## Terms of Reference

**FORMULATION OF UNDP PROGRAMME SUPPORT ON DISASTER RISK MANAGEMENT AND RESILIENCE BUILDING, 2019 – 2023**

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| **Location:** Malawi  **Application Deadline**: 23rd August 2018  **Category:** Energy and Environment  **Type of Contract:** NationalConsultant  **Reports to:** UNDP Malawi,RSG Portfolio Manager  **Duty Station:** Lilongwe, Malawi  **Languages Required:** English  **Starting Date:** 10th September 2018  **Expected Duration of Assignment:** 35 working days spread over not more than 2 months |
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### BACKGROUND

In 2015 the world adopted the 2030 Agenda for Sustainable development, the Sendai Framework for Disaster Risk Reduction (SFDRR) and Paris Agreement on Climate Change of which Malawi is a signatory. The SFDRR notes that over the past decade, more than 700,000 women, men and children lost their lives, over 1.4 million people were injured and approximately 23 million people are homeless as a result of disasters globally. Malawi is also experiencing increasing cases of disasters; with disasters that happened between 2000 and 2016 surpassing disasters that happened between 1970 and 2000. Between 2015 and 2018, Malawi experienced one of the worst humanitarian crises necessitating declaration of two consecutive state of national disasters, with the crisis of 20115/16 affecting almost one third of the population. Malawi is also experiencing increasing cases of urban vulnerabilities in the recent past and there is need to provide for risk informed planning in urban areas.

Projections for the assessments of the Intergovernmental Panel on Climate Change indicate that the impact of climate change will continue to disrupt economies and the lives of people, with extreme weather events becoming more frequent and devastating, thereby reversing development gains. A post disaster needs assessment that was conducted in 2015rainfall season in Malawi, estimated the total cost of damage and losses from flooding at $494 million, representing 5% of the gross domestic product (GDP).

Malawi Government has embarked on a five-year medium-term development plan (Malawi Growth and Development Strategy III) which has five key priority areas, and the development plan has recognized the importance of building resilience to safeguard development gains. The United Nations Development Assistance Framework for Malawi (2019-2023) has recognized the gap in building resilience. UNDP in its Strategic Plan for 2018 to 2021 commits to build resilience to crises and shocks, and UNDP Malawi in its 5-year Country Programme Document (2019 to 2023) has committed to scale up climate adaptation and resilience to shocks.

In the last programming cycle (2012-2018), UNDP in collaboration with the Department of Disaster Management Affairs (DoDMA) and partners in the Disaster Risk Management (DRM) landscape, delivered a number of results around the following outputs:

Mainstreaming of Disaster Risk Management (DRM) in policies, plans, programmes and development processes.

Data collection and knowledge management on the impact of natural disasters made available to decision makers in Government, Private Sector, Civil Society and Communities.

Strengthening of coordination mechanisms and implementation arrangements for DRM at national and district level in 15 disaster prone districts[[1]](#footnote-1).

Capacity development of multi-sector emergency preparedness, response and recovery at national, district and community level to reduce vulnerability and disaster losses

An evaluation of the Disaster Risk Management Support Programme (2012-2016) conducted in 2017 noted that there is relatively significant progress at national level and there is scope to bridge the results with the district level. UNDP has committed to shift its support from policy to implementation through a successor programme building on the outcome of the evaluation. Following the new UNDP CPD 2019-2022, UNDAF 2019-2023, UNDP would like to engage the service of a National Consultant to support the formulation of a five-year UNDP Programme Support on Disaster Risk Management and Resilience Building in Malawi in line with the SFDRR and MGDS-III. The National Consultant will work in collaboration with an International Consultant to formulate the programme.

### OBJECTIVE AND SCOPE OF THE CONSULTANCY

The consultancy will be expected to draw lessons from the evaluation of the DRM Support Programme (2012-2016), Strengthening Climate Information and early Warning for Climate Resilient Development (2014-2017), National Climate Change Programme (2012-2016), the UNDAF and the feasibility analysis for the Saving Lives and Protecting Agriculture-based Livelihoods in Malawi: Scaling Up the Use of Modernized Climate Information and Early Warning Systems (M-CLIMES). The National Consultant will also analyze existing initiatives in Malawi on disaster risk management from development partners, civil society, non-governmental organizations, local communities etc. to inform the theory of change for the programme. The Consultant will be expected to apply UN programming principles during the exercise, namely: (i) Human rights, gender equality, women’s empowerment; (ii) Sustainability and Resilience; (iii) Accountability and (ii) Leaving No One Behind.

