

**TERMS OF REFERENCE FOR GCF SAMOA VAISIGANO CATCHMENT
PROJECT – TECHNICAL ADVISOR FOR ACTIVITY 2.2**

A. Project Title:

GCF Samoa Integrated Flood Management to enhance Climate Resilience for the Vaisigano River Catchment (VCP) Project.

B. Project Description or Context and Background:

The GCF and GoS Integrated Flood Management to Enhance Climate Resilience of the Vaisigano River Catchment in Samoa, referred to as the Vaisigano Catchment Project (VCP) is a 6-year project which started in 2017 and is designed to strengthen the adaptive capacity and reduce exposure to climate risks of vulnerable communities, infrastructure and the built environment in the Vaisigano Catchment area. It represents the GoS's first GCF approved project and one of the largest of its kind, executed by the Ministry of Finance (MoF) (which is the National Designated Authority (NDA), with the UNDP as the GCF Accredited Entity (AE) and the Ministry of Natural Resources and Environment (MNRE), Land Transport Authority (LTA), Ministry of Works, Transport and Infrastructure (MWTI) and the Ministry of Health (MoH) as the Implementing Agencies (IAs).

With a total budget of USD 65 million (USD 57 Million GCF and USD 8 Million GoS) the VCP represents the GoS's initial steps in operationalizing a comprehensive flood management solution with three major Outputs.

Output 2 focuses to strengthen the adaptive capacity of vulnerable communities and reduce their exposure to flood risk. As one of the activities for this output, Activity 2.2 led by the Environment Sector in the MNRE aims to implement ecosystem responses upstream for decreased water flows during extreme weather events.

Activity 2.2 is a complex component of the VCP, with budget in excess of 8 million USD, with several implementing agencies for its three activities, Payment of Ecosystem Services (PES), Cash for Work (CfW) and Ecosystem-based Adaptation (EbA) Enterprise Developments.

Responsibility for coordination and implementation of VCP Output 2, Activity 2.2 work plans lies with MNRE; this is primarily through the Environment Sector Coordinator. MNRE will be supported by the Activity 2.2 Technical Advisory Group (TAG) including representatives from MNRE, MoF, MAF, UNDP, SBEC, the Civil Society Support Programme (CSSP), Ministry of Women, Community and Social Development (MWCSD) and Samoa Umbrella for Non-Governmental Organizations Incorporated.

On behalf of the Government of Samoa (GoS), UNDP is engaging the services of a Technical Advisor to support the GCF-VCP through the MNRE in the coordination and implementation of Output 2, Activity 2.2.

C. Scope of Work:

The Technical Advisor (TA) will be responsible for providing strategic direction and overall technical backstopping and support to the MNRE through the Environment Sector Coordinator in the implementation of Output 2, Activity 2.2 of the GCF VCP as defined in the project document and VCP Operational Manual. The TA will work under the guidance of the Environment Sector Coordinator and Activity 2.2 TAG to provide advice to MNRE, and other consultants hired for Activity 2.2.

The scope of work for the consultant will include, but not necessarily limited to the following;

- Provision of strategic direction and overall technical, planning and backstopping for Output 2, Activity 2.2 work plans;
- Provision of technical support to MNRE and other partnership agencies (PA) in the operationalisation of the Project Operational Manual for Output 2, Activity 2.2;
- Provision of technical advice and support for the effective implementation of Output 2, Activity 2.2, assuming quality control of interventions, and support to MNRE in the coordination of the implementation of planned activities under Output 2, Activity 2.2;
- Provide quality assurance and technical review of PA work plan deliverables under Output 2, Activity 2.2;
- Provision of technical assistance for effective monitoring and evaluation of work plans of Output 2, Activity 2.2; ensuring that activity implementation and M&E systems mainstream gender and in line with the GCF-VCP Monitoring and Evaluation Framework (MEF) and Gender Plan;
- Assist MNRE in liaison work with project partners, donor organisations, NGOs and other stakeholder groups to ensure effective coordination and potential leverage of additional resources;
- Provide guidance on: knowledge management, communications and awareness raising; documenting lessons from project implementation; and making recommendations to the Output 2, Activity 2.2 TAG for more effective implementation and coordination of work plan activities, including the provision of sound science to inform strategic and technical decisions
- Any other technical inputs and support as required by MNRE in the implementation, coordination, monitoring and evaluation of work plans of Output 2, Activity 2.2.

D. Expected Outcomes and Deliverables:

This section defines the expected Outcomes and Deliverables that the TA is expected to perform and achieve. In addition, the TA shall submit quarterly reports comprising of the specific deliverables outlined below against the approved work plan.

Specific deliverables include the following but are not limited to;

- Review and report on the progress of Output 2, Activity 2.2 against the approved Annual Work Plan;
- Review and report of Output 2, Activity 2.2 work plan activities against key project indicators
- Update and report on Activity Risk Management Matrix against Output 2, Activity 2.2;
- Review and report /update Challenges and Options in the implementation of Output 2, Activity 2.2 work plans;
- Review and report on strategies and way forward to address and mitigate risks that impact on implementation and coordination of Output 2, Activity 2.2 work plans in the short/mid/long term.
- Specific technical reports on implementation issues for the Output 2, Activity 2.2 TAG; and
- Any other deliverable and output as directed by the MNRE Environment Sector Coordinator.

