

**Terms of Reference**  
**PN/FJI-005-18**

<b>Consultancy/Position Title:</b> VCAP Technical Specialist
<b>Project Name:</b> Adaptation to Climate Change in Coastal Zone in Vanuatu (V-CAP)
<b>Duty Station:</b> Port Vila, Vanuatu
<b>Type of Contract:</b> Individual Contractor Long Term Agreement (IC LTA)
<b>Language required:</b> English
<b>Duration of the Contract:</b> <ul style="list-style-type: none"> <li>▪ 1.5 years (210 working days)</li> <li>▪ Starting Date: 09<sup>th</sup> March 2018</li> <li>▪ End Date: 09<sup>th</sup> September 2019</li> </ul> <b>Refer Annex 1</b>
<b>Submission closing date:</b> 2 <sup>nd</sup> March , 2018

Consultancy Proposal should be mailed to C/- UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than **2<sup>nd</sup> March 2018 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.fj@undp.org](mailto:procurement.fj@undp.org). 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, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

**Objectives:**

***Project Overview and Objectives***

The Government of Vanuatu has been proactive in global and regional dialogues on climate change and finalised its National Adaptation Programme of Action (NAPA) in 2007. The project will explicitly address three of eleven priorities identified in the NAPA including: 1) community-based marine resource management, 2) integrated coastal zone management, and 3) mainstreaming climate change into policy and national planning processes. The NAPA places particular emphasis on the need for community-based marine resource management, embracing both traditional and modern practices and enhancing the resilience of vulnerable coastal communities. To address these priorities, the project will focus on five of the adaptation options outlined in the NAPA including: i) development of provincial / local adaptation and integrated coastal management (ICM) plans, ii) climate proofing of infrastructure design and development planning, iii) development of an efficient early warning system, iv) awareness raising and capacity building, and v) coastal re-vegetation and rehabilitation.

The overarching goal of V-CAP is to increase resilience of island communities to future climate change induced risks such as declining coastal and marine resources, intensifying climatic hazards and lack of awareness. The overall objective of the project is to improve the resilience of the coastal zone and its communities to the impacts of climate change in order to sustain livelihoods, food production and preserve and improve the quality of life in targeted vulnerable areas.

The project will achieve this objective through the implementation of outcomes, outputs and activities under the following four components.

**Component 1:** Targeted community approaches to CC adaptation responsive to stakeholder needs and priorities. These interventions will address major environmental and associated socio-economic problems facing coastal communities from climate change in areas such as land degradation, biodiversity loss, and reef destruction which severely undermine

prospects for sustainable development, including food security. The project will also build on and enhance CC adaptation initiatives through climate-proofing of infrastructure as needed. All infrastructure improvements will encourage re-vegetation to mitigate soil loss, improve the stability of the ground, and provide enhanced general ecosystem resilience. To further enhance the ability of coastal ecosystem to withstand impacts of climate change, the project will also identify how non-climate human induced stressors on the coastal zone can be reduced.

Component 2: Support information and early warning systems on coastal hazards to address the current lack of systematic analysis and prediction of climate-related events. The Vanuatu Meteorological and Geohazards Department (VMGD) has experienced problems in terms of processing historical data, maintaining high observation standards and further developing services due to funding, training and staffing constraints. Although people living near town sites have access to climate information, people living in remote areas including outer islands are seriously affected by lack of weather information. The project design will investigate the potential for automated weather stations and monitoring of coastal flooding through river stream gauges.

Component 3: Strengthen climate change governance by building upon the Government of Vanuatu's commitment to mainstreaming climate change into national planning and development plans. Climate governance is currently hindered by lack of expertise, competing demands, and lack of coordination between different policy sectors as well as between national, provincial and local governments. Capacity building activities will target key staff of national, provincial and local level governments, as well as community leaders and residents where the project will be implemented.

Component 4: Enhancing knowledge of environment issues is very important given the generally low level of understanding of most of the population about climate change issues and impacts. The NAPA emphasizes that awareness raising and education are core issues that should be an integral part of any proposed CC adaptation projects. The lack of human, financial, and technical resources often constrains information sharing, education, and knowledge generation on climate change. Knowledge management activities need to take into account limited access to the internet (middle to bottom in global rankings). The project will also document lessons learned, especially those that might be useful for replication in other sites and make these accessible to stakeholders.

### Scope of Work/Expected Output

The scope of work will span throughout project Components 1, 3 & 4:

- **To finalize C3ADS at all sites and provide support to its implementation**

As part of their work in supporting Component 1 of the project, the consultant will be expected to complete Community Climate Change Adaptation Development Strategies (C3ADS) by working closely with the DLA, PMU, PWD, DEPC, Water Resources, & MoAFFLB for all VCAP sites. These C3ADS are community level climate adaptation plans for project implementation by VCAP partners, which details the compiled technical outputs planned at each site and is presented in a format that is easy to understand by community members and implementing partners. The consultant will assist the DLA in the verification of these C3ADS at these sites by community members – by assisting to facilitate consultations with VDC's established at sites.