### KEY TASKS

**3.1.1 Literature Review**

The National Consultant in collaboration with the International Consultant will be expected to conduct a comprehensive literature review resulting in a synthesis of current priorities, challenges and opportunities in the areas of the disaster risk management life cycle within the context of Malawi. This will include, but not limited to a review of the assessment and evaluation reports of the following:

* MGDS III
* UNDAF
* The OVP Strategic Plan
* UNDP Country programme Document (2019-2023)
* M-CLIMES project Document
* Sustainable Development Goals
* UNDAF evaluation
* DRM Support Programme evaluation reports
* National Climate Change Programme Evaluation Report
* National Resilience Strategy
* Malawi National Disaster Risk Management Policy
* Draft Disaster Risk Management Bill
* Malawi National Climate Change Management Policy
* Post Disaster Needs Assessment Bill (Flood and Drought-2015 and 2016 respectively)
* The Enhancing Community Resilience Programme evaluation report
* Programmes supported by other key development partners, NGOs and other actors in the DRM landscape.
* Disaster risk management plans developed at local authority level (both district ad urban councils)
* The AU’s Programme of Action for the Implementation of the SFDRR in Africa
* Sendai Framework for Disaster Risk Reduction

**3.1.2 Stakeholder consultations, data collection and analysis**

The International Consultant, in collaboration with the National Consultant, is expected to conduct stakeholder consultations and collect relevant documentation and data from all key stakeholders with interest in the areas of disaster risk management and Climate Change. The list of stakeholders should include Government officials, Development Partners, UN agencies, private sector, academia, the media and relevant Civil Society Organizations. The consultant will also be required to conduct community level consultations.

**3.1.3 Project theory of change (ToC) process**

The National Consultant

will facilitate an inclusive Theory of Change Process in line with 2019-2023 country programme theory to, among others, arrive at the following:

* Specific project results and strategies Priority interventions
* Risks and assumptions
* Key partners and partnerships
* Key target groups and areas

**3.1.4 Develop a project results matrix (Outcomes, Output, Indicators, Assumptions, Risks)**

The National Consultant will contribute to the development of a project results framework before embarking on drafting of the project document. The results framework will be expected to have a complete results chain building on the theory of change, and will have to meet UNDP requirements based on the standard UNDP project formulation template.

**3.1.5 Formulation of the Programme Support Document**

In reference to the approved UNDP Project Design Document Template, and using the outcomes of the ToC process; the National Consultant is expected to collect bassline information that will inform development of a programme support document. The National Consultant will in collaboration with the International Consultant present the draft PSD to a National Reference Group for quality assurance.

### 4.0 DELIVERABLES

The deliverables will include the following: Inception Report (maximum 6 pages).

* The inception report should demostrate how the consultants understand the ToRs and how they intend to achieve the expected outputs and deliverables, including a methodology and strategy on how to develop the Programme Support Document (PSD), including list of stakeholders to be consulted, proposed Table of Content and outline of PSD (with reference to the approved UNDP project design template). The Inception Report should also include a work plan with timelines for all the tasks that the

Consultants will undertake during the exercise.

* The inception report will be discussed and approved by a National Reference Group (NRG) for the programme formulation exercise. The Draft Inception Report to be delivered within 5 working days after signing of contract, and to be finalized within 5 working days after receiving feedback from the reference group.
* Programme results matrix i.e. outcomes, outputs, indicators (baseline, targets), responsible institutions, assumptions and risks.
* First draft Project Support Document, to be delivered in a maximum of 6 weeks after approval of the inception report. The draft PSD will be prepared following stakeholder consultation process. The draft PSD will have all completed sections according to the approved UNDP project design template and will be presented to the reference group for quality assurance.
* Presentation of second draft PSD in national stakeholder consultation workshop, to be held within 2 weeks after incorporating feedback from the reference group and the results of the UNDP Project Quality Assurance (PQA) assessment.
* Final Project Support Document, to be submitted one week after the stakeholder consultation workshop

### REPORTING LINES AND TIMEFRAME

The National Consultant will in collaboration with the International Consultant have matrix reporting to the Portfolio Manager for Resilience and Sustainable Growth at UNDP and Director for Disaster Risk Reduction in the Department of Disaster Management Affairs. The assignment will be technically quality assured by a reference group which will provide technical guidance to the Portfolio Manager and Director for Risk Reduction. The total duration of the assignment is 350 working days, spread not more than two calendar months.

### CONSULTANCY REQUIREMENTS: QUALIFICATIONS AND EXPERIENCE

**6.1 Composition of the Formulation Team**

The project support document will be formulated by a team of two Consultants; (i)Team Leader (International Consultant) and (ii) Team member (National Consultant). The Team leader will be responsible for the overall program formulation and quality of the program document. The Team Leader will be accountable to the Portfolio Manager for Resilience and Sustainable Growth at UNDP and Director for Disaster Risk Reduction in the Department of Disaster Management Affairs. There National Consultant will technically report to the Team Leader, and will provide expertise, develop components of the project document, and draft relevant parts in specific technical areas; risk assessment and community based disaster risk reduction.

