

**TERMS OF REFERENCE FOR RESPAC – Evaluation of DRM Training Packages in Samoa – RESPONSE AGENCIES TOOLKIT**
**A. Project Title:**
**Regional Disaster Resilience in the Pacific Small Island Developing States (RESPAC)**
**B. Project Description or Context and Background:**

It is well known that small island developing states in the south pacific have become more vulnerable to extreme weather events further exacerbated in their intensity by the effects of climate change. Immediate effects are of course loss of life and damage to property with the ongoing effects of natural disasters being reduced productivity through loss of livelihood among many others.

Improved metrological data and early warning systems can have a great effect on reducing the severity of impact when a natural disaster strikes by giving increased time for pre disaster actions. And with the improvement early warnings must come an effective framework for pre-disaster planning and post disaster recovery to minimise loss and shorten recovery time.

The Disaster Resilience for Pacific SIDS -RESPAC project funded by the Russian Federation. This project was brought about following a visit from the Russian foreign secretary during the SIDS Conference held here in Apia in 2014.

Three years on this proposal has come to fruition and has become a regional project based in the UNDP Pacific Office in Fiji, which will benefit 15 small island states.

The Three Year project now has 3 Components:

**Component 1: Strengthen early warning and climate monitoring capacity in selected PICs**

**Component 2: preparedness and planning mechanisms and tools to manage disaster**

**Component 3: Increased use of financial instruments to manage and share disaster related risk and fund post disaster recovery efforts**

For Component 2 - 2017 the Samoa MCO will be focusing on three Disaster Management training components aimed at education, awareness and pre/post disaster response planning

**C. Scope**
**Evaluation of Response Agencies Toolkit**

These training packages have been developed for the Disaster Management Office MNRE to be delivered to villages, response agencies and schools by DMO staff, response agencies and development partners.

The Response Agencies Tool kit is intended for the following NGO's, Private Companies and Government Agencies (under their respective ministries) who are considered critical to response and recovery in times of disasters:

- Minister of Prime Minister and Cabinet
- Ministry of Finance
- Ministry of Foreign Affairs and Trade
- Office of the Attorney General
- Ministry of Works Transport and Infrastructure
  - Electric Power Corporation
  - Samoa Water Authority
  - Samoa Ports Authority
  - Samoa Airport Authority
  - Samoa Shipping Corporation
- Ministry of Natural Resources and Environment
- Ministry of Women, Community and Social Development
- Ministry of Justice and Courts Administration
- Ministry of Commerce Industry and Labour
- Ministry of Communication and Information Technology
  - Samoa Broadcasting Corporation
- Ministry of Education Sports and Culture
- Ministry of Police
- Ministry of Health
  - National Health Service
- Samoa Red Cross Society
- National University of Samoa
- Caritas Oceania – Samoa Office
- Samoa Umbrella for Non-Governmental Organisations
- National Council of Churches
- NZ High Commission
- Australian High Commission
- US Embassy
- Chinese Embassy
- European Union
- United Nations Agencies
- Secretariat for Pacific Regional Environmental Programme (SPREP)
- Japan International Coordination Agency (JICA)
- Petroleum Products Services
- Origin Energy Samoa
- BOC Samoa Ltd

- Bluesky/ Samoa Tel
- Digicel Samoa Ltd

- I. The consultant is expected to conduct a desktop review of the existing training package to answer some of the evaluation questions below.

The existing training package is presented in a Powerpoint format with attachments under the following headings:

- Disaster Planning
- Exercise Management
- Emergency Operations Centre
- Coordinated Incident Management Systems

- II. The consultant is expected to conduct a series of interviews with selected agencies, these will be facilitated by the Disaster Management Office and UNDP.

The inception report is expected to include a framework to answer the following queries for the Response Agencies Toolkit:

Evaluation Questions	Indicators	Sources	Methodology
1. Is the information accurate?			
2. Is the information relevant and current?			
3. Is the training material sufficiently tailored to the audience considering the various functions of each agency?			
4. Have the trainers understood the material?			
5. Have the trainers faced any issues in delivering the materials?			
6. Has the audience understood the material?			
7. Has the audience faced any issues in receiving the material?			
8. How is the plan being utilised on a day to day basis?			
9. Is it being used for corporate planning and/or budgeting purposes?			
10. Is the plan reviewed on a regular basis?			
11. Is the plan shared with other agencies?			

12. Has the training changed audience's perception of DRR/DRM?			
13. How could the delivery of the material be improved?			
14. How could the training program be implemented more quickly?			
15. How can the future sustainability of the training be achieved?			