Payments of invoices by the TA will be based on actual working days used to perform the quarterly work plan activities and the deliverables outlined in the quarterly report to be submitted together with the timesheet. The work undertaken by the TA be detailed in a timesheet to be attached to the quarterly invoices.

E. Institutional Arrangement:

The TA will work under management and report to the MNRE CEO through the Environment Sector Coordinator and will work closely with the MNRE GCF Activity 2.2 Team. Reports and deliverables under the contract with the TA will be shared with the MNRE Environment Sector Coordinator, GCF-Project Manager and UNDP MCO Programme Officer no later than 14 days after the end of each quarter.

F. Duration of the Work:

The assignment will last 120 working days within a 12 month period.

G. Duty Station:

Home-based with travel to Samoa. While in Samoa, the TA will be based in the MNRE Environment Sector Coordination Division.

H. Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Focuses on result for the client and responds positively to feedback

- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

I. Qualifications of the Successful Contractor:

- At least a Master's degree in Natural Resources Management, Environmental Sciences, Agriculture, Environmental Economics, Social Sciences or related field is a requirement, with a strong emphasis on climate change adaptation
- More than fifteen years of professional experience in management of climate change, ecosystem based adaptation to climate change related projects, with substantive work undertaken in ecosystem-based adaptation, green jobs, sustainable agriculture, protected areas planning and management as well as a good understanding of mainstreaming gender and other cross-cutting priorities
- Sound understanding of Project Cycle Management, with demonstrated experience in designing and facilitating processes to enhance project implementation and its adaptive management through the application of M&E tools, including results-based management and logical frameworks;
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government and international agencies, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants;
- Experience of working in the Pacific Islands or comparable island nations is advantageous;
- Experience of working on Nationally Implemented projects via UNDP is advantageous;
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource; and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

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

Technical Evaluation will be based on the information provided in the CV and the relevant documents submitted as evidence to support possession of required competencies and qualifications.

- At least a Master's degree in Natural Resources Management, Environmental Sciences, Agriculture, Economics, Social Sciences or related field is a requirement, with a strong emphasis on climate change adaptation(20%)
- More than fifteen years of professional experience in management of climate change, ecosystem based adaptation to climate change related projects, with substantive work

undertaken in ecosystem-based adaptation, green jobs, sustainable agriculture, protected areas planning and management as well as a good understanding of mainstreaming gender and other cross-cutting priorities (25%)

- Sound understanding of Project Cycle Management, with demonstrated experience in project development, implementation and M&E, including results-based management logical frameworks, for programmes and projects implemented by development agencies (15%);
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants (15%);
- Experience of working in the Pacific Islands or comparable island nations is advantageous (5%);
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource (10%); and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English (10%)

J. Scope of Bid Price & Schedule of Payments:

DELIVERABLES	DUE DATE (%)	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon completion and approval by MNRE, MOF/GCF-PMU and UNDP of the first quarterly report to include all specific deliverables under D-Expected Outcomes and Deliverables; • Mission report 1	TBC (25%)	\$XXX
Upon completion and approval by MNRE, MOF/GCF-PMU and UNDP of the second quarterly report to include all specific deliverables under D-Expected Outcomes and Deliverables; • Mission report 2	TBC (25%)	\$XXX
Upon completion and approval by MNRE, MOF/GCF-PMU and UNDP of the third quarterly report to include all specific deliverables under D-Expected Outcomes and Deliverables;	TBC (25%)	\$XXX

Mission report 3		
Upon completion and approval by MNRE, MOF/GCF-PMU and UNDP of the fourth quarterly report to include all specific deliverables under D-Expected Outcomes and Deliverables; <ul style="list-style-type: none"> • Mission report 4 • Final Report 	TBC (25%)	\$XXX
TOTAL (120 working days)		\$XXX

K. 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 **15 November 2018** electronically via email: 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:

- **Cover letter that includes**
 - a concise explanation as to why the bidder is the most suitable candidate for the consultancy assignment;
 - a concise description of the bidder’s understanding of the consultancy assignment;
 - a summary of the comments on the TOR; and,
 - a brief description of the proposed methodology and approach in carrying out the required tasks, specifying the number of days it will take complete each task.
- **Updated CV** that includes description of qualifications/competencies and relevant past experiences in similar projects
- **Financial Proposal** specifying the daily rates inclusive of other expenses. Candidates have the option to choose daily rate or lump sum **(using the attached template)**.
 - **Refer to <https://icsc.un.org/map/> fo the latest UN per diem rates for Samoa. Per diem rate cannot be more than the Samoa rate for the month.**
 - **Consultants are highly recommended to include daily rate due to the duration of this assignment**
- **Letter of interest and availability of the firm/consortium specifying the available date to start and other details – (using the attached template).**
- **Reference Checks Templates to be completed by referees. Please include at least 3 completed and signed referee letters (using the attached template).** UNDP staff may contact referees to verify details of the reference provided if required.

- **The abovementioned documents, information and requirements are mandatory and as such are required to form a complete tender. A proposal will be rejected if it is not substantially responsive to the abovementioned requirements;**

Queries about the consultancy can be directed to the UNDP Procurement Unit

procurement.ws@undp.org