TERMS OF REFERENCE

Development of Environmental and Social Management and Monitoring Plan for hydro-met stations.

Location :	Lilongwe with travel to districts
Application Deadline :	
Time left :	
Type of Contract :	Individual Contract- Environmental and social impact specialist
Post Level :	
Languages Required :	English
Duration of Initial Contract :	90 days spread over a period of 5 months

A. Project Title: Saving Lives and Protecting Agriculture-based Livelihoods in Malawi: Scaling Up the Use of Modernized Climate Information and Early Warning systems (M-CLIMES)

B. Project Description:

The Government of Malawi, with the support from UNDP, has secured funding from the Green Climate Fund to scale up the use of modernized early warning systems (EWS) and climate information in the country. The project will work with communities in disaster prone and food-insecure districts to co-develop tailored weather- and climate-based agricultural advisories to be disseminated through ICT/mobile, print and radio channels. The project will also scale up best practices in community readiness to respond to disasters and mitigate key risks. Community-based EWS will be scaled up in flood-prone areas and capacities to use and respond to warnings will be strengthened at the national, district and community levels.

The project is being implemented in 21 districts by the Department of Disaster Management Affairs (DODMA), in collaboration with the Department of Climate Change and Meteorological Services (DCCMS), Department of Water Resources (DWR), Department of Agricultural Extension Services (DAES), Department of Fisheries (DoF), and the National Smallholder Farmers Association of Malawi (NASFAM).

The project has three expected outputs;

i. Expansion of observation networks that generate climate-related data to save lives and safeguard livelihoods from extreme climate events
ii. Development and dissemination of products and platforms for climate-related information/services for vulnerable communities and livelihoods
iii. Strengthening communities' capacities for use of EWS/CI in preparedness for response to climate related disaster

The project intends to install a number of hydro-met stations/equipment that includes automated weather stations (AWS), hydrological stations and lake based weather buoys. In accordance with the Environmentl Management Act of 1996 for Malawi Government, Environmental and Social Screening (ESS) was done by Environmental Affairs Department (EAD) at 53 sites identified for installation of automated weather stations, hydro-stations, lake based weather buoys and lighting detection sensors. The screening concluded that installation of hydro-met equipment will have very limited spatial and temporal impacts and will not have significant adverse environmental and social impacts. The findings of the assessment conducted by EAD resonates with the findings of social and environmental screening assessment conducted by UNDP during project design. The screening confirmed that the overall social and environmental risk category for this project is low and the project will provide a number of significant environmental benefits by enabling better predictive management of droughts and floods and risk informed planning for agriculture and fisheries, the project will yield environmental benefits through strengthened ecosystem resilience and improved soil and water quality. Support to water resource use modelling will also enhance sustainable water resource planning and use. Although the EAD assessment concluded that the level of the potential social and environmental risks associated with the installation of hydro-met equipment is low, it recommended the project to develop a generic environmental and social management and monitoring Plans (ESMP) to mitigation risks to any anticipated environmental and social impacts, minimal as they may be, arising from installation of hydro-met equipment. In the above context, UNDP Malawi is looking for a consultant to develop ESMP plan for the hydro-met sites.

C. Scope of Work

The consultant is expected to undertake this assignment by reviewing and analyzing existing reports and engaging key stakeholders including the local communities at the proposed installation sites in order to gain a thorough understanding of the existing socio-economic and bio-physical conditions. The consultant is required to undertake comprehensive field visits and collect all the necessary data which will form the basis of his/her recommendations. The consultant is also required to review the ESS assessments conducted by UNDP and EAD and come up with appropriate ESMP measures that are compliant to standards established by the government of Malawi and UNDP.

D. Expected Outputs and Deliverables

The main objective of this assignment is to develop Environmental and Social Management and Monitoring Plans (ESMMP) for the 55 hydro-met sites that commensurate with national and international standards.

The specific objectives of the assignment will include:

a) Review and update Social and Environmental Screening (ESS) reports prepared by EAD and UNDP to assess the potential environmental and social impacts of the planned project
b) Preparation of project level Environmental and Social Management Plan (ESPM), with site-specific supplemental plans including reparation of appropriate bills of quantities and budget for implementing the ESMP.
c) Training of the project staff on implementation of the ESMP.