III. Following the desktop review and interviews a detailed analysis of the findings is to be presented in a preliminary evaluation report

IV. A final evaluation report is to be submitted following feedback from Government agencies and UNDP

**D. Expected Outcomes and Deliverables:**

1. Inception phase planning note including a reference to the desk-based review of background documents, the suggested evaluation methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders.
2. Debriefing note on the field the mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings presentation given to the UNDP MCO.
3. Outline a framework for improving the Response training package which will be used as a Terms of Reference for future work.
4. Preliminary Evaluation report drafted, submitted for review and feedback and validated by UNDP MCO.
5. Final Evaluation Report received, incorporating all feedback and validated by Government of Samoa and UNDP MCO

**E. Institutional Arrangement:**

**Resources Provided**

- The consultant will be provided administrative support from the MCO in terms of a confirmed schedule of meetings and other reasonable logistical support when/where required.
- All necessary project related documents including Project Board meeting reports; key output documents and reports; financial reports; MOUs and agreements; quarterly and annual progress reports; etc.

**Management and Coordination Arrangements**

6. The consultant will have the overall responsibility for the design and implementation of the evaluation, writing of the report and timely submission of the deliverables, including the inception report, preliminary drafts and the final version;

7. The consultant will refer to the UNDP Samoa MCO DRR/DRM Programme Manager who shall exercise technical oversight throughout the duration of the consultancy engagement, and to the Assistant Resident Representative – Governance and Poverty Reduction Unit in the UNDP Samoa MCO;

Copies of all work will be delivered to the UNDP Samoa MCO in electronic format. Reports produced and recommendations are the property of UNDP and cannot be reproduced without permission of same.

**F. Duration of the Work:**

The assignment will be spread over 20 working days from 20<sup>th</sup> November – 22<sup>nd</sup> December 2017.

**G. Duty Station:**

The consultant will be home-based with at least 1 mission to Samoa

**H. Competencies:**

**Corporate Competencies:**

- Demonstrates commitment to the Government of Samoa mission, vision and values as highlighted In its national development plan, the *Strategy for the Development to Samoa, 2017-2020*
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

**Functional Competencies:**

*Knowledge Management and Learning*

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

*Development and Operational Effectiveness*

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems
- Ability to provide input into delivery and format of educational materials, extensive knowledge of media and internet based communication formats

*Leadership and Self-Management*

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

• **Qualifications of the Successful Contractor:**

**Evaluation criteria: 70% Technical, 30% financial combined weight:**

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

- Postgraduate qualification in, development studies, engineering, environmental science, disaster risk management, or related field; 20%
- At least 10 years of relevant experience in disaster risk reduction disaster risk management training and government policy desirable; 25%
- Proven experience in undertaking evaluation projects; 20%
- Regional experience in developing disaster risk reduction programmes at government and community level ; 20%
- Excellent interpersonal and cross-cultural communication skills; and ability to meet tight deadlines; 10%
- Excellent English written and communication skills (Samoan an advantage); 5%

**• Scope of Bid Price & Schedule of Payments:**

Deliverable/OUTPUT	Weighting % and Expected Due Dates of Deliverables	Due Dates Quote for <u>30 days only</u> with date range below	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
<b>OUTPUT 1:</b> Upon approval and certification by UNDP of the Inception Report:  Planning note including a reference to the desk-based review of background documents, the suggested evaluation methodology and the main conclusions from briefings & discussions by telephone with relevant key stakeholders	20%	24 <sup>th</sup> Nov 2017	xxxx
<b>OUTPUT 2:</b>	10%	1 <sup>st</sup> Dec 2017	xxxx

<p>Upon approval and certification by UNDP of the Report:</p> <p>Debriefing note of the mission to Samoa, including relevant information about interviews and observations, and main feedback from the initial findings presentation given to the UNDP MCO .</p>			
<p>OUTPUT 3:</p> <p>Upon approval and certification by UNDP of the Report:</p> <p>Preliminary draft of evaluation report drafted, submitted for review and feedback, and validated by UNDP MCO.</p>	50%	15 <sup>th</sup> Dec 2017	xxxx
<p>OUTPUT 4:</p> <p>Upon approval and certification by UNDP of the Report:</p> <p>Final Evaluation Report addressing received feedback and validated by UNDP MCO</p>	20%	22 <sup>nd</sup> Dec 2017	xxxx
TOTAL	100%	20 days	USDXXX

- **Recommended Presentation of Proposal:**

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available ( Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **9<sup>th</sup> November 2017** electronically via email: [procurement.ws@undp.org](mailto:procurement.ws@undp.org). Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **P11 – Template attached** - addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any
- **Letter of interest and availability specifying the available date to start and other details**

Queries about the consultancy can be directed to the UNDP Procurement Unit [procurement.ws@undp.org](mailto:procurement.ws@undp.org).