

## **TERMS OF REFERENCE**

### **Systems and Training Specialist for the Province-Wide Implementation of the ClimEx.db**

#### **A. Project Title**

Resilience and Preparedness toward Inclusive Development (RAPID) Program

#### **B. Project Description**

The Resilience and Preparedness toward Inclusive Development (RAPID) is a capacity development program in support of the long-term recovery of Local Government Units (LGUs) and communities in Yolanda-affected areas. It is administered by the United Nations Development Programme (UNDP) - Philippines Inclusive and Sustainable Development Unit (ISD) and the Australian Government Department of Foreign Affairs and Trade (DFAT).

RAPID aims to strengthen the approaches and actions on Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) at the local level by capacitating its target LGUs and communities on climate change and disaster risk assessments and mainstreaming these outputs in development formulation and preparedness planning. The project is being initiated to municipalities located along the coastline of San Pedro Bay and Leyte Gulf which are: Tacloban City, Palo, Tanauan, Tolosa, Mayorga, MacArthur and Abuyog in Leyte, Basey and Marabut in Samar, and Lawaan and Balangiga in Eastern Samar.

The Program has seven project outputs and these are as follows:

1. Climate/ disaster risk and vulnerability assessments produced as basis for “climate/disaster proofing” of future development in the target areas;
2. Priority disaster mitigating measures such as community-based and managed early warning systems (CBMEWS), contingency plans, re-engineering standards, and other resilience building interventions developed and implemented;
3. Competencies of local governments and critical partners improved to deal with the disaster risks of multi-hazards, including those from climate change and general level of awareness and competencies of vulnerable communities and other local stakeholders increased to deal with disaster and climate change risks;
4. Disaster Risk Reduction (DRR) and Climate Change Adaptation (CCA) mainstreamed into land use, socio-economic plans, and investment programs at the national and local level;
5. Risk sharing/transfer mechanisms developed and showcased;
6. Knowledge management on Disaster Risk Reduction and Management and Climate Change Adaptation developed and implemented;
7. Competencies of barangays and communities improved to deal with the disaster risks of multi-hazards, including those from climate change; and general level of awareness and competencies of vulnerable communities and other local stakeholders increased to deal with disaster and climate change risks.

For Output 1, the development of a Climate and Disaster Risk Tools aims to determine the nature and extent of risks by analyzing potential hazards and evaluating existing conditions of vulnerability and adaptive capacity. This output relies heavily on the establishment of the Climate and Disaster Exposure Database (ClimEx.db)—a system that enable users to collect, manage and visualize data required to assess risks and

vulnerability of households, buildings and production areas to hazards. It has three platforms, these are: (1) a mobile survey tool to collect data; (2) a desktop application for viewing, analyzing, and generating tables and charts from the gathered data; and (3) a server to upload and store all collected data. ClimEx.db, along with the different hazard, land use, and natural resource maps will be utilized as inputs for development planning and disaster risk reduction management.

A six-month extension was granted to the RAPID Program for 2019 wherein a province-wide application of ClimEx.db was expected as one of its deliverables. Through series of scoping meetings and consultations, Biliran was determined as the province in which to implement the ClimEx.db. Hence, RAPID will be needing a Systems and Training Specialist that will setup and install the ClimEx.db system as well as conduct trainings and workshops for the entire province.

### C. Scope of Work

The consultant is expected to perform the following duties:

1. Prepare the enhanced ClimEx.db survey forms on SDGs (poverty indicators), disaster risk reduction and management and necessary questions/items that may be added based on consultations with the provincial and municipal government.
2. Develop the enhanced ClimEx.db mobile app in relation to the updated questionnaires.
3. Prepare additional dashboards on the ClimEx.db desktop app also in reference to the updated questionnaires.
4. Develop the training modules and user's manual on data collection.
5. Update schema and data dictionary of the system.
6. Mentor the local ClimEx.db team (field coordinator, validators and team leaders) on the implementation processes of the ClimEx.db.
7. Conduct trainings on geotagging and enumeration surveys as well as on data visualization, processing and cleansing to the local ClimEx.db team (field coordinator, validators, team leaders, GPS operators and enumerators)
8. Facilitate workshops on community validation of the collected data.
9. Oversee, together with the Project Management Unit (PMU), the overall implementation of the ClimEx.db for the entire province.

