



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 01 April 2019

Country: Solomon Islands

Description of the assignment: Terminal Evaluation Consultancy: International (Team Leader)

Project name: Solomon Islands Water Sector Adaptation Project (SIWSAP)

Period of assignment/services (if applicable): 20 working days from April to May 2019 (10 days in Duty Station and 10 days home Based)

Proposal should be submitted at the following address

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=84438 no later than **08 April 2019**.

Any request for clarification must be sent in writing, or by standard electronic communication to the e-mail at sereyvattana.chan@undp.org or soi.procurement@undp.org . The UNDP Office will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to consultants.

1. BACKGROUND

The project titled “Solomon Islands Water Sector Adaptation Project (SIWSAP)” will worked with partners such as Government of the Solomon Islands, Ministries of Mines, Energy, and Rural Electrification (MMERE), in partnership with Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Health and Medical Services – Environmental Health Division and UNDP with funding from GEF Least Developed Countries Fund (LDCF).

The project is designed to achieve its objective through 1) formulating, integrating, and mainstreaming water sector-climate change adaptation response plans in the water-related sectors as well as broader policy and development frameworks, 2) increasing the reliability and improving the quality of water supply in targeted areas, 3) investing in cost-effective and adaptive water management interventions and technology transfer, and 4) improving governance and knowledge management for climate change adaptation in the water sector at the local and national levels.

At the end of project implementation, the Government of Solomon Island will have enhanced systems, tools, and knowledge for water resource resilience at the national and local levels, which will contribute to the implementation and achievement of national priorities outlined in various policies and strategies, including the National Adaptation Program of Action (NAPA) 2008, National Development Strategy (NDS) 2011 – 2020, National Water and Sanitation Sector Plan (2007).

The TE will be conducted according to the guidance, rules and procedures established by UNDP and GEF as reflected in the UNDP Evaluation Guidance for GEF Financed Projects.

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2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The evaluators will assess the extent to which the project is achieving impacts or progressing towards the achievement of impacts. Key findings that should be brought out in the evaluations include whether the project has demonstrated: a) verifiable improvements in ecological status, b) verifiable reductions in stress on ecological systems, and/or c) demonstrated progress towards these impact achievements.

For detailed information, please refer to Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

Masters Degree in Climate change related discipline, environment, disaster risk management, social sciences or closely related field

II. Years of experience:

- Minimum *10* years of relevant professional experience working in climate change adaptation, disaster risk management and related fields;
- Experience working with LDCF or GEF evaluations;
- Previous experience with results-based monitoring and evaluation methodologies;
- Technical knowledge in the targeted focal area(s): Climate Change Adaptation, Disaster Risk Management, Water Resource Management and related fields;

III. Competencies:

- Excellent evaluation skills, including capacity to produce high quality and constructive reports
- Excellent English report writing skills
- Demonstrated analytical skills, ability to assess complex situations, to succinctly and clearly distil critical issues, and to draw practical conclusions
- Demonstrated ability to work with developing country government agencies.
- Experience leading multi-disciplinary, multi-national teams. Ability to meet short deadlines.
- Excellent interpersonal, coordination and planning skills. Sense of diplomacy and tact.
- Demonstrated knowledge of UNDP and LDCF/GEF

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why you are the most suitable candidate for the advertised position, a concise description of the bidders understanding of the consultancy assignment, a summary of the comments on the TOR, and a **brief methodology** on the proposed approach and conduct of the required work.
- **Updated and signed P-11 along with your CV to include** qualifications/competencies and relevant past experience in similar projects and contact details of 2 professional referees who can certify your competencies, professionalism, quality of writing, presentation and overall suitability to this TOR

- Individual consultants will be evaluated based on a combination of factors including cover letter, the credentials on offer and brief interview (optional) and the offer which gives the **best value for money for the UNDP**.
- Please duly fill the below financial proposal and attach to the last page of the CV along with all other required documentation above.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70 point of Technical Evaluation would be considered for the Financial Evaluation. The total score for each offeror will be calculated independently by this formula:

Total Score = Technical Score x .07 + Finance Score x 0.3

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS