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Resilient Nations.

## Terms of Reference

Ref: PN/FJ/035/19

**Consultancy Title:** Resilient Development Specialist (Fiji Nationals Only)

**Project Name:** Pacific Risk Resilience Programme (PRRP)

**Duty Station:** Home based and stationed within relevant line ministries (TBC)

### **Duration of the Contract:**

- Contract period
  - 3 months
- Number of working days
  - 60 days
- Commencement and ends dates of assignment.
  - Start date: 10 June 2019
  - End date: 10 September 2019

Consultancy Proposal should be sent via email to [etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org) no later than **29<sup>th</sup> May, 2019 (Fiji Time)** clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to [procurement.fj@undp.org](mailto:procurement.fj@undp.org). UNDP 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 all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. **Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.**

**NOTE:** Proposals must be sent to the designated email ([etenderbox.pacific@undp.org](mailto:etenderbox.pacific@undp.org)). Please do not copy or directly email applications to UNDP staff.

*If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.*

### **Objectives:**

The **overall objective** of this assignment is to identify opportunities and support the integration of climate change, disaster, gender and social inclusion risks into development projects with relevant line ministries, with the goal of developing strategies for risk informing all development within particular sectors. The assignment will result in a compilation of **Risk Informed Development (RID) Proof-of-Concept** Projects (herein “risk informed projects” or “projects”) that will be used by the PRRP as examples for scale work in the Region.

The outputs expected from this assignment are as follows:

1. **Identification and development of strategies to develop risk informed projects** - This will focus on identifying opportunities and developing strategies for potential risk informed projects at national and subnational level with relevant line ministries identified by the consultant and the Programme.
2. **Strengthen capacity to consider climate change and disaster risk with Implementing Partners** – this will focus on strengthening the capacity of Implementing Partners with regards to integrating climate change and disaster risk management into development projects.
3. **Implementation of risk informed projects** – support government and partners to **implement** risk informed components of identified projects, informing the tender process, construction and procurement and eventually operation with relevant risk management measures.
4. **Support Monitoring and Evaluation** – collect, document and analyse information in a results-based and timely manner.
5. **Knowledge Management and Information Sharing** - develop knowledge products on **RID Proof-of-Concept** projects for diffusion, research and sharing with networks and partners within Fiji and across the programme countries.

#### **Background**

The Pacific Risk Resilience Programme (PRRP) an Australian Government (DFAT) and Swedish International Corporation for Development Agency (SIDA) funded the Programme which is implemented by the United Nations Development Programme implemented in Fiji, Vanuatu, Solomon Islands and Tonga. The Programme will focus on strengthening governance mechanisms for Disaster Risk Management (DRM) and Climate Change Adaptation (CCA) at the sub-national and local levels in Solomon Islands, Vanuatu, Fiji and Tonga.

PRRP is now working to increase its scope of **Risk Informed Development “Proof-Of-Concept”** projects within Fiji and with new programme partners. The results from this work will assist the programme in scaling up RID work nationally and regionally.

In this regard, the United Nations Development Programme, Pacific Office in Fiji, is seeking a local consultant as a “Resilient Development Specialist -Consultant” to assist the Project Management Unit (PMU) to ensure on strengthening governance mechanisms for Disaster Risk Management (DRM) and Climate Change Adaptation (CCA) at the sub-national and local levels in Solomon Islands, Vanuatu, Fiji and Tonga..

#### **Scope of work/Expected Output**

1. **Identification and development of strategies for risk informed projects within Fiji:**
  - Undertake consultation with relevant line ministries and partners to identify development projects;
  - Develop proposed strategies for risk informing the development projects
2. **Strengthen climate change and disaster risk capacity for risk informed implementation partners:**
  - Strengthening governance capacity for **risk informed project** implementing partners to identify and address climate change and disaster related risk in their development projects.

- Support CCDRM champions at national and sub-national level to advocate for climate and disaster resilient development.
- Support the design and implementation of capacity development initiatives at national, provincial and local levels for climate and disaster resilient development.
- Ensure integration of gender and social inclusions issues into projects.

### 3. Implementation of risk informed projects

- Support government and partners to implement risk informed components of identified projects, informing the tender process, construction and procurement and eventually operation with relevant risk management measures.

### 4. Supporting Monitoring and Evaluation

- Continuously monitors and assesses risks of **risk informed** projects;
- Carry out project analysis to capture lessons learned and ensure that risks are properly monitored and mitigated;
- In coordination with the PRRP Regional team, review reports submitted, analyse results/lessons learned, research inputs and provide strategies for development of information via reports and briefs dissemination to stakeholders;
- Provide inputs, as necessary, to the preparation of work plans, log frames and M&E plans; and
- Support the identification and documentation of links, synergies, lessons learnt and good practices that are useful in the institutional learning process and to increasing the results of the programme

### 5. Knowledge Management and Information Sharing

- Developing knowledge products on **risk informed** projects for diffusion, research and sharing to networks and partners

#### Resources Provided

The consultant is expected to provide their own laptop and communications equipment. UNDP will make arrangements for travel within Fiji and externally.

