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TERMS OF REFERENCE FOR HIRING UNDP CONSULTANTS

A. Project Title:

Economy-wide integration of climate change adaptation and disaster risk management to reduce climate vulnerability of communities in Samoa

B. Project Description or Context and Background:

The project “Economy-wide Adaptation to Climate Change” implemented by the Government of Samoa in collaboration with UNDP became operational in November 2014 with the objective to address expected impacts of climate change in losses of lives, livelihoods, and assets of vulnerable communities in Samoa. .

The US \$12.3 million project, funded by the Least Developed Countries Fund (LDCF), will contribute to overcoming barriers to climate change adaptation by strengthening institutional capacity within the government; enhancing inter-ministerial coordination of climate change adaptation; promoting the inclusion of climate change concerns into development strategies across all sectors; climate-proofing of communities’ physical assets; introducing more climate-resilient livelihoods options; and sharing lessons learned and best practice on climate change adaptation across the Pacific region. The Implementing Entity is the Ministry of Natural Resources and the Environment. Responsible parties include the Ministry of Finance, Ministry of Women, Communities and Social Development, the Land Transport Authority and the UNDP.

MNRE will invest the bulk of the LDCF resources in Component 2, aimed to enhance the resilience of communities as first responders of climate change-induced hazards. This component focuses on flood-protection infrastructure interventions, ecosystem-based adaptation approaches, resilient livelihoods support and revision and implementation of Disaster Risk Management plans for 100 villages.

UNDP is recruiting a Chief Technical Advisor to provide technical and operational support to the project management unit and the GoS in the inception phase (first year) of the project, especially focusing on providing strategic and technical guidance to the interventions under Component 2.

The CTA must have strong expertise in the areas of water engineering, water resource management, climate change adaptation project design and management, disaster risk management, and community-based interventions.

C. Scope of Work:

The Chief Technical Advisor (CTA) will be responsible for providing strategic direction and overall technical backstopping to MNRE (Disaster Management Office and Water Resources Division), Land



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and Transport Authority, Ministry of Women, Community and Social Development, Ministry of Works, Transport and Infrastructure, and all other Government responsible parties, and to support the PMU in the inception phase of the project with special focus on interventions under Component 2. He/She will work under the guidance of the Project Steering Committee and report to UNDP to provide advice to the project management team and other consultants hired within the project. He/she will also be responsible for producing the Inception Report of the project.

The scope of work for the consultant will include, but not necessarily be limited to, the following key activities:

1. Provide technical advice and support for effective project implementation

- Provide technical expertise and strategic guidance to Component 2 (and to Components 1 and 3, if and when requested by GoS and with the approval of the MCO), provide quality control of interventions, and support the Project Manager in the definition of implementation and procurement plans and in the coordination for planned activities under the project, as stipulated in the project document and work plan;
- Serve as international expert on flood-risk management infrastructure solutions, ecosystem-based approaches, and monitoring and evaluation expert in the context of climate change adaptation
- Serve as international expert on design resilient livelihood interventions, in the context of climate change, and targeting women and youth groups
- Define roles for all responsible parties and reflect these in the inception report; ensure roles are coordinated
- Give input and guide development of technical training packages for all target groups and provide a peer review function; in certain cases carry out selected training events;
- Advise on key policy and technical issues pertaining to the project;
- Develop Terms of Reference for consultants and sub-contractors that will be necessary for the implementation of the project, and assist with selection and recruitment process Provide technical supervisory function to the work carried out by the other technical assistance consultants hired by the project.
- Assist the PM in coordinating the work of consultants and sub-contractors, helping to ensure the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities;
- Provide guidance to ensure that technical contracts meet the highest standards;

2. Provide technical assistance for effective monitoring and evaluation

- Provide technical guidance to the responsible Govt parties (MWCSO, MNRE and MoF) for the livelihoods intervention to use reliable baseline data for the selection of beneficiaries
- Provide technical guidance to the consultant (local or international) hired to design the Experimental Design strategy for adequate monitoring of the livelihoods intervention, which per the Project Document should be designed and agreed for the selection of beneficiaries



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- Assist the PM in the preparation and revision of the Management Plan as well as the Multi Year Work Plan; the Annual Work Plans (AWPs) as well as formalizing the activities for the first years;
- Assist the PM in reviewing the Monitoring and Evaluation Framework and monitoring tools
- Assist the PM in adjusting the project Results Framework, as required per the inception workshop discussions and follow-up, and in line with corporate requirements;
- Assist the PM in defining the necessary coordination mechanisms at the national and regional level for efficient implementation of the project