The C3ADS is comprehensive and focuses on risk management, preparedness and response. The C3ADS will be finalized in a holistic manner to address both threats to climate change on natural resources that communities depend upon and will focus on a number of different elements including upland management, management of water and water sources, coastal and marine area management, DRR and management of infrastructure. The consultant may be required to assist in securing MOU's with government stakeholders to ensure that the C3ADS is approved and carried out by implementing partners.

- **To provide capacity building through the advice of DLA**

To support component 3 of the project, the consultant will participate in provincial level capacity building exercises as desired by the DLA, targeting Area Secretaries, local Area Councils, and provincial technical advisory commission officers.

Practical exercises and workshops related to the sub-national governance guidelines developed by the DLA will be planned and facilitated at each province. The consultant will be expected to facilitate in-house trainings, workshop planning and training etc with the Site Coordinators as required to ensure efficient delivery of project outputs and overall coordination of activities. He/She will also prepare and conduct capacity building initiatives required by DLA to target provincial government officers (Area Secretaries), local Area Councils and Technical Advisory Commissions (TAC's).

- **To provide technical and management support to VCAP team when needed**

The consultant will be expected to provide technical assistance in implementing activities identified under each project component. He/She will work closely with the VCAP PMU to assist with project reporting; assessments relating to monitoring and evaluation; and to assist as needed or requested by the Project Manager. The C3ADs finalized by the consultant will be a guiding document on the types of activities to implement. The consultant will also be expected to prepare and conduct capacity building initiatives with VCAP staff such as Site Coordinators, DLA Coordinator, Upland Coordinator, Coastal Coordinator and PWD Coordinator (and government partners as requested) to assist with overall planning, implementation and monitoring of project activities at sites. He/She will also assist VCAP team in technical reporting of project achievements required for any MTR, TE and PIR when needed. The consultant will also be expected to provide advice and assist Project Manager and PMU staff with day-to-day project implementation requirements including reporting, planning and assessments.

- **Identify opportunities and strengthen partnership engagement towards VCAP project implementation**

The consultant will be expected to cooperate and work with government and possibly NGO partners to ensure efficient implementation of project activities as well as to evaluate and monitor project outputs

- **Knowledge Management Support**

The consultant will be expected to assist with production of communications products – including video productions that capture project progress and delivery of outputs of Component 1. The consultant will also play an important role in knowledge management, Component 4, by assisting the Communications Officer to produce outputs in line with the VCAP Communications Strategy. This may include assistance to finalizing project newsletters, producing innovative knowledge management tools, video products, and otherwise documenting progress with the project.

#### **Resources Provided**

- All costs associated with the delivery of this work based on workplan submitted detailing all activities to achieve delivery and timeline.
- Ground transportation to facilitate in-country meetings and consultation. Any other travel expenses can be claimed upon receiving a copy of his/her receipt to VCAP PIU.
- Travel cost to country will be facilitated only unless specific in financial proposal. Meals and accommodation in Port Vila and outside Port Vila must be included in consultant's budget.
- Travel cost to project sites will be facilitated by VCAP PIU – Airfares, boat and ground transport
- Office facility in Port Vila and target site with access to internet, printer and scanner
- Field visit support by site coordinators and selected staff in Port Vila
- Nomination of national counterpart
- DSA only upon receiving boarding pass

#### **Reporting and Supervision**

##### **Report to:**

- UNDP for deliverables based on endorsement from responsible government partner (DLA)
- PMU for all activities in-country and logistic support. He/She will be expected to also provide workplan and report on all activities conducted to PMU.
- Presentation to key working groups and committees as when required upon completion of work

**Duration of the Contract:**

- 210 days from 9<sup>th</sup> March 2018 to 9<sup>th</sup> September 2019

**Contract Arrangement**

*The successful individual will sign the UNDP Individual Consultant Long Term Agreement. The engagement will be on an intermittent basis with the stated duration based on the required services. UNDP will issue separate terms of reference and purchase order for each specific assignment as a call-off from this IC LTA.*

**Requirement for Qualifications & Experience*****Minimum educational qualifications:***

- University degree (Minimum Bachelors or equivalent) in the area of project/business management, public relations, marketing, and/or community engagement for environmental planning, sustainable development, climate change, infrastructure development, or related fields

***Experience & skills:***

- At least 8 years of professional experience in relevant field particularly in community development or climate change is required
- Experience working with UNDP/GEF/LDCF project
- At least 5 years of professional experience in Vanuatu, and/or Pacific region is required
- Experience in monitoring, evaluation, communication, and knowledge management
- Proven experience drafting technical reports for UNDP/GEF;
- Excellent working knowledge of English and Bislama
- Experience of mentoring / coaching / training for technology and/or skills transfer is a plus
- Proven skills in innovative communication tools for community engagement, such as video editing, radio / music production, etc is a plus

***Functional Competencies:***

- Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions
- Promotes the vision, mission, and strategic goals of V-CAP project.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism
- Ability to assess community capacity, and formulate proposals to foster positive change
- Analytical judgment, results-orientation and efficiency in a multi-tasking environment
- Shares information, knowledge and experience through effective and frequent communication
- Experience and technical understanding on development context and issues in the Pacific/Vanuatu/LDCs with a particular focus on water and sanitation and/or climate change adaptation
- Ability to plan and prioritize work effectively in order to keep deadlines
- Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders
- Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests
- Ability to build consensus and garner support under complex situations
- Remains calm, in control and good humored even under pressure
- Exudes a friendly atmosphere where colleagues/counterparts can easily ask questions and seek assistance