#### Supervision/Reporting

The consultant will report to the Programme Manager and Deputy Project Manager for the UNDP Pacific Risk Resilience Programme (PRRP) and will work in collaboration with other members of the PRRP team and key partners.

#### Requirement for Qualifications & Experience

- At least 10 years' management experience at national level;
- Masters Degree in social sciences or discipline relevant to environmental management and/or climate change;

- Extensive experience with mainstreaming climate and disaster risk into development planning and budgeting at national, sub-national and sectorial;
- At least 3 years’ experience in the management and implementation of risk informed planning and budgeting, adaptation to climate change; disaster response and recovery, and environmental management and permitting processes;
- Experience in working with Fiji government and thorough understanding of systems and processes in Government
- Knowledge and experience of mainstreaming gender and social inclusion is required
- Fluency in English (written and oral) is essential and basic knowledge Pacific Island languages is preferable.

**PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

Daily Fee

The IC shall quote an all-inclusive Daily Fee for this consultancy work. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

Payments

Payments shall be done monthly and based on actual days worked, and upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

General Notes on Financial Offer

- UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources;
- 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 UNDP and the Individual Consultant, prior to travel and will be reimbursed;

**Payment Schedule (if required):**

<b>Date to be completed</b>	<b>Activity/Deliverable</b>	<b>Days</b>
Based on Quarterly TOR produced by the team every	Undertake consultation with relevant line ministries and partners to identify development projects;	15 days
	Develop proposed strategies for risk informing the development projects	

3 months based on the workplans for 2019 - 2020	Strengthening governance capacity for <b>risk informed project</b> implementing partners to identify and address climate change and disaster related risk in their development projects.	15 days	
	Support CCDRM champions at national and sub-national level to advocate for climate and disaster resilient development.		
	Support the design and implementation of capacity development initiatives at national, provincial and local levels for climate and disaster resilient development.		
	Ensure integration of gender and social inclusions issues into projects.		
	Support government and partners to implement risk informed components of identified projects, informing the tender process, construction and procurement and eventually operation with relevant risk management measures.	15 days	
	Continuously monitors and assesses risks of <b>risk informed</b> projects;	8 days	
	Carry out project analysis to capture lessons learned and ensure that risks are properly monitored and mitigated;		
	In coordination with the PRRP Regional team, review reports submitted, analyse results/lessons learned, research inputs and provide strategies for development of information via reports and briefs dissemination to stakeholders;		
	Provide inputs, as necessary, to the preparation of work plans, log frames and M&E plans; and		
	Support the identification and documentation of links, synergies, lessons learnt and good practices that are useful in the institutional learning process and to increasing the results of the programme		
Developing knowledge products on <b>risk informed</b> projects for diffusion, research and sharing to networks and partners	7 days		

- Consultancy fee to be paid based on satisfactory completion of outputs and certification by UNDP on a monthly basis

## Evaluation

### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

No.	Criteria	Weighting
1	At least 10 years' management experience at national level;	20
2	Minimum Masters Degree in social sciences or discipline relevant to environmental management and/or climate change;	5
3	Extensive experience with mainstreaming climate and disaster risk into development planning and budgeting at national, sub-national and sectorial;	10
4	At least 3 years' experience in the management and implementation of risk informed planning and budgeting, adaptation to climate change; disaster response and recovery, and environmental management and permitting processes;	10
5	Experience in working with Fiji government and thorough understanding of systems and processes in Government	10
6	Knowledge and experience of mainstreaming gender and social inclusion is required	10
7	Fluency in English (written and oral) is essential and basic knowledge Pacific Island languages is preferable.	5
		70

## Shortlisted Candidates

Offerors must send the following documents.

- **CV including names/email contacts of at least 3 professional referees (at least 2 from recent employers)**

**i) Cover letter setting out:**

- How the proposer meets the qualifications and experience required.

**iii) Completed template for confirmation of Interest and Submission of Financial Proposal**

Consultant must send a financial proposal based on an **all-inclusive Daily Fee** for this consultancy work. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

In general, UNDP shall 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 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.

*The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website ([www.pacific.undp.org](http://www.pacific.undp.org))*

**Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants**

*Successful candidate will be required to complete the BSAFE course prior to undertaking any travel related to this consultancy (online security awareness training). <https://training.dss.un.org/course/category/6>*