



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: March 13, 2018

Country: Haiti

Post Title:	International Consultant - Baseline survey
Duration:	30 days maximum
Location:	Port-au-Prince, Haiti
Languages Required	French, with knowledge of English preferred.
Project:	Sustainable Solutions for the Internally Displaced People (IDPs) locality of Lahaie, commune of Dame Marie, Grand'Anse Departm

Instructions to Offerors for International Consultant: Baseline survey

To apply, kindly read the procurement notice, attach the following documents and submit through the following email: soumissions.haiti@undp.org

- Personal CV with at least three references and Copy of diplomas;
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment;
- Planning logical, realistic for the efficient implementation of the activity;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

No later than March 23, 2018

**SUSTAINABLE SOLUTIONS FOR THE INTERNALLY DISPLACED PEOPLE
(IDPS) IN THE LOCALITY OF LAHAIE, COMMUNE OF DAME MARIE,
GRAND ANSE DEPARTMENT**

Baseline survey

Terms of reference

March 2018

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I. Context and Justification

During its violent passage in Haiti in October 2016, Hurricane Matthew caused global damages and losses amounting to US \$ 2.778 billion (183,639.27 HTG). Almost three-quarters of the effects are considered "private", which means directly affecting the population. The sector most affected by the hurricane is housing. According to the Post-disaster needs assessment (PDNA), 103,907 houses were destroyed, 99,975, severely damaged, 11,500, slightly damaged and 21,500, flooded. Total damages and losses in the sector were estimated at US \$ 856.28 million.

The effects of the Hurricane were recorded in several departments: South, Grand'Anse, Nippes, North West and South East. More than 2,000,000 people were affected, 1,346,363 of them directly, including 678,969 women, of which 106,180 female heads of household. The poor quality of the constructions and unplanned urbanization, which does not take into consideration natural risks and environmental protection, explain the devastation wrought by Matthew.

The second most affected sector is agriculture (including fisheries and livestock), with US \$ 573.53 million in damages and losses. This represents about 7% of GDP or 31% of agricultural GDP. Small-scale farmers, who were already vulnerable before the hurricane, were left with very limited capacity to resume their operations. Other productive sectors, such as trade and tourism also suffered major losses. Yet it is important to note, especially in the trade sector, that the prevalence of informal activities resulted to an under-valuation of the effects of Hurricane Matthew in terms of both losses and damages.

As a commitment to contribute to the sustainable development of the affected populations, the Korea International Cooperation Agency (KOICA) and the United Nations Development Program (UNDP) have signed the grant arrangement for the "Sustainable Solutions for the Internally Displaced People (IDPs) in the locality of Lahaie, commune of Dame Marie, Grand'Anse Department.

The project "Sustainable solutions for internally displaced people (IDPs) in the locality of Lahaie, commune of Dame Marie, Grand'Anse Department " aims to support the communities affected by hurricane Matthew in their efforts for longer-term recovery, strengthening their resilience to economic and climate shocks, and disaster risk. The target community is the locality of Lahaie in the 4th communal section called Petite-Rivière (Municipality of Dame Marie in the department of Grand'Anse strongly affected by Hurricane Matthew). This project is part of the larger post-disaster recovery program that UNDP launched in November 2016 after Hurricane Matthew. It contributes to the program's output 3 which aims to promote sustainable livelihoods and environmental protection, by improving the resilience of communities, particularly women and other disadvantaged groups, to economic, climate and disaster risks.

In this context, UNDP is seeking for a consultant to conduct a baseline study of the project in the locality of Lahaie, commune of Dame-Marie that will serve as a reference to identify the most vulnerable groups and select the project's beneficiaries based on objective socio-economic criteria, as well as to measure changes after the implementation of the project.

II. Summary presentation of the project

Project Title: Sustainable Solutions for the Internally Displaced People (IDPs) in the locality of Lahaie, commune of Dame Marie, Grand'Anse Department.

