



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 19th November, 2014
PN/FJI10-42-14

Country:	Fiji (with travel to Solomon Islands, Vanuatu and Tonga)
Description of the assignment:	Climate Change and Disaster Risk Management Expert
Project name:	Pacific Risk Resilience Programme (PRRP)
Period of assignment/services (if applicable):	261 days over a 12 month period

Proposal should be submitted at the following address C/-UNDP Fiji MCO, Private Mail Bag, Suva, Fiji or sent via email to procurement.fj@undp.org no later than **12pm 4th December 2014 (Fiji time)**. Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. 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

1. BACKGROUND

The Pacific Risk Resilience Programme (PRRP) is a 5 year Australian Government funded Programme which is implemented by the United Nations Development Programme in partnership with an INGO partner (Live and Learn) 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. The programme will be centred on three outcome areas that will be implemented under one coordinated and integrated programme: 1) Risk governance planning and delivery mechanisms of local governments and communities are inclusive, coordinated, mutually reinforcing and integrated into national processes (vertical integration); 2) Risk governance is integrated across Government policies, plans and budgets at all levels in response to community priorities (horizontal integration); and 3) Effective engagement and exchange of information is shared within countries and across the region (knowledge management). Under outcomes 1 and 2 the programme will require Climate Change and Disaster Risk Management (CCDRM) experts to integrate climate change and disaster risk into policies, planning, budgeting and decision-making processes across development sectors (horizontally) as well as at the sub-national and community level (vertically).

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

The CCDRM expert will be responsible for the technical delivery of products and training on the integration of climate change and disaster risk into planning, budgeting and decision-making processes. Specific outputs expected for this assignment across all four programme countries (Solomon Islands, Vanuatu, Fiji and Tonga) include:

- i) Integration of risk in to the national and sub-national level planning process: this will focus on

the development of products on how risk to disasters and climate change can be incorporated, into national, sub-national as well as sector level (agriculture and education) planning processes;

- ii) Building capacity of key stakeholders for integration of risk: into planning processes that they are responsible for;
- iii) Post-disaster recovery work: support on the coordination, assessment and programming of post-disaster recovery interventions for affected population following major disaster events;
- iv) Knowledge Management and Information Sharing: developing knowledge products and undertaking awareness-raising on good and effective risk governance.

For detailed information, please refer to Annex 1- Terms of Reference.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Natural Disaster Risk Management and/or Climate Change expert (international/regional with relevant experience in risk management and / or development planning):

- At least 7 years' experience in the management and implementation of disaster risk management; adaptation to climate change; disaster response and recovery, and environmental management and permitting processes;
- Advanced University Degree in social sciences or discipline relevant to disaster risk management and/or climate change would be highly desirable;
- Expertise in analysis of capacity, particularly for risk management;
- Familiarity with development planning particularly National Sustainable Development planning processes and linkages with sectoral and sub-national planning;
- Experience in integrating cross-cutting issues in to development planning and budgetary processes;
- Knowledge and experience of gender dimensions relating to DRM, CCA and development planning;
- Technical expertise, knowledge and programming skills relating to climate change and disaster risk management, including vulnerability analysis and assessment tools, and mainstreaming climate change and disaster risk management in to national development plans, policies and budgetary processes;
- Excellent writing and drafting skills and experience of providing policy advice at the international, regional or national level;
- Knowledge of the Pacific region (preferably in Solomon Islands, Vanuatu, Fiji and Tonga);
- Fluency in English (written and oral) is essential.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

Technical Proposal

The applicant should submit the following documents:

- P11 form (available on the UNDP website; www.undp.org.fj, an updated current CV, contact details of at least two referees and a cover letter setting out how the applicant meets the selection criteria);
- Letter addressing how you meet the requirements;

- Letter confirming availability and interest using UNDP template (available on the UNDP website: www.undp.org.fj)

Financial Proposal

The consultant is requested to provide a quotation or the fees/cost (in USD) for the services which will be rendered using the following format.