- Ability to travel to remote communities

## **Deliverables and Timeline**

Refer to Annex 1

## **EVALUATION**

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology:

#### **Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### **Technical Criteria for Evaluation (Maximum 70 points)**

#### ***Minimum educational qualifications:***

- University degree (Minimum Bachelors or equivalent) in the area of project/business management, public relations, marketing, and/or community engagement for environmental planning, sustainable development, climate change, infrastructure development, or related fields ( 15%)

#### ***Experience & skills:***

- Minimum 8 years of professional experience in relevant field particularly in community development or climate change ( 10%)
- Experience working with UNDP/GEF/LDCF project ( 10%)
- At least 5 years or professional experience in Vanuatu, and/or Pacific region is required( 10%)
- Experience in monitoring, evaluation, communication, and knowledge management(5%)
- Proven experience drafting technical reports for GEF Projects ;(10%)
- Excellent working knowledge of English and Bislama ( 5%)
- Proven skills in innovative communication tools for community engagement, such as video editing, radio / music production (5%)

Interviews will be conducted for the top 3 technically qualified consultants as part of the validation process.

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall 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 event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

## **DOCUMENT SUBMISSION**

### **Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications.

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex III.
- **P11 form** (Annex IV) indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal** - brief description of why the individual considers him/herself as the most suitable for the assignment;
- **Financial proposal**, as per template provided in Annex III.

Incomplete and joint proposal may not be considered. All required templates are available on the UNDP Procurement website: <http://www.pacific.undp.org/content/pacific/en/home/operations/procurement.html>

### **Annexes**

Annex I – Table for Schedule of Requirements

Annex II - Individual IC General Terms and Conditions

Annex III – Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template

Annex IV – P11 form

For any clarification regarding this assignment and email submissions please send to Mr. Vimal Pillay on [procurement.fj@undp.org](mailto:procurement.fj@undp.org).

**Proposals should be sent to [Etenderbox.pacific@undp.org](mailto:Etenderbox.pacific@undp.org) with the subject *Proposal for Vanuatu VCAP MTR* no later than 2<sup>nd</sup> March, 2018.**

## Annex 1

Deliverable	Tentative Timeline	Based/Travel	No. of days	Key Deliverables
Finalized C3ADs for all project sites approved by government. The C3ADs must be verified by communities for any amendments before further approval by government	May 2018	Vanuatu	20	Finalization of C3ADS drafts at Tafea, Shefa, Penama, Malampa, Sanma and Torba sites; approval by government partners
	July 2018	Vanuatu	20	Verification of C3ADS by Tafea, Shefa and Penama communities; approval of verified plans with possible amendments by government partners
	September 2018	Vanuatu	20	Verification of C3ADS by Malampa, Sanma and Torba communities; approval of verified plans with possible amendments by government partners
Development of knowledge management and communication materials	February 2019	Vanuatu	10	Production of Video Documentary – progress to date at Tafea, Shefa and Penama sites, working with local communications contractor & Communication Officer
	March 2019	Vanuatu	10	Production of Video Documentary – progress to date at Malampa, Sanama and Torba sites, working with local communications contractor & Communication Officer
	April 2019	Vanuatu	10	Documentation of Lessons Learned for Component 1 implementation and reporting on overall progress to date for Project Framework, Reporting for DLA on results on VDC, AC, TAC and provincial governance strengthening support through VCAP submitted
Development and implementation of capacity building activities	December 2018	Vanuatu	15	Facilitation of capacity building workshop for Site Coordinators regarding C3ADS, report on workshop outputs
	May 2019	Vanuatu	15	Design of Capacity building-initiative programme for Area Secretaries, Area Councils, and provincial TAC's approved by DLA
	July 2019	Vanuatu	10	Facilitation of capacity building workshop for Site Coordinators, report on workshop outputs
Technical and management support provided to VCAP PMU	November 2018	Vanuatu	10	Capacity building workshop facilitated in Shefa and Tafea provinces for Area Secretaries, Area Councils, and provincial TAC's approved by DLA
	August 2019	Vanuatu	10	Capacity building workshop facilitated in Penama and Sanma provinces for Area Secretaries, Area Councils, and provincial TAC's approved by DLA
	September 2019	Vanuatu	10	Capacity building workshop facilitated in Malampa and Torba provinces for Area Secretaries, Area Councils, and provincial TAC's approved by DLA
	October 2018	Vanuatu	10	Design of Capacity building-initiative programme for project site VDC's to link with AC's, approved by DLA
	September 2018	Vanuatu	19	Capacity building sessions conducted with DLA for VDC's and Area Councils at project sites in Tafea, Shefa and Penama communities
Opportunities and partnership strengthened	December 2019	Vanuatu	20	Development of Disaster Plans in 8 Local Area Council and working with NGOs (Red Cross and Care International) to facilitate this