Objectives of the project: Support affected communities in long-term recovery efforts, ensuring greater resilience to economic shocks, climate and disaster risk

Outcome 1. The residents of Lahaie who were affected by hurricane Matthew will benefit from improved living conditions both physical and economic

Output 1. Legal, technical & administrative preparation of the project is completed

Output 2. Physical rehabilitation of sites is completed with the involvement of local companies and in consultation with the local community

Output 3. Lahaie and Petite Rivière's income-generating activities are created or reinforced

Donor: Korea International Cooperation Agency (KOICA)

Duration: 2 years (2018 – 2019)

Targeted Beneficiaries:

Direct beneficiaries: 500 people will benefit from a sustainable housing solution (100 households) and 20 micro-businesses and 5 productive associations will benefit from economic recovery activities

Indirect beneficiaries: 5638 people (approximate number of inhabitants from Lahaie and Petite Rivière)

Institutional Partners: Municipality of Dame Marie, UCLBP and MPCE

Project Location: Locality of Lahaie, commune of Dame Marie, Grand Anse Department

III. Objectives of this study

This study will allow to develop and present a baseline report on the initial situation of the community of Lahaie in the commune of Dame Marie. This report should examine the socio-economic and demographic reality and the current housing conditions, basic services and economic opportunities. It will also provide information on the level of vulnerability of population towards risk, climate change, environmental issues, agriculture practice and fishery, types of local waste management, socio-economic activities in the locality of Lahaie, and any other relevant information gathered that will allow to measure the indicators and verify their sources as defined in the logical framework of the project.

The data collected and analyzed must be aligned with the indicators of the specific objective needed to achieve the expected results along the project implementation. In sum, the of the baseline will try to provide the appropriate data on social, economic and environmental reality at the beginning of the project for comparison purposes during implementation and at the end of the project to monitor the project indicators.

In a specific way, the objectives of this study are to:

1. Identify the socio-economic and demographic characteristics of the inhabitants of Lahaie
2. Conduct a census of internally displaced people from the locality of Lahaie
3. Establish a baseline and develop quantitative and qualitative outcome and output indicators, allowing to compare the situation before and after the implementation of the project and to measure results in terms of

support to longer-term recovery efforts, and greater resilience of the targeted population to economic shocks, climate and disaster risk. The consultant is recommended to use the tools such as the Single Registry of Beneficiaries (RUB) already developed by the Government, in particular by the Ministry of Social Affairs and Labor (MAST), to collect the data using a multi-dimensional approach.

4. In addition, the baseline situation will allow to revise the logical framework of the project as necessary and to revise or improve the monitoring and evaluation system of the project. As such, the consultant will propose amendments, if any, to the logical framework, and a mechanism for monitoring and evaluation of the project (by clarifying the sources, the roles and responsibilities, the data to be informed, the cost associated, and the frequency of collection). Apart from updating the existing framework of monitoring & evaluation, the consultant will propose other elements to the risks analysis grid indicated in the project document.

IV. Framework

The study will gather information on the target population and provide a baseline that will serve as a reference to identify the most vulnerable groups and select the beneficiaries of the project based on objective socio-economic criteria, as well as to measure changes after the implementation of the project.

The study will help to answer the following questions:

Overview of the community

1. What is the delimitation of the locality of Lahaie within the commune of Dame Marie? What is the number of households/houses in the locality of Lahaie? (Maps and/or aerial photos to be submitted)?
2. What are the socio-economic and demographic characteristics of the population of Lahaie? Which groups have been the most affected by Hurricane Matthew?
3. What is the level of vulnerability of the population of Lahaie (vulnerability to economic shocks, climate and disaster risk)?
4. What are the basic services and infrastructures currently available in the locality of Lahaie and to what extent does the target population have access to them (by income category, gender, means of existence)?
5. What are the social and economic conditions of the affected households, including jobs/income generation activities of the target population?
6. What are the sources of revenue of the population of Lahaie (disaggregated by type and gender)?
7. What is the potential of Lahaie and more generally of Dame Marie for economic development and growth?
8. What is the current role played by the municipality in initiating and coordinating actions for housing security, economic development and climate change at local level?
9. What is the current level of the municipality capacity to target, understand and address questions related to the needs of vulnerable groups and gender at local level?
10. What is the current level of integration of vulnerable groups in the operation of the commune?
11. What are the mechanisms that currently exist for the financing of local investments in housing, basic infrastructure and economic development?
12. What is the current level of consideration for housing, basic infrastructures and services, climate change, gender equality in existing communal planning documents?

Specific questions on living conditions of the community of Lahaie

1. To what extent are the households of the locality of Lahaie vulnerable to economic shocks, climate and disaster risks?

