

### Background

Over the past three decades, increasing temperatures, shifting rainfall patterns and climate hazards – in particular droughts, floods and severe storms (hail, thunder, lightning and violent winds) – have undermined social and economic development in Uganda. Climate hazards have negatively affected the livelihoods of ~150,000 people and resulted in ~74 deaths per year. Notwithstanding these challenges, the current climate information (including monitoring) and early warning systems in Uganda are not functioning as optimally as they could for effectively supporting the adaptive capacity of local communities and key sectors. Without adaptation, the negative effects of climate change will undermine years of development assistance and asset accumulation in Uganda.

To respond to some of these challenges, the Government of Uganda in partnership with UNDP and the Global Environment Facility (GEF) through the Least Developed Countries Fund (LDCF) has initiated the “Strengthening climate information and early warning systems in Africa for climate resilient development and adaptation to climate change – Uganda” project. The project is being implemented by the Ministry of Water and Environment, and is expected to end by December 2017, information for making early warnings and long-term development plans.

**The main objectives of the project are to:**

i) establish a functional network of meteorological and hydrological monitoring stations and associated infrastructure to better understand climatic changes; ii) develop and disseminate tailored weather and climate information (including colour-coded alerts – advisories, watches and warnings – for flood, drought, severe weather and agricultural stresses, integrated cost-benefit analyses and sector-specific risk and vulnerability maps) to decision makers in government, private sector, civil society, development partners and local communities in the Teso and Mt Elgon sub-region; and iii) integrate weather and climate information into national policies, annual work plans and local development including the National Policy for Disaster Preparedness and Management, and district and sub-county development plans in priority districts in the Bukedi, Busoga, Elgon, Teso, Acholi, Karamoja and Lango sub-regions.

The project has two outcome areas: 1: Enhanced capacity of the Uganda National Meteorology Authority (UNMA) and Directorate of Water Resource Management (DWRM) to monitor and forecast extreme weather, hydrology and climate change. 2: Efficient and effective use of hydro-meteorological and environmental information for making early warnings and long-term development plans.

### Rationale of the Consultancy

The Ministry of Water and Environment is insufficiently coordinated with the Ministerial departments. This is largely a result of weak institutional arrangements, absence of policy and legal frameworks to guide the provision of meteorological services, and limited appreciation and use of meteorological services by other sectors of the economy. This requires a protocol and agreement to be developed to formalize and strengthen the Governmental and non-governmental communication channels and procedures for issuing alerts including advisories, watches and warnings at the national and local level including the development of an early warning system dissemination national and local toolbox and mobile-based alert platforms in the Teso and Mt Elgon sub-regions

### Scope of Work:

The project is currently being implemented in 28 Districts comprising: Bukedi, Busoga, Elgon, Teso, Acholi, Karamoja and Lango sub-regions. This consultancy is expected to be carried out within Kampala, Entebbe (or Mbale) and the beneficiary regions, within 30 working days/two months.

Standard Operating Procedures -SOPs (including protocols and agreements between relevant MDAs) for disseminating weather, climate and hydrological information including alerts across all levels will

be developed. This will be complemented by an early warning system dissemination toolbox, which will include a trainer manual on the use of a range of national and local gender sensitive media for disseminating alerts to end-users. The DRDPM and local DDMCs will be facilitated and equipped in the Teso and Mt. Elgon sub-regions to apply SOPs and disseminate warnings.

### **Overall Objective of the consultancy:**

Protocols and agreements developed and implemented for efficiently and effectively exchanging, processing and analysing data and information among UNMA, DWRM, MAAIF, DRDPM, CCU and related institutions for making early warnings and long-term development plans will build on existing MoUs and agreements between the departments. This assignment will be carried out by a national consultant over a period of 30 working days/within 2 months.

### **Specific Objectives:**

1. Develop and implement protocols and agreements for data and information exchange, analysis and dissemination among UNMA, DWRM, and MAAIF, DRDPM, CCU and related institutions.
2. Develop handbooks and policy and information briefs – to highlight the value of enhanced hydro-meteorological services and early warning systems to policy and decision-makers, civil society organisations, development partners and local communities. This will be based on the results of the study in Output 2.5 on the costs and benefits of accurate, timely and accessible weather and climate forecasts (including tailored forecasts and alerts).

