

Terms of Reference

Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change in Agriculture and Food Security or locally “Strogem Waka lo Community fo Kaikai (SWoCK) Project

Project Technical Expert

Title: Project Technical Expert

Project: Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change in Agriculture and Food Security or locally “Strogem Waka lo Community fo Kaikai (SWoCK) Project

Duration: 3 months (based on 5 working days per week)

Contract Types: Individual Contract

Duty Station: Honiara, Solomon Islands

Background

As a Least Developed Country, Solomon Islands is one of the most vulnerable countries to the predicted impacts of climate change. The Solomon Islands National Adaptation Program of Action (NAPA) to address the effects of climate change (2009) identified agriculture and food security as one of the most vulnerable sectors requiring urgent attention. The project entitled “Enhancing Resilience of Communities in Solomon Islands to the Adverse Effects of Climate Change in Agriculture and Food Security” (or locally “Strogem Waka lo Community fo Kaikai (SWoCK)”) addresses the NAPA priority and will contribute to enhancing resilience of the agriculture sector to maintain and improve food security in the country.

The objective of the project is to strengthen the ability of communities in Solomon Islands to make informed decisions and manage likely climate change driven pressures on food production and management systems. In particular, the project will lead to the following key results (outcomes); 1) promote and pilot community-adaptation activities enhancing food security and livelihood resilience in pilot communities in at least 3 selected regions; 2) strengthen institutions and adjusted national and sub-national policies related to governing agriculture in the context of a range of climate change futures; and 3) foster the generation and spread of relevant knowledge for assisting decision-making at the community and policy-formulation level.

The Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) is the implementing agency of the Project with support from UNDP through the Project Management Unit (PMU) which will be dedicated to the Project in keeping with its key principles of transparency, competitiveness, efficiency and economy.

Purpose

The AF SWoCK Project identified that a major ongoing risk is that, the demand for technical inputs to deliver project activities has far exceeded the capacity of existing project staff. This is due mainly to lack of suitably qualified and experience people in the country. As the project progress into its second year of implementation, this increase in demand has been further compounded with very large technical procurements for the MECDM and the Ministry of Agriculture and Livestock (MAL). Within this context, it is essential to engage a technical expert to assist project staff with the following specific objectives:

- Assist MAL develop and consolidate a community Vulnerability & Adaptation Assessment (V&A) toolkit focusing on agriculture and food security
- Support MAL test the V&A tool in selected communities and refining the method and process if required,
- Support MAL to evaluate the V&A results by providing trainings on SPSS
- Support Project Management Unit (PMU) to deliver comprehensive project communication strategy
- Review the current Results Framework of the project,
- Assist the AF SWoCK Project with revise the multi-year Annual Work Plan,
- Draft the quarterly and Annual Progress Report for AF Project

Scope of work/Expected Output

This consultancy relates specifically to the provision of technical support to ensure that the AF SWoCK Project meets its objectives as outlined in the Project Document within the given timeframe. It also entails provision of critical technical advice and support to the MECDM and MAL to ensure that key project deliverables are realised in a timely manner. This includes working closely with the Project Management Unit and responsible implementing partners to develop and pilot a V&A toolkit with targeted communities. The Project Technical Expert will also support the PMU develop comprehensive communication strategy, integrate into the 2013 Annual Work Plan the V&A assessment plan of action for target provinces and communities.

Duration of the Contract: 3 months commencing January 2013

Competencies:

1. Expert knowledge and capacity especially those within Climate Change V&A.
2. Demonstrated knowledge and skills to develop and implement tasks associated to V&A assessment in Solomon Islands or the Pacific region
3. Demonstrated knowledge to develop communication strategy
4. Excellent project management experience with string organisational skills to plan, manage and deliver multiple activities within resources and given timeframes
5. Strong interpersonal skills with the ability to work under pressure and to establish and maintain effective working relationships with AF SWoCK project, UNDP and key government partners.
6. Excellent communication and writing skills with the ability to express ideas clearly, concisely and effectively.