2. To what extent does the community of Lahaie benefit from minimal physical and economic living conditions?

How are the Lahaie households affected by Hurricane Matthew:

- i. % of households living in durable housing?
 - ii. % of households having access to basic services (ex: drainage, sanitation, drinking water and solar lighting) and infrastructures?
 - iii. % of households having a source of reliable income above the local poverty line?
3. What is the level of satisfaction of the population with existing participatory mechanisms?
 4. What is the level of satisfaction of the population with existing social basic services?
 5. To what extent do the multi-risks maps and the disaster risks reduction plan of the municipality inform decisions related to the construction of community infrastructures? To what extent are civil society groups (including women's groups/networks) consulted in these decisions?
 6. How many community infrastructures in Lahaie provide income generation opportunities for the residents?
 7. How many organized micro-businesses receive technical, financial and in-kind support (disaggregated by sex of owner)?

V. Methodology

a. Approach

The consultant will propose a methodology to achieve the objectives of the consultancy and will share with UNDP the sampling criteria and sample finally chosen. However, he will have to collect qualitative data across focus groups and semi-structured interviews with the local authorities and representatives of civil society and interviews with resource people on housing, basic services and infrastructures, climate change, vulnerable groups and gender equality in the community and elsewhere.

However, if possible, the quantitative and qualitative data should be collected at the same moment in the project area, so that the investigators can confront directly the results and, if necessary, to adjust the questions at the level of the discussion groups (if more detailed information is needed on certain subjects).

UNDP will provide a list of studies and surveys already carried out in the target area, as well as other relevant documents such as recovery plan and risk prevention plans.

The preparation of the study should include interviews with all stakeholders in the project to ensure that all their information needs are considered.

b. Indicators

The study will start from the logical framework of the project document, which mainly contains indicators related to the changes that the project proposes to contribute to, but will also propose, if necessary, some indicators suggesting quantitative improvements to the existing situation. The consultant will have to propose practical ways to measure these improvements. He will be expected to suggest necessary adjustments to the logical framework. Additional outcome/output indicators that may be suggested as part of the consultancy will have to be designed in consultation with local authorities, beneficiaries and the staff of the project.

VI. Expected results

1. Inception Report. This report should be presented by the consultant before the field visit and include the purpose of the study, a work plan, a timeline, a methodology (including the sample, the criteria for defining the sample and selecting the beneficiaries, the method of collecting the information), activities, results and people in charge for each activity
2. Intermediate report.

3. Final report . This report will provide:

- a. A baseline and a list of output/outcome indicators to measure the results of the project on housing, basic services and infrastructures, and economic development in the locality of Lahaie. This list should clearly distinguish between those indicators of the logical framework of the project that have been retained without changes, those that have been improved and those that are newly proposed.
- b. A qualitative analysis of the results of the study.
- c. A revised logical framework for the project
 - o based on the results of the study in coherence with the theory of change of the project;
- d. A monitoring and evaluation mechanism for the project including updated risk analysis (in clarifying roles and responsibilities, data to be provided, the cost associated, and the frequency of collection).

VII. Required Skills

- University degree in economics, social sciences, planning or related fields.
- At least 7 years of professional experience in conducting studies in one or more of the following areas: evaluation, post-disaster recovery, housing and basic services
- Work experience in similar countries to Haiti and with the United Nations System. Work experience in Haiti or with UNDP would be an asset.
- Proficiency in French and English; excellent reporting skills; (the report will be produced in French).

VIII. Duration

The proposed duration of the consultancy is 30 days maximum. The 30 days include travel time to the area of intervention of the project, as well as documentation review, collection of information and report writing. The consultant will propose a methodology in its technical offer, which will be validated by UNDP.

IX. Submission of tenders

The consultants are invited to send their application which should include:

a. Technical Offer

The technical offer must include a statement on the understanding that the consultant has of the mandate of the consultancy, the proposed methodology, an indicative calendar of the activities, the detailed CV of the consultant clearly indicating the experience of similar assignments, with related certificates attached.

The technical proposal must be presented in a concise and structured manner in the following order to include the following information:

b. Description of the consultant

- o Identity / summary description (technical) of the consultant
- o Summary description of the consultant's CV
- o Evidences of experience on similar assignments (references, documents, reports, publications and certificates of performance)

c. Understanding of the needs and services expected

- o Based on the terms of reference, including any assumptions as well as any comments on the information, services and resources to be provided by the project staff or any other stakeholder.

d. Approach, methodology, timetable and results

- Any remark, reservation or suggestion on the Terms of Reference and the approach methodology to respond, will have to be reviewed in the technical proposal.

e. Detailed financial offer

Each offer, consisting of three copies (one original and two copies), must be enclosed in a sealed envelope with the inscription on the back "technical offer" and "financial offer". The two envelopes (technical offer and financial offer) must be placed in a single sealed envelope.