



UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference

I. Position Information

Job Code Title: Consultancy firm to conduct Coastal Vulnerability Assessment (CVA) for UNDP-GEF Project.

Duty Station: Freetown, Sierra Leone with frequent field visits to project locations in Lakka, Hamilton, Tombo, Conakry dee, Shenge and Turtle Island.

Contract Modality: Consultancy firm

Duration: 30 days

II. Background

UNDP is implementing a five-year GEF funded project "Adapting to climate change induced coastal risk management in Sierra Leone" with the aim to strengthening the ability of coastal communities to systemically manage climate change risks and impacts on physical infrastructures and economic livelihoods.

The coastal zone of Sierra Leone is highly vulnerable to the increased frequency and severity of coastal erosion, flooding and storm surges which severely impact social wellbeing (health), livelihood security (and water resources) and major economic sectors such as fishing, tourism, water resources and agriculture. Coastal communities are already experiencing considerable repercussions of these impacts, notably on their livelihoods with reduced fishing productivity, ecosystem degradation and low farming outputs. The limited accessibility of climate-related data limits the ability of decision-makers to make informed planning and policy decisions for the coast (in particular marine and sea parameter databases such as wave height, wave period, wind speed and direction), and to take any clear strategic actions to remedy these negative effects. This lack of adequate knowledge is contributing towards undermining social and economic development, particularly under a changing climate. In addition, weak institutional regulatory capacity coupled with the absence of a national "coastal specific" community-based information system that focuses on supporting the management of climate-related risks continue to hamper long-term coastal planning, management and early warning activities. The GEF-funded project is designed to address these problems. The intended outcome of the project is to help the Government of Sierra Leone (GoSL) to become more climate resilient while contributing towards achieving Sustainable Development Goals (SDGs).

The project focuses on three thematic components;

Component 1: Generating sound scientific knowledge and access to information;

Component 2: Climate information internalized into coastal development policy and

plans;

Component 3: Awareness and alternative, innovative activities to support adaptation in the coastal zone.

Through these components, the project will work towards the update of those policies and any informational barriers that are currently preventing Sierra Leone from systematically managing coastal risks. This will contribute to reducing vulnerability of both coastal communities and ecosystems and in the process strengthen institutional capacity and adaptation planning.

UNDP is therefore seeking to recruit the services of a consultancy firm to conduct coastal vulnerability assessment (CVA) for the six project sites along the project defined coastal zone of Sierra Leone.

Objective of the assignment

The objective of this assignment is to identify, comprehensively analyze and document existing factors that are contributing to the climate vulnerability of coastal communities in Sierra Leone and to ensure the availability of sufficient information that will help determine the types and scale of interventions to enhance coastal resilience in to the future. The goal is to inform the design of future project interventions (hard, soft or hybrid) to safeguard both communities and infrastructures at the targeted locations from the impacts of climate change. The consultancy firm is expected to carry out the assignment in accordance with the tasks specified below.

III. Functions / Key Results Expected

The consultancy firm for the CVA will work directly under the supervision of the UNDP Team Leader for Sustainable Growth, in close collaboration with the UNDP-GEF National Project Manager and primary stakeholders for the project- Environmental Protection Agency (EPA), Ministry of Fisheries and Marine Resources (MFMR) and National Tourist Board (NTB).

Overall responsibilities:

The overall responsibility of the consultancy firm is to carry out coastal vulnerability assessment that identifies existing and anticipated climate vulnerabilities, coping strategies that reflect known social and poverty dimensions, and from this, to confirm existing climate model predictions. The consultancy firm shall include collecting and analysing raw and observational data of current practices that are taking place which are exacerbating community exposure to climate vulnerabilities.