Daily consultancy rates	A daily consultancy rate proposed by the consultant (by working days)
Living allowance (in Suva, Fiji)	A daily living allowance for Suva (by calendar days)
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country

5. FINANCIAL PROPOSAL

Contracts based on daily fee

The financial proposal will specify the daily fee, travel expenses and per diems quoted in separate line items, and payments are made to the Individual Consultant based on the number of days worked.

The financial proposal must be submitted separately from other documents.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel from point of origin and to Suva Fiji Islands. 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. For travel to other programme countries UNDP will pay directly for tickets, lodging and terminal expenses.

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:

- responsive/compliant/acceptable, and
- 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 49 (out of 70) point would be considered for the Financial Evaluation.

Criteria	Weight
<u>Technical</u>	70%
<p>Qualifications</p> <ul style="list-style-type: none"> At least 7 years' experience in the management and implementation of disaster risk management; adaptation to climate change; disaster response and recovery, and environmental management and permitting processes; 	10%
<p>Experience</p> <ul style="list-style-type: none"> At least 7 years' experience in the management and implementation of disaster risk management; adaptation to climate change; disaster response and recovery, and environmental management and permitting processes; Expertise in analysis of capacity, particularly for risk management; Familiarity with development planning particularly National Sustainable Development planning processes and linkages with sectoral and sub-national planning; Experience in integrating cross-cutting issues in to development planning and budgetary processes; Knowledge and experience of gender dimensions relating to DRM, CCA and development planning; Technical expertise, knowledge and programming skills relating to climate change and disaster risk management, including vulnerability analysis and assessment tools, and mainstreaming climate change and disaster risk management in to national development plans, policies and budgetary processes; 	40%
<p>Knowledge and Communications</p> <ul style="list-style-type: none"> Excellent writing and drafting skills and experience of providing policy advice at the international, regional or national level; Knowledge of the Pacific region (preferably in Solomon Islands, Vanuatu, Fiji and Tonga); Fluency in English (written and oral) is essential. 	20%
<u>Financial</u>	30%



Empowered lives.
Resilient nations.

ANNEX

TERMS OF REFERENCE

Mainstreaming Disaster, Climate Change and Environmental Risk into Development Planning

Consultancy Title: Climate Change and Disaster Risk Management Expert
Project Name: Pacific Risk Resilience Programme (PRRP)
Duty Station: Fiji (with travel to Solomon Islands, Vanuatu and Tonga)
Duration of the Contract: 261 days over a 12 month period (Jan 2015 to Jan 2016)

Background

The Pacific Risk Resilience Programme (PRRP) is a 5 year Australian Government funded Programme which is implemented by the United Nations Development Programme in partnership with an INGO partner (Live and Learn) 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. The programme will be centred on three outcome areas that will be implemented under one coordinated and integrated programme: 1) Risk governance planning and delivery mechanisms of local governments and communities are inclusive, coordinated, mutually reinforcing and integrated into national processes (vertical integration); 2) Risk governance is integrated across Government policies, plans and budgets at all levels in response to community priorities (horizontal integration); and 3) Effective engagement and exchange of information is shared within countries and across the region (knowledge management). Under outcomes 1 and 2 the programme will require Climate Change and Disaster Risk Management (CCDRM) experts to integrate climate change and disaster risk into policies, planning, budgeting and decision-making processes across development sectors (horizontally) as well as at the sub-national and community level (vertically).