EXPECTED DELIVERABLES AND ACTIVITIES
1. Inception report; • Activity 1.1 Review of the pertinent regulations, protocols and standards pertaining to the project • Activity 1.2 Review the ESS reports pertaining to the hydro-met sites • Activity 1.3 Prepare and present an inception report to relevant stakeholders **2. ESMP reports- one per site (or clustered as logical and appropriate).** • Activity 2.1 Undertake public consultation to ensure relevant stakeholders are involved in the development of the Environmental and Social Management and Monitoring Plan (ESMMP) • Activity 2.2 Prepare ESMP report based on the identified environmental and social impacts (direct and indirect, short and long-term and cumulative) associated with the installation of the hydro-met stations. • Activity 2.3 Develop an Environmental and Social Monitoring Plan by which all mitigation measures recommended in the Environmental Management Plan will be monitored • Activity 2.3 Prepare bills of quantities for monitoring, mitigation and impact management. **3. Training of project staff on ESMP** • Conduct a training for selected staff on the ESMP

Deliverables/ Final products expected	**Expected duration**
Deliverable 1: • Inception report	5 days
Deliverable 2: • Draft ESMP report that includes site visits and drafting of the report	55 days
Deliverable 3: • Site specific final ESMP report and training of staff	30 days

**Payment will be based on acceptance of the deliverable by UNDP (and not submission) based on inputs from key relevant stakeholders (i.e. government and regional agencies).*

E. Institutional Arrangement

The expert will report to the Portfolio Manager for Resilience and Sustainable growth at UNDP and the Director of Disaster Risk Reduction at the Department of Disaster Management Affairs and shall work directly with the M-CLIMES Project Coordination Unit (PCU) which is coordinating the initiative. He/she is expected to work hand in hand with the Responsible Parties in executing his/her responsibilities.

F. Duration of the Work[1]

The expected duration of the assignment is for 90 days spread over a period of five months.

G. Duty Station

Lilongwe including travel to M-CLIMES project districts

S/N	Name of District	Sites	Tentative No. of Visits
1	Chitipa	Automated Weather Stations (AWS)	2
2	Karonga	AWS + Lake buoy	2
3	Lilongwe	AWS +Hydrological Stations (HS)	2
4	Salima	AWS + HS	4
5	Dedza	AWS + HS	4
6	Nkhotakota	AWS + HS	4
7	Kasungu	AWS + HS	4
8	Mchinji	AWS + HS	4
9	Ntchisi	AWS + HS	4
10	Dowa	AWS + HS	4
11	Mzimba	AWS	2
12	Nkhatabay	AWS	2
13	Rumphi	AWS	2
14	Phalombe	AWS	2
15	Chiradzulu	AWS	2
16	Ntcheu	AWS + HS	4
17	Zomba	AWS	2
18	Mulanje	AWS	2
19	Chikwawa	AWS	2
20	Mangochi	Lake buoy	1
	TOTAL		**55**

[1] *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*

H. Qualifications

Education:

- Minimum University degree in Environmental Studies; Environmental Sciences or related subject

Experience:

- At least 5 years of work experience in of relevant and practical working experience with environmental and/or social impact assessments;
- Previous experience in working with national governments in Africa or other developing countries;
- Experience in conducting environmental and social assessments, development of ESMP plans for national governments and donor organizations;
- Experience in climate change and/or disaster risk management;
- Preference will be given to candidates who are on the prequalified roster of EAD;
- Fluency in English with concise, diplomatic, and accessible written and oral communication skills.

Language Requirements:

- Fluency in written and spoken English is essential. Ability to write reports, make presentations

I. Scope of Price Proposal and Schedule of Payments

A *Lump Sum Amount* payable modality is envisaged upon submission of deliverables and acceptance/approval by UNDP CO for each identified task (reflected in the agreed and signed specific TOR. The lump sum amount is inclusive of all the costs related to the assignment. Payments are based upon output, i.e. upon delivery of the services specified in the TOR. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment. The contract will be paid in USD.

Schedule of Payments

Deliverables/ Final products expected	**Expected duration**	**Payment Milestones (% of the total contract value)**
Deliverable 1: • Inception report	5 days	20%
Deliverable 2: • Draft ESMP report that includes site visits and drafting of the report	55 days	40%

Deliverable 3: • Site specific final ESMP report and training of staff	30 days	40%

J. Recommended Presentation of Offer

Interested and qualified consultants or consulting firms are invited to apply. The consultants must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicants CV.
2. An Offer letter including financial proposal breaking down cost for each operational line and professional fees. (form attached)
3. Contacts (email and phone) of 3 former clients or referees.
4. A detailed list of similar assignments (copies of these maybe requested as necessary) that the consultant has conducted in the past.

K. Criteria for Selection of the Best Offer

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

Technical criteria weight – 70 %
Financial criteria weight – 30 %

Criteria	Weight	Max. Point
Technical (based on Technical proposal)	70%	70
Minimum educational background and work experience	20%	20
Understanding of the assignment from the ToRs	20%	20
Methodology and experience with similar assignments	30 %	30
Financial (based on financial proposal)	30%	30

L. Annexes to the TOR

Annex-1: M-CLIMES Project document
Annex-2: ESS reports pertaining to hydro-met sites
Annex-3: Offeror Letter including financial proposal form

M. Approval

This TOR is approved by: Sothini Nyirenda, Program Analyst, Resilience and Sustainable Growth