Specific tasks will include but not limited to:

- Conduct an assessment of the climate change risk of the coastal zones within the six project sites (at least 3 climate scenarios) and from this to identify features that are required to help develop coastal resilience;
- Carry out Oceanography/marine drone based coastal zone erosion mapping
- Consult key technical partner institutions and experts to identify broader climate change issues, review existing and past climate change interventions at national

<p>and sectoral levels;</p> <ul style="list-style-type: none"> • Conduct field consultation with local coastal community groups regarding existing risks and vulnerabilities as well as documenting their knowledge and experience regarding contemporary challenges that are climate change related; • Identify capacity building needs and develop training package for key stakeholders in the targeted coastal communities; • Assess and evaluate the occurrence of recorded climate change specific hazards which have occurred over the last 10 years at all 6 project sites; • Identify links between the reported climatic variations and specific livelihood and other income-generating and economic activities that have been carried out on natural resources (ecosystems or specific habitats) within coastal communities; • Identify priority areas (geographic) that are experiencing high climate related risks or vulnerabilities; • facilitate a multi-stakeholder discussion and participatory event to communicate the findings and recommendations from the study. The event must include relevant communities, local and regional authorities, the private sector, NGOs and CBOs as appropriate; • Identify and prioritize adaptive measures (engineering or non-engineering) based on the findings of the assessment; • Formulate a costed action plan for the implementation of adaptive measures including costing and resource requirements
<p>IV. Deliverables</p> <p>Based on the scope of work outlined above, the Consultant firm will be expected to deliver the following outputs:</p> <ul style="list-style-type: none"> • Inception report prepared (including work plan, methodology and data collection tools) • Prepare and present draft assessment report to the Project Management Team and UNDP • Conduct one validation workshop • Submission of the final report (three hard copies and soft copy) to UNDP • Summary version of the final report to be shared with UNDP senior management team and with project stakeholders
<p>V. Payment Modalities</p> <p>Payment to the Consultant firm will be done as follows</p> <p>20% paid upon submission of inception report</p> <p>60% upon submission of Draft Assessment Report after completion of validation workshop</p> <p>20% paid upon incorporation of comment and submission of all final reports</p>
<p>VI. Qualifications</p> <p>Skills required:</p>

The assignment requires a consultancy firm with team of experts who can demonstrate adequate technical capacity and expertise in the field of geography, oceanography, multidisciplinary environmental or natural resource management as well as knowledge of coastal areas and issues in West Africa and with a good understanding of the social and economic dimensions of coastal vulnerabilities.

Qualification and Experience

The firm must have

- Minimum 5 years professional experience in Climate change and Environmental related issues, including familiarity with coastal climate change impacts and adaptation measures.
 - Staff with specific expertise and technical background in one or more of the following areas: Climate Change, Oceanography, Environmental Sciences, Natural Resource Management or related discipline.
 - Previous experience in undertaking climate vulnerability assessment and coastal adaptation.
 - Demonstrated understanding of sustainable development issues and challenges in the natural resource and environmental sectors.
 - Knowledge and professional experience in conducting vulnerability and climate risk assessment;
 - Experience in developing and delivering capacity building programs
 - Experience in developing trainings on climate risk management and ensuring mainstreaming in development project implementation strategies.
- Previous experience working in developing country setting would be an asset.

Language Requirements:

- Fluency in spoken and written English required.

VII. How to Apply

Qualified Consultancy Firms are hereby requested to apply to this vacancy by submitting the following through UNDP career website:

- - CV of technical experts indicating relevant professional experience
 - Description of similar assignment undertaken by the firm with relevant documentation
 - Technical Proposal detailing description (of the proposed methodology on how to complete the assignment.
 - Financial proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs (including professional fee, and specified other costs if applicable, including travel costs and DSA).

Deadline for application to this vacancy is not later than.....

Note:

- The information in the breakdown of the offered lump sum amount provided by the offer will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.

Please note that applications will only be considered if they include ALL of the items listed above.

IX. Evaluation criteria

Technical evaluation criteria (total 70 points):

1. Professional qualifications and experience with respect to the TOR: 70 points.
2. Financial evaluation (total 30 points)

Prepared by:

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Date: 03/09/19

Reviewed by

Signature 
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