### D. Expected Outputs and Deliverables

Deliverables/ Outputs	Target Due Dates	Review and Approvals Required
Signed contract; submission and approval of a proposed workplan and training design.	March 04, 2019	UNDP-RAPID PMU
Submission and acceptance of enhanced ClimEx.db System (questionnaire and enhanced mobile app).	March 18, 2019	UNDP-RAPID PMU

Submission and acceptance of activity/ training reports for the first 3 LGUs and training manual.	April 22, 2019	UNDP-RAPID PMU
Submission and acceptance of activity/ training reports for the remaining 5 LGUs, user's manual and documentation of updated schema and data dictionary.	June 17, 2019	UNDP-RAPID PMU

#### E. Institutional Arrangement

For the duration of the contract, the consultant shall report to the UNDP through the Inclusive and Sustainable Development (ISD) Unit in the delivery of the terms of reference. Reporting is output-based and all reports must be submitted to UNDP-ISD. Final outputs should be formally accepted by the UNDP-ISD before any payment is made.

#### F. Duration of the Work

To undertake the tasks, procedures, and expected outputs, the consultant shall be engaged for a period equivalent to four (4) months. Effectivity of the engagement will be upon signing of the contract and will be valid until all outputs have been delivered and accepted. The target start-of-work date is March 01, 2019 and the expected completion date is June 30, 2019.

#### G. Duty Station

The position will be based in Manila to allow accessibility and availability for discussions and reporting on progress of activities as may be required by the UNDP. Though the consultant will not be required to report regularly, status reports and feedbacks on the outputs shall be expected from time to time.

Also, he/ she should be able to travel and do field works and monitoring activities in the province of Biliran. Travel expenses during trainings and monitoring visits are all included in the contract price.

#### H. Qualifications of the Successful Individual Contractor

Requirements	Points
Educational: Graduate of information technology, computer science, electronics and communications engineering or related field.	20%
Work experience	80%
<i>Minimum 5 years of relevant experience in developing systems for data collection using open source programs such as ODK and Kobo Collect</i>	25%
<i>Minimum 5 years of relevant experience in developing systems for data visualization and management using freeware programs such as Qlik and Tableau</i>	25%
<i>Minimum 7 years of relevant experience in facilitating trainings and/or implementing data collection and/or management in local government units and/or government agencies</i>	20%
<i>Language: Fluency in English and Filipino</i>	10%

## I. Scope of Price Proposal and Schedule of Payments

The financial proposal should be expressed in lump sum amount inclusive of all financial costs related to this engagement (i.e., such as transportation/travel to and from residence for meetings within Metro Manila, supplies and materials, equipment, reproduction, communications including internet, etc). The Consultant will be requested to include weekends within the period of engagement as work days, if necessary, and will be required to travel outside of Manila, as the need arises which expenses during travel visits should be all included in the offer. Payment will be made in installments based on the following milestones/ outputs:

% of the Contract Fee	Deliverable/Milestone Output	Target Completion Date
20%	Signed contract; submission and approval of a proposed workplan and training design.	March 04, 2019
40%	Submission and acceptance of enhanced ClimEx.db System (questionnaire and enhanced mobile app)	March 18, 2019
25%	Submission and acceptance of activity/ training reports for the first 3 LGUs and training manual.	April 22, 2019
15%	Submission and acceptance of activity/ training reports for the remaining 5 LGUs, user's manual and documentation of updated schema and data dictionary.	June 17, 2019

## J. Recommended Presentation of Offer

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- Personal CV or P11**, 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 provided.

## K. Criteria for Selection of the Best Offer

Combined Scoring Method:

Financial Proposal (30%)

Qualifications and Methodology (70%)

Qualifications:

Educational Background 20%

Previous Work Experience 80%