer term strategic framework of the National Development Strategy (NDS) 2016-2035, medium term strategies (included in relevant sector and provincial development plans) and more immediate programs and projects included in the Medium Term Development Plan (MTDP) 2016-2020 and the annual development budget and identify possibly issues, gaps, etc.;
- viii. Assess the Corporate Plan's integration into MECDM lower level planning (including yearly as well as divisional work plans, programs and projects) and identify possibly issues, gaps, etc.;
- ix. Plan one consultation workshop (1/2 day) on implementation progress of the Corporate Plan 2015-2017, facilitate and record feed-back from participants; and,
- x. Provide recommendations on how identified issues, gaps, etc. can be addressed in the new Corporate Plan 2018-2020 specifically, and MECDM corporate planning, budgeting, resourcing, implementation, coordination, monitoring, and evaluation in general.

REGARDING MECDM CORPORATE PLAN 2018-2020

- i. Consult during the whole process with MECDM internal stakeholders such as MECDM Executive Management; Environment & Conservation Division; Climate Change Division; Disaster Management Division; Metrology Division; Corporate Services Unit; Programme Management and Coordination Unit and associated staff;
- xi. Consult during the process as appropriate with relevant MECDM external stakeholders such as the Ministry of Public Service; Ministry of Development, Planning and Aid Coordination; Ministry of Finance and Treasury; Ministry of Provincial Government; UNDP, donors and other development partners, etc.;
- xii. Consider higher level planning including the longer term strategic framework of the National Development Strategy (NDS) 2016-2035, medium term strategies (included in relevant sector and provincial development plans) and more immediate programs

and projects included in the Medium Term Development Plan (MTDP) 2016-2020 and the annual development budget;

- xiii. Propose and facilitate agreement on a specific template for the Corporate Plan 2018-2020 including a Results and Resources Framework table (e.g. outputs (baseline and indicators including on gender aspects), output targets (by frequency of data collection), key activities, responsible parties, time-line, costs, etc.);
- ii. Based on the above mentioned (including the findings and recommendations from the review of the MECDM Corporate Plan 2015-2017) prepare a draft Corporate Plan 2018-2020;
- iii. Plan two consultation workshops (one MECDM internal (1-day) and one for relevant external stakeholders (1/2 day), present the draft Corporate Plan 2018-2020, facilitate discussions and record feed-back from participants; and,
- iv. Prepare a final Corporate Plan 2018-2020.

Outputs

- 1. Inception report;
- 2. Debriefing notes;
- 3. Review document of MECDM Corporate Plan 2015-2017; and,
- 4. MECDM Corporate Plan 2018-2020.

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

- **Minimum educational qualifications**

Education:	<ul style="list-style-type: none"> ➤ Minimum of Masters in Human Resource Development, Monitoring and Evaluation, Public Policy, MBA or other relevant qualifications.
Experience:	<ul style="list-style-type: none"> ➤ 7-10 years of relevant professional experience in the areas of human resources management and monitoring and evaluation. ➤ Proven experience in review and preparing Corporate Plan.. ➤ Significant experience working with government agencies including Ministries. ➤ Significant relevant working experience in the Solomon Islands or other Pacific Island Countries. ➤ Excellent working knowledge of English.
Quality of proposal	<ul style="list-style-type: none"> ➤ Soundness of proposed approach and methodology including realistic work plan.

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 minimum of two (2) missions to Honiara, Solomon Islands are expected (the first one to

consult and collect information and the second one to present the main draft outputs/deliverables). 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
10%	Following submission and approval of Inception Note by MECDM and UNDP.	April 29 2017
20%	Following submission and approval of debriefing notes by MECDM and UNDP.	May 12 2017
30%	Following submission and approval of review documents of MECDM 2015 - 2017 by MECDM and UNDP.	May 26 2017
40%	Following submission and approval of MECDM Corporate Plan 2018 - 2020 by MECDM and UNDP	Jul 03 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
Technical		70%
Education Minimum of Masters in Human Resource Development, Monitoring and Evaluation and Public Policy, MBA or other relevant qualifications.		15%
Experience <ul style="list-style-type: none"> ➤ 7-10 years of relevant professional experience in the areas of human resources management and monitoring and evaluation. ➤ Proven experience in preparing Corporate Plan. ➤ Significant experience working with government agencies including Ministries. ➤ Significant relevant working experience in the Solomon Islands or other Pacific Island Countries. ➤ Excellent working knowledge of English 		45%
Quality of Proposal	➤ Soundness of proposed approach and methodology including realistic work plan.	10%
Technical Total		70%
<i>**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.</i>		
Financial Proposal		30%
Cumulative		100%

Proposal Submission

- Deadline of application submission:** 31st of March 2017, 17:00 local time (GMT +11)
All applications must be submitted either electronically to lucas.toro@undp.org, or addressed under confidential cover to:

Consultancy to Review MECDM's Corporate Plan – SIMCAP Project
Attention: Lucas Toro, Procurement Assistant
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 or / telephone +677 27446 at United Nations Development Programme, UNDP Pacific Solomon Islands Office, 1st floor, ANZ Building, Ranadi, Honiara, Solomon Islands.

