



## Terms of Reference

### **Consultancy for Humanitarian Advisory Team Project – Senior National Coordinator, Communication, Community Engagement and Accountability CCEA Scoping Mission IC/PNG/046-2021**

Location:	Port Moresby
Type of Contract:	Individual Contract (National)
Project:	Humanitarian Advisory Team Project
Languages Required:	English
Starting Date:	1 October 2021
Duration of Contract:	200 days over the period of the 12 months

## Background and Context

Papua New Guinea – home to 50% of the population of the Pacific region – faces a variety of challenges with humanitarian consequences because of regular natural disasters (earthquakes, volcanoes, landslides, frost, drought, tsunamis), conflicts, refugee matters, civil strife and governance issues. The hazard profile of Papua New Guinea comprises frequent localized disasters affecting specific communities and regions. Recent large-scale events include the 2015-16 El Niño-induced drought and frost, the 2018 Highlands Earthquake, and the current COVID-19 pandemic. National and sub- national capacities for and investment in disaster risk management remain weak. There is broad variation in national, provincial, and local capacities to plan for and effectively respond to humanitarian emergencies. The need to strengthen co-ordination and communication between national and provincial institutions responsible for humanitarian planning, preparedness, response, and recovery, remains a priority.

Following the departure of UN OCHA from Papua New Guinea in June 2015, UNDP assumed the role of humanitarian response coordination in addition to its overall responsibility to conduct operational activities for disaster mitigation, prevention, and preparedness. This humanitarian response coordination role includes contingency planning, managing information sharing and coordination of international humanitarian partners' interventions. It is the focal point for emergencies within the UN System and provides secretariat support to the UN Resident Coordinator, UN Country Team, Disaster Management Team, Inter-Cluster Coordination Group and, as appropriate, the National Disaster Centre.

Accountability to affected populations is a key obligation of the member organizations that constitute the Disaster Management Team and Inter-Cluster Coordination Group. Through community engagement, vulnerable and marginalized populations should have mechanisms through which to provide feedback on their humanitarian needs, enabling a more inclusive approach to disaster management that leaves no one behind.

In this context, the Humanitarian Advisory Team Project is recruiting a Senior National Coordinator to assist in coordinating a scoping mission on response-wide Communication, Community Engagement and Accountability to address capacities, capabilities, opportunities and gaps. It has been widely agreed that effective Communication, Community Engagement and Accountability (CCEA) are essential for making progress toward greater participation and accountability towards affected populations in humanitarian response.



## Objectives

Undertake a scoping mission of the status of response-wide Communication, Community Engagement and Accountability (CCEA) towards affected populations in Papua New Guinea and to provide recommendations for a strengthened and more inclusive platform.

Co-design and deliver workshops to meet training needs based on recommendations.

## Scope of Consultancy

Under the overall supervision of Humanitarian Coordination Specialist, and drawing from primary and secondary sources, the consultant is expected to:

1. Provide an overview of the PNG communication culture, language, local power dynamics, and opportunities and barriers to two-way communication.
2. Scope the following:
  - a. Current national and international humanitarian coordination structure and how CCEA is being addressed within that context
  - b. Degree of community participation and engagement in needs assessments and decision-making on priorities being addressed
  - c. Information, news sources, and communication channels preferred by different communities, including gaps in information.
  - d. Common messaging (opportunities and gaps)
  - e. Feedback and common feedback mechanisms
  - f. Complaint response mechanisms
  - g. Safeguarding and PSEA
  - h. Community perception surveys, independent or other
  - i. Rumour management and tracking
3. Look beyond humanitarian coordination to identify and briefly articulate:
  - a. Approaches led by government and other actors in development and humanitarian programming, as well as innovative community led approaches to CCEA and local civil society.
  - b. Through key informant interviews, entry points for sustainable and community appropriate systems for communication and community engagement.
4. Identify agencies on the ground with CCEA expertise and any potential support available in the region
5. Highlight snapshots of CCEA good practice
6. Identify technical areas that requires strengthening for collective approaches to CCEA
7. Recommend concrete areas for strengthening CCEA across the spectrum of emergency management to ensure synergies across all pillars.