Objective and Outputs

The **overall objective** of this assignment is to assist Government stakeholders at national and sub-national levels to integrate climate change and disaster risk into strategic planning, budgeting and decision-making processes, as well as to manage post-disaster recovery processes. The outputs

expected from this assignment to achieve this objective across the four programme countries (Solomon Islands, Vanuatu, Tonga and Fiji) are as follows:

- v) **Integration of risk in to the national and sub-national level planning process:** this will focus on the development of products on how risk to disasters and climate change can be incorporated, into national, sub-national as well as sector level (agriculture and education) planning processes;
- vi) **Building capacity of key stakeholders for integration of risk:** into planning processes that they are responsible for;
- vii) **Post-disaster recovery work:** support on the coordination, assessment and programming of post-disaster recovery interventions for affected population following major disaster events;
- viii) **Knowledge Management and Information Sharing:** developing knowledge products and undertaking awareness-raising on good and effective risk governance.

Activities and Expected Deliverables

1. Integration of risk in to the national and sub-national level planning process:
 - Assessment of current risk integration in their Corporate Plans, AWP etc. ;
 - Consultations with relevant line ministries and partners to strengthened risk integration; and
 - Development of guidelines and provision of training to relevant stakeholders on proposed changes.
2. Building capacity of key stakeholders for integration of risk:
 - Mapping out capacity development need of Key beneficiaries of the PRRP programme
 - Developing appropriate and relevant training materials for these key agents
 - Undertaking series of training with necessary monitoring and evaluation and follow-up
3. Support on the coordination, assessment and programming of livelihood recovery interventions for the affected population
 - Conduct post-disaster recovery assessments and plans for medium to longer term recovery and reconstruction
 - Build capacity of national and sub-national agencies to coordinate, monitor and mobilise resources for the implementation of the plan
 - Develop guidelines and tools for recovery coordination and planning
4. Knowledge Management and Information Sharing: developing knowledge products and undertaking awareness-raising on good and effective risk governance.

Key deliverables from this assignment should include:

- Inception report which reflects outputs for each component of work (due within the first month of the assignment);
- Progress reports to be provided on a monthly basis;
- Knowledge products; and
- Hand over notes and debriefing to be provided at the end of the assignment.

Management and Reporting Arrangements

The consultancy will be carried out by highly experienced international or regional experts in the field of risk governance. S/he will be based in Suva with the regional PRRP team and will report to the Programme Manager for the Pacific Risk Resilience Programme (PRRP). PRRP management may decide to contract more than one consultant subject to agreed activities within the work-plans in each country.

Experience and Qualifications:

Natural Disaster Risk Management and/or Climate Change expert (international/regional with relevant experience in risk management and / or development planning):

- At least 7 years' experience in the management and implementation of disaster risk management; adaptation to climate change; disaster response and recovery, and environmental management and permitting processes;
- Advanced University Degree in social sciences or discipline relevant to disaster risk management and/or climate change would be highly desirable;
- Expertise in analysis of capacity, particularly for risk management;
- Familiarity with development planning particularly National Sustainable Development planning processes and linkages with sectoral and sub-national planning;
- Experience in integrating cross-cutting issues in to development planning and budgetary processes;
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- Technical expertise, knowledge and programming skills relating to climate change and disaster risk management, including vulnerability analysis and assessment tools, and mainstreaming climate change and disaster risk management in to national development plans, policies and budgetary processes;
- Excellent writing and drafting skills and experience of providing policy advice at the international, regional or national level;
- Knowledge of the Pacific region (preferably in Solomon Islands, Vanuatu, Fiji and Tonga);
- Fluency in English (written and oral) is essential.

Application Deadline and Submission

Applicants should express their interest in being considered for the above posts, by emailing their CVs and P.11 form and letter of application to procurement.fj@undp.org. The deadline for submitting applications is 12pm, 4th December 2014 (Fiji time). Applicants should indicate the post being applied for (Climate Change and Disaster Risk Management Expert) in the subject line of the email.

For further information concerning this Terms of Reference, please contact Mr. Moortaza Jiwanji, Project Manager (Pacific Risk Resilience Programme), UNDP-PC, Suva, on e-mail moortaza.jiwanji@undp.org / telephone (679) 3227530

Incomplete applications will not be considered, and only candidates for whom there is further interest will be contacted.