3. Relationship building

- Identify strategic opportunities for the project to achieve greater development impact through partnerships building and adaptive management
- Liaise with project partners, donor organizations, NGOs and other groups to ensure effective coordination of project activities and potential leverage of additional resources;
- Engage on and contribute to policy dialogues within MNRE and other relevant agencies;

4. Facilitate Knowledge Building and Communications

- Assist in the definition of a knowledge management, communications and awareness raising strategy
- Provide guidance on knowledge management, communications and awareness raising and on document lessons from programme implementation and make recommendations to the Project Board for more effective implementation and coordination of programme activities;

D. Expected Outcomes and Deliverables:

This document defines the responsibilities and tasks that the CTA is expected to assume. In addition, the CTA shall submit a brief report indicating the deliverables provided and working days used, every two months. This report will serve as basic supporting document for the monthly payment.

Specific deliverables are:

- Inception Report for the project, including all contents per Annex I of this ToR (end of May 2015)
- Peer-reviewed and approved design of Vaisigano river wall
- Experimental Design strategy for livelihoods output
- First Steering Committee Meeting report (for validation of the Inception Report) (June 2015)
- Bi-monthly work reports

E. Institutional Arrangement:

The hired consultant will directly be under the close supervision of the Assistant Project Director in MNRE and the UNDP MCO Environment & Climate Change Unit manager.



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F. Duration of the Work:

The following is an estimate, and may be subject to change based on the development and progress of the project. The total number of days of the consultancy is expected to be 120 working days.

- The consultant will perform the duties of Interim PM for the project while the PMU is being recruited and do handover to incoming PM (10 days in May and 15 days in June to include a mission to Samoa)
- Senior technical adviser (10 days per month up until Dec 2016 and can be extended if needed).

It is expected that a minimum of 60 days of the consultancy will be spent on the ground in Samoa. The consultant will be working in close collaboration with the EWACC Assistant Project Director and Project Manager as well as with the UNDP multi-country office in Samoa.

G. Duty Station:

Home-based with travel to Apia, Samoa

H. Competencies:

Corporate Competencies

- Demonstrates commitment to the Gov. of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including new IT based systems

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment



I. Qualifications of the Successful Contractor:

- Postgraduate degree in water engineering and management or other closely related field
- Minimum 10 years of experience on water resources management and infrastructure
- In-depth and proven knowledge and experience in the area implementation of development initiatives, policies and programmes relating to coastal and riparian management, including substantial knowledge of climate change adaptation measures and climate proofing of infrastructure in coastal/riparian zones, including impacts on environment related to human development and poverty reduction.
- Working experience the Pacific region in general and Samoa in particular is a requirement
- Experience with UNDP-GEF projects in the Pacific is a requirement, in Samoa a strong asset
- Previous experience with MNRE and knowledge of the Vaisigano river and the greater Apia area is a strong asset
- Proven practical experience of Results Based Management (RBM), with sound knowledge on Log Frame and Project Cycle Management (PCM);
- Strong skills in M & E
- Excellent communication, analysis and writing skills
- Experience on effective coordination of large, multidisciplinary teams of experts and consultants;
- Fluency in English (oral and written) is a requirement
- Good interpersonal skills (the consultants will contact various actors and stakeholders of the project)

J. Scope of Bid Price & Schedule of Payments:

DELIVERABLES : It is expected that the consultant will submit a detailed report for every 40 working days effectuated	DUE DATE %	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Inception report for the full period by 20 th May 2014		xxxx
Submission of report detailing the main outputs (in line with AWP) achieved and supported. (40 working days from start of contract)		xxxx
Submission of report detailing the main outputs (in line with AWP) achieved and supported. (80 days from start of contract)		xxxx
Submission of report detailing the main outputs (in line with AWP) achieved and supported. (120 working days from the start of contract)		xxxx



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K. Recommended Presentation of Proposal:

- A. Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **12th May 2015**, electronically via jobs.undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** and what time you are available from.
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and whether DSA is included.
- **Letter of interest and availability** please use the template provided

Queries about the consultancy can be directed to the UNDP Procurement Unit
procurement.ws@undp.org