

TERMS OF REFERENCE

Title	Administrative Logistical Support
Location	Suva
Application deadline	10 February 2019
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	10 months (18 th February to 17 th December 2019)

BACKGROUND

Climate change is impacting regions worldwide, but Pacific island countries are particularly vulnerable to frequent and severe climate related risks with low capacity to manage them. Climate risk insurance is part of an integrated climate risk management approach, which provides immediate liquidity post disaster to cope up with the urgent financial needs. A multi layered climate risk insurance strategy on a macro, meso and micro level can respectively help the governments, organizations and individuals, and thus the entire economy to manage the impacts of climate related disasters.

The Pacific Financial Inclusion Programme (PFIP) is jointly administered by UNDP and UNCDF and presently operates in six Pacific countries- Fiji, PNG, Samoa, Solomon Islands, Tonga and Vanuatu. Through its grant projects and technical assistance, PFIP has provided access to appropriate and affordable financial services to over 2 million adults in the Pacific. Mobile and branchless banking, microinsurance, remittances, micro pensions are some of the interventions supported by PFIP.

PFIP has recently signed an UN-UN partnership agreement with the Germany based Munich Climate Insurance Initiative (MCII). MCII is hosted by the UN University Department of Environment and Human Security. MCII intends to share its thirteen years of knowledge and expertise in advocating for new ways of applying insurance to complement risk management and adaptation. Additionally, MCII aims to leverage its over six years of experience gained in the micro insurance space by leading and coordinating the Climate risk adaptation and insurance in the Caribbean (CRAIC) project.

The CRAIC project assists Caribbean countries in their efforts to increase social resilience and adapt to climate change by incorporating climate risk insurance within a broader framework of disaster risk reduction strategies. The PFIP MCII partnership envisages scoping for a regional climate risk adaptation and insurance scheme and the initial three countries for the feasibility will include Fiji, Tonga and Vanuatu.

DUTIES AND RESPONSIBILITIES

Scope of Work

- Provide support to the Pacific Financial Inclusion programme, Climate Insurance Programme with logistics for the three-country scoping set to commence in Feb'19 and run until April'19.

- Country as well as regional workshops and stakeholder conferences to present the scoping findings and build consensus for an implementation framework.
- Provide support to the overall administration and implementation of PFIP Programme delivery through ATLAS, adapt processes and procedure, and support results-based management; and
- Assist in the documentation and proper recording of all knowledge-based products, filing of reports, data and success stories on the regional climate risk adaptation and insurance facility to be set up following the scoping.
- Provide support to the Climate Insurance activities for the stakeholder meetings for Tonga, Vanuatu and Fiji during the month of July – September 2019
- Provide administrative support in the form of arranging travel, procurement and payments related to the climate insurance work undertaken by PFIP

Expected Outputs and Deliverables

The Consultant is expected to work closely with the Deputy Program Manager based at UNDP Pacific Office in Fiji to support the following activities. The activities will be further discussed and agreed upon and monthly reports produced by the Consultant to provide an update:

1. Produce monthly report indicating all administration, financial and logistical work for the Regional workshop in March 2019 is completed for the period 18 Feb to 17 Mar.
2. Produce monthly report indicating all and the invitation letters, workshop venue and resource persons identified for the climate insurance workshop completed for the period 18 Mar to 17 Apr.
3. Produce monthly report indicating all administration financial and logistical work assigned and completed for the period 18 Apr – 17 May.
4. Produce monthly report indicating all administration financial and logistical work assigned and completed for the period 18 May – 17 June
5. Completion of the duties assigned relating to administration financial and logistical work assigned and for the stakeholder's meetings for Tonga for the period 18 Jun to 17 Jul.
6. Completion of the duties assigned relating to the administration financial and logistical work assigned for stakeholders meeting in Vanuatu completed for the period 18 Jul to 17 Aug.
7. Produce monthly report indicating all administration financial and logistical work assigned and completed for the period 18 Aug – 17 Sept.
8. Completion of duties assigned relating to the stakeholders meeting in Fiji and completion of administration financial and logistical work completed for the period 18 Sept – 17 Oct
9. Produce monthly report indicating all administration financial and logistical work assigned and completed for the period 18 Oct to 17 Nov.
10. Produce monthly report indicating all administration financial and logistical work assigned and completed which also includes filing of all the documents relating to the regional and the stakeholders workshop for the period 18 Nov – 17 Dec

Institutional Arrangement

- The Consultant will be directly supervised by the Deputy Programme Manager, Pacific Financial Inclusion Programme based in Fiji.
- He/She is expected to provide updates on a regular basis to ensure the completion of deliverables as identified in this Consultancy exercise.

- The consultant will be provided with a laptop and a office space to complete the tasks assigned.
- The consultant will be required to be located at the PFIP office in Suva and report on daily basis.

Duty Station

- The Consultant will be based in Suva, Fiji and based on need might be required to travel within Fiji and to other Pacific countries to support implementation of key project activities.
- The contract will be for 10 months from 18 February – 17 December 2018.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Comprehensiveness knowledge of web-based software
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Completion of high school or tertiary education in business administration

Experience

- At least 3 years of experience in project finance and administration work is required
- Demonstrated ability to undertake financial analysis, workshop preparation and logistics and write clearly and concisely, initiative, diligence at work, sound judgment and ability to perform well in a multi-cultural environment.
- Knowledge of UN Policies and procedures would be an asset.

Language requirements

- Fluency of English language is required;

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)

- Education Qualification - 10%
- Relevant (min 3 years) work experience in similar field - 25%
- Experience in handling regional workshops = 20%
- Experience in handling travel bookings and logistical support – 15%

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on monthly 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.

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

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 II.
- **Personal CV** 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.
- **Financial proposal**, that indicates the all inclusive fixed total contract price, supported by a breakdown of costs, as per template

Incomplete proposals may not be considered.

Annexes

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

Proposal Submission

All applications must be clearly marked with the title of the consultancy and submitted by 11.59pm, **10 February 2019** (Fiji Time) electronically to extenderbox.pacific@undp.org.

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