## Key deliverables and schedule of payment

The consultancy will be for a total of 12 months from October 2021 to October 2022 and will result in the following deliverables:

1. Draft Methodology

2. Draft Scoping mission report (max 25 pages), to include:
  - Executive Summary, 1-2 pages
  - Methodology
  - Findings
  - Recommendations & Conclusions
3. Identify priority learning needs and co-design training workshops
4. Deliver 2 workshops
5. Final mission report in English

Key milestones or deliverables	Due Date (Tentative)	Review and Approvals
First installment payment of the 20% of the contract value after submission and subsequent acceptance of draft methodology	31 October 2021	Humanitarian Coordination Specialist
Second installment payment of the 30% of contract value after submission and acceptance of scoping mission report	31 January 2022	Humanitarian Coordination Specialist
Third installment payment of the 20% of the contract value after submission and subsequent acceptance of training program materials for workshops	30 April 2022	Humanitarian Coordination Specialist
Fourth installment payment of the 20% of the Contract value after successful completion of 2 workshops	31 August 2022	Humanitarian Coordination Specialist
Final installment payment of the 10% of the contract value after submission and subsequent acceptance of final mission report	30 September 2022	Humanitarian Coordination Specialist

### Institutional arrangements

The work will be undertaken over a period of October 2021 to September 2022 by the consultant. The consultant will work closely with CDAC Network and particularly their international consultant to discuss and prioritise activities within the relevant timeline.

UNDP requires that all

### Resources provided

The consultant may be required to work remotely and to conduct planned travel. The HAT project will be responsible also for providing office space (as needed), laptop and travel-related expenses.

### Duration of the assignment

The duration of the assignment is from 1 October 2021 to 30 September 2022.

### Duty station

The duty station for this assignment is Port Moresby. Travel within PNG will be required.



### Education

- Advanced university degree (master's degree or equivalent degree) in political science, social science, international studies, or a related field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

### Experience

- At least 7 years' experience in the humanitarian or development action inside Papua New Guinea with significant experience working on AAP/CCE in or outside country.
- Experience facilitating participatory approaches would be highly desirable.

### Language requirements

- Fluency in English is required, knowledge of local languages is desirable and preferred.
- Knowledge of Pidgin (Tok Pisin) would be an asset.

### Corporate competencies

- Proven coordination, advocacy and strategic engagement/negotiation skills, including donor relations.
- A good understanding of information management (including data flows, protection and analysis), as well as qualitative and quantitative data collection methods.
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and Treats all people fairly without fear or favor

### Functional competencies

- Excellent oral, written and presentation skills in English
- Ability to quickly adapt to change, and to remain calm under pressure
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment

### Technical evaluation criteria

#### 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) 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.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
<ul style="list-style-type: none"> <li>Advanced university degree (master's degree or equivalent degree) in political science, social science, international studies, or a related field is required with at least 7 years of experience or a first-level university degree in combination with 9 years of qualifying experience may be accepted in lieu of the advanced university degree.</li> </ul>	10	
<b>Experience</b>		<b>40%</b>
<ul style="list-style-type: none"> <li>At least 7 years' experience in the humanitarian or development action inside Papua New Guinea with significant experience working on AAP/CCE in or outside country.</li> </ul>	20	
<ul style="list-style-type: none"> <li>Experience facilitating participatory approaches would be highly desirable.</li> </ul>	20	
<b>Competencies</b>		<b>20%</b>
<ul style="list-style-type: none"> <li>Proven coordination, advocacy and strategic engagement/negotiation skills, including donor relations.</li> </ul>	5	
<ul style="list-style-type: none"> <li>A good understanding of information management (including data flows, protection and analysis), as well as qualitative and quantitative data collection methods.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively</li> </ul>	2	
<ul style="list-style-type: none"> <li>Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and Treats all people fairly without fear or favor.</li> </ul>	2	
<ul style="list-style-type: none"> <li>Excellent oral, written and presentation skills in English;</li> </ul>	2	
<ul style="list-style-type: none"> <li>Ability to quickly adapt to change, and to remain calm under pressure; and</li> </ul>	2	
<ul style="list-style-type: none"> <li>Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.</li> </ul>	2	
<b>Technical Criteria</b>		<b>70%</b>
***If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

#### Documents to be included when submitting Consultancy Proposals



The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNP PNG Procurement page](#)**
- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- c) **P11/ Updated CV**
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### **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 instalments 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, living expenses, and number of anticipated working days).

#### **Travel**

The consultant will be required to travel in accordance with an agreed work plan and methodology. UNDP Humanitarian Advisory Team project staff will provide necessary support in coordinating meetings with relevant stakeholders.

Please be aware that current UN policy does not permit unvaccinated personnel to travel.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

**UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.**

#### **Approved by:**

Name: Edward Vrkic  
Designation: Deputy Resident Representative  
Organization: UNDP PNG CO  
Date: 15 September 2021