### **Detailed Activities:**

1. A desk review of relevant documents (Disaster Preparedness and Management Policy, Uganda Meteorology Act, World Meteorology Organization Guidelines; Water Resource Management Policy, Climate Change Policy, SCIEWS Project document, Report of related consultancies carried out in 2014 etc.);
2. Prepare and present an Inception Report on methodology of the consultancy;
3. Interview with Officials from UNMA ,DWRM, MAAIF, MoLG, relevant MDAs and users of their products;
4. Edit, print and publish protocols, hand books or guide lines for UNMA,DWRM, OPM and early warning partners;
5. Organize a one day workshop to present the protocol and SOPs for communication of climate information among the partners;
6. Using input from 5. above, prepare the final Protocol and Agreement among the cooperating partners, with recommended plan for implementation.

### **Deliverables:**

1. A concept document on methodology for Protocol and Agreement;
2. A workshop to discuss issues relating to the Protocol and Agreement between OPM, UNMA, DWRM and other MDAs;
3. The Final Protocol and Agreement among the main cooperating partners;
4. Policy and Information Briefs on hydro-meteorological services and disaster/Hazard early warning systems.

### **Timetable for the Consultancy:**

<i><b>Deliverables/ Outputs</b></i>	<i><b>Estimated Duration for completion</b></i>	<i><b>Target Due Dates</b></i>	<i><b>Review and Approvals Required(Indicate designation of person who will</b></i>
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			<i>review output and confirm acceptance)</i>
1.Desk Review of relevant documents and interview with Implementing partners	2 days	1 <sup>st</sup> May , 2015	Commissioner for Relief Disaster Preparedness & Management- OPM
2.Preparation and presentation of the concept document	4 days	6 <sup>th</sup> May ,,	
3. Edit, print and publish protocols, hand books or guide lines for UNMA,DWRM, OPM and early warning partners;	15 days	21 <sup>st</sup> May ,,	
4.Presentation to stakeholders and signing of the MoUs and Agreements	2 days	24 <sup>th</sup> May ,,	
5. Printing of final protocols and hand books	10 days	15 <sup>th</sup> June ,,	

### **Consultancy Implementation Arrangements**

The Consultant will be supervised by as well as report to the Commissioner Relief, Disaster Preparedness and Management-Office of the Prime Minister and will be facilitated through the SCIEWS Project Management Unit for his/her day-to-day and field requirements including: transport, per-diems, stationery and other logistic needs.

### **TECHNICAL REQUIREMENTS FOR PERSONNEL**

#### **Required Competencies:**

- Demonstrates integrity and ethical standards;
- Mature judgment and initiative;
- Ability to think out-of-the-box;
- Ability to present complex issues in simple and clear manner; Demonstrates integrity and ethical standards;
- Ability to work under pressure and deliver high quality results on time;
- Initiative and independence;
- Excellent ability to communicate in English and to work as a team;
- Knowledge of early warning systems and disaster management;
- Excellent drafting skills, with basic legal orientation.

#### **Required Experience and skills**

- A Master's degree in Natural Resources Management, Social Sciences or related subject;
- Proven experience of over 5 years in institutional design , organizational development and disaster management experience;
- Working experience with UNDP or the UN system in general preferred;
- Excellent written and spoken English.

### **Price Proposal and Schedule of Payments**

Payment shall be by the lump sum modality in the following 3 instalments. These shall be all inclusive and the contract price is fixed regardless of changes in the cost components

- Upon signature of contract by both parties and presentation of an approved inception report (1 week after signing of contract) - 20%;
- Presentation of acceptable and approved Draft report,(1 month after signing of contract) - 30%;
- Submission and acceptance of Final Report, (2 months after signing the contract) - 50%.

### **Evaluation Method and Criteria**

#### **Cumulative analysis**

The award of the contract shall 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 points (70% of the total technical points) would be considered for the Financial Evaluation

#### **Technical Criteria – Maximum 70 points Criteria**

- Education (Advanced degree or Natural Resources Management) - 10
- Language skills - 5
- Knowledge of the Protocols and Agreements - 10
- Relevant experience in conducting similar assignments - 15
- Relevance of experience in report writing and drafting - 10
- Description of approach/methodology to assignment- 20

#### **Documents to be included when submitting the proposals**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications in one single PDF document:

Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex II).

Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

Technical proposal:

Brief description of why the individual considers him/herself as the most suitable for the assignment

A methodology, on how they will approach and complete the assignment

Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Annex II)

ANNEXES (to be downloaded from UNDP Uganda Website, procurement notices section: [www.undp.or.ug](http://www.undp.or.ug)):

ANNEX I- Individual Contractor General Terms and Conditions

ANNEX II –Offerors Letter to UNDP Confirming Interest and Availability for the Individual Contractor Assignment