**6.2 Specific Responsibilities of National Cponsultant**

The National Consultant will be responsible for the following key tasks:

* Input in development of programme theory and as well as input in the inception report on scope and design with particular attention to the elements of their output area(s);
* Collection of information and data using both secondary and primary data sources for specified project/output areas of focus;
* Completion of designated sections of the programme document; and
* Input in notes for meetings with stakeholders or reference groups as needed by the Team Leader and participation in meetings as needed.

**7.0 QUALIFICATIONS**

The National Consultant must satisfy the following qualifications:

**7.1 Educational Qualification**

Minimum of Master’s Degree in Disaster Risk Management, Climate Change, Social Science or a related field.

**7.2 Experience**

* Experience in risk analysis and management in the area of disaster risk reduction and community based disaster risk reduction;
* Above 5 years’ experience, ideally in Malawi, in one of the two key areas of the outputs related to the UNDAF Outcome 2: 1) Scaled up action, finance and partnerships for disaster risk management ; 2) Strengthening adaptive capacity of rural households and reduced exposure to climate risks.
* Expertise or work experience in cross-cutting areas including capacity development, gender, human rights and south-south cooperation.
* Solid understanding of methodologies for programme development and in-depth knowledge of Malawi's development issues and challenges around resilience and disaster risk management.
* Fluent in Chichewa and any local languages of Malawi
* Experience in developing overarching national programmes; experience with UNDP and/or the United Nations system and experience with UNDAF process.
* Excellent interpersonal and teamworking skills are required.
* Experienced in working with government and national stakeholders in different settings and cultural environments, with experience in Southern Africa preferred.
* Knowledge of the global frameworks of disaster risk reduction, climate change and sustainable development.
* Experience in Results Based Management and programme design;
* Understanding of the workings of the Malawi Government, development assistance and UN in particular;
* Experience in gender mainstreaming;
* Excellent communication skills for report writing and presentation.

**8.0 TIMEFRAME**

The consultancy is scheduled to start on 3rd September 2018 and be concluded by 30th November 2018.

**9.0 EVALUATION**

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

1. Technical criteria weight – 70 %
2. Financial criteria weight – 30 %

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| ***Criteria*** | ***Weight*** | ***Max. Point*** |
| ***Technical*** | *70* |  |
| ***Criteria A*:** *Professional experience*   * Minimum of Master’s Degree in Disaster Risk Management, Climate Change, Social Science or a related field (10) * Above 5 years’ experience, ideally in Malawi, in one of the two key areas of the outputs related to the UNDAF Outcome 2: 1) Scaled up action, finance and partnerships for disaster risk management ; 2) Strengthening adaptive capacity of rural households and reduced exposure to climate risks. * (10) * Experience in developing overarching national programmes; experience with UNDP and/or the United Nations system and experience with UNDAF process. (5) * Experienced in working with government and national stakeholders in different settings and cultural environments, with experience in Malawi preferred (5). | *30* |  |
| ***Total*** | ***30*** |  |
| ***Criteria B:******Technical Proposal***  Understanding of the task, soundness of methodology proposed and schedule in the technical proposal with demonstrated track record in doing related work | *40* |  |
| ***Total*** | ***40*** | ***70*** |
| ***Total*** | ***70*** |  |
| *Financial* | *30* | ***30*** |

**SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

A *Lump Sum Amount* payable modality is envisaged upon submission of deliverables and acceptance/approval by UNDP Country Office for each identified task (reflected in the agreed and signed specific TOR. The lump sum amount is inclusive of all the costs related to the assignment. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment.

**SUBMISSION OF PROPOSALS**

Interested and qualified Individual National Consultants are invited to apply. The applicants must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants’ understanding of ToRs, proposed methodology, and CV.
2. A financial proposal breaking down cost for each operational line and professional fees (this must be submitted separately).
3. Contacts (email and phone) of 3 former clients who will act as referees.
4. A detailed list of similar assignments (copies of these may be requested as necessary) that the consultant has conducted in the past.

***“UNDP is an equal opportunity employer and is committed to achieving workforce diversity in terms of gender, nationality and culture. Women and persons with disabilities are equally encouraged to apply”.***

Interested National Consultants that meet the above specifications should submit a proposal to [procurement.mwi@undp.org](mailto:procurement.mwi@undp.org) by August 24, 2018**.** Proposals that do not meet above specified requirements will not be considered.

1. Nsanje, Chikwawa, Blantyre, Balaka, Mangochi, Phalombe, Salima, Karonga, Nkhata-Bay, Rumphi, Machinga, Zomba, Ntcheu Nkhotakota and Dedza. [↑](#footnote-ref-1)