Required Skills and Experience

- The Contractor must be qualified with an advanced degree (post graduate or Masters level) in environment, agriculture, natural resource management or related field
- Demonstrated knowledge, skills and experiences in developing and implementing Climate Change V&A assessment funded by government agencies, private enterprises and/or international organization
- Excellent knowledge and experience of using SPSS for V&A analysis
- Excellent knowledge and experience in developing communication strategy, especially by using web 2.0 tools and social media
- The contractor should have more than 5 years of experience in managing and implementing projects or rural development activities in the Pacific region, preferably in the Solomon Islands
- Familiarization with UN/UNDP processes/procedures or similar experience with international donors
- Excellent interpersonal and negotiation skills to deal effectively with a range of key stakeholders.

Deliverables

- Revised Results Framework for the AF SWoCK Project
- Draft Community V&A toolkit on Agriculture and Food Security
- A final report outlining the piloting of V&A toolkit with targeted communities
- Training workshop report on V&A assessment analysis
- Draft Project Communication Strategy
- Quarterly Progress Report
- Revised Multi-year AWP
- Finalised Annual Report

Provision of Monitoring and Progress Control

The Technical Expert is expected to work under the direct supervision of the UNDP Deputy Resident Representative with guidance from the AF SWoCK Project and the UNDP Environment Team in Honiara, Solomon Islands.

Payment Schedule:

1. Ten percent (10%) of the total contract amount will be paid upon submission of a work plan.
2. Ten percent (10%) of the total contract will be paid upon submission of a multi-year AWP for 2013
3. Ten percent (10%) of the total contract amount will be paid upon submission of a final revised Results Framework for the AF SWoCK Project.
4. Fifteen percent (15%) of the total contract will be paid upon submission of a draft V&A toolkit and training workshop report on V&A assessment analysis

5. Fifteen percent (15%) of the total contract will be paid upon submission of a draft communication strategy
6. Fifteen percent (15%) will be paid upon submission of a final report outlining the piloting of the V&A toolkit with targeted communities.
7. Ten percent (10%) upon submission of Quarterly Progress Report
8. Fifteen percent (15%) upon submission of the 2012 Finalised Annual Report

Inputs from the Consultant:

The Contractor is required to have his/her own computer/laptop and other necessary resources that may be required to support the assignment.

Submission:

1. The Contractor should submit the following documents
 - a) Technical proposal including a P11 form (available on the UNDP website; www.undp.org.fj, 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)
 - b) Financial proposal
The interested applicant is requested to provide a proposal or quotation of the fees/cost for the consultancy services which will be rendered. The financial proposal should consist of
 - Daily rate in USD
 - Cost of any other procurement of goods or services needed to be undertaken during the assignment (also in USD).

The financial proposal should exclude cost of any travel and Daily Subsistence Allowance (DSA) cost which will be paid separately in accordance with UNDP regulations and guidelines.

2. **Deadline of application submission:** 19th December 2012

All applications must be submitted either electronically to tristram.viulu@undp.org, or addressed under confidential cover to:

AF-SWoCK: Technical Expert
Attention: Tristram Viulu, Procurement Associates
UNDP Sub-Office,
1st floor, City Centre Building, Mendana Avenue, Honiara, Solomon Islands

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

Contact Address:

For further information concerning this Terms of Reference, contact Mary Ramosaea on email mary.ramosaea@undp.org or telephone +677 27446 at United Nations Development Programme, Honiara Sub-office, 1st Floor City Centre Building, Mendana Avenue, Honiara.

Evaluation and Selection Criteria

Criteria	Points
Technical	70%
1. Qualifications and relevant training or specialization: <ul style="list-style-type: none">• An advanced degree (post graduate or Masters level) in the field relevant to the objectives and expected outputs of this assignment• At least 5 years of experience in community development programmes particularly environmental management, agriculture or related field.	10%
2. Applicable Experience <ul style="list-style-type: none">• Demonstrated knowledge, skills and experiences in developing and implementing Climate Change V&A assessment projects funded by government agencies, private enterprises and/or international organizations.• Excellent knowledge and experience of using SPSS for V&A analysis• Excellent knowledge and experience in developing communication strategy, especially by using web2.0 tools and social media	20%
3. Project Management Experience <ul style="list-style-type: none">• Excellent project management experience with the ability to plan within given resources.	15%
4. Previous relevant UNDP, Government and NGOs. <ul style="list-style-type: none">• Familiarization with UNDP processes/procedures or similar experience with international donors	10%
5. Excellent written and communication skills <ul style="list-style-type: none">• Excellent oral and communication skills• Excellent interpersonal and negotiation skills to deal effectively with a range of key stakeholders.	15%
6. Finance	30%
Total	100%