

Terms of Reference

Consultancy Title: Team Leader, Climate Change Vulnerability and Adaptation Assessment and Planning – International/National Consultant

Project Name: Solomon Island Water Sector Adaptation Project (SIWSAP), Water Sector Climate Change Vulnerability and Adaptation Assessment and Water Sector Climate Change Adaptation Response Plan Development

Duty Station: Home Based with travel to Solomon Islands (Honiara and Project provincial site/s)

Duration of the Contract:

- Period: 9 months period (bulk of work is expected to complete in 6 months period. 3 more months required for final adjustments and contingencies)
- Days: 100 days (50 days home-based, 50 days in country over 3 missions excluding weekends & travelling dates)
- Tentative Start Date: 22th July 2015
- Contract End Date: 07th March 2016

Objectives:

In recognition of the available information and know-how as well as the gaps related to the water sector climate change V&A assessments, SIWSAP will assess the vulnerability of water supplies (in terms of quantity and quality) to climate change in 6 pilot sites and 12 communities (Outcome 1, Output 1.1). The assessment developed and shared with the provincial and community members will inform the establishment of Water Sector – Climate Change Adaptation Plans (WS-CCA plans), prepared in the context of IWRM and in line with national policy and development planning processes (Outcome 1, Output 1.2). As a result, the V&A assessment will support the achievement of the following targets:

- ***1 comprehensive vulnerability assessment*** on water resources conducted at the national level with ***detailed assessments of the 6 pilot provinces and 12 selected communities***, incorporating assessment on water impact hot spots and how vulnerability will change due to climate change and informing national and provincial policies.
- ***WS-CCA plans developed / enhanced at 6 pilot provinces and 12 pilot communities*** incorporating results from the water sector climate vulnerability assessment to inform water adaptation strategies and budgets
- ***At least 60 key relevant Provincial and National Staff are trained*** in the Water Vulnerability Framework (i.e. how to define vulnerability – i.e. indicators, and how to measure and monitor vulnerability, etc) and WS-CCA plans (adaptation response plans)
- ***6 Provinces receive the Provincial package*** (training, maps/materials on vulnerability, relevant information to guide adaptation investments / budget, etc) for the water sector and at least 60 key relevant provincial and national staff are trained on the package
- The Assessment where appropriate will collect the required information and data ***to validate and/or update the 'Baseline Indicators' (baseline conditions)*** as per project Resource Results Framework (RRF).
- Pilot sites and interventions selected and monitored based on ***evidence-based M&E methods***.

The V&A Assessment and WS-CCA plan development will be led by national and provincial government stakeholders, community members, SIWSAP Project Management Unit, and a team of experts. Annex 2

describes overall design of the assignment, key stakeholders and their roles.

Background

The impacts of climate change, particularly sea-level rise (SLR) and pronounced droughts have severe consequences on water and sanitation in the Solomon Islands. Due to SLR, low-lying islands, atolls and flat deltaic regions are faced with salt water intrusion, affecting the groundwater resources and limiting access to freshwater supply. Droughts have severely affected water supplies; during the 1997/1998 droughts that resulted in reduction of freshwater availability in Honiara by around 30-40%. Droughts have also damaged crops and livelihoods. Likewise, climate-related impacts on the quality and quantity of water has a gender dimension; in the context of the ethnic tensions, the safety and security of women and girls are compromised as they need to travel further to collect water, also leading to less time for other activities.

In this context, Government of the Solomon Islands, Ministries of Mines, Energy, and Rural Electrification (MMERE), in partnership with Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Health and Medical Services (MHMS) – Environmental Health Division, Ministry of Development, Planning, and Aid Coordination (MDPAC), and UNDP is embarking on the Solomon Islands Water Sector Adaptation Project (SIWSAP) through support from Global Environment Facility (GEF) Least Developed Country Fund (LDCF). The project objective is to improve the resilience of water resources to the impacts climate change and improve health, sanitation and quality of life, so that livelihoods can be enhanced and sustained in the targeted vulnerable areas. SIWSAP will work with partners to achieve this objective through 1) formulating, integrating, and mainstreaming water sector-climate change adaptation response plans in the water-related sectors as well as broader policy and development frameworks, 2) increasing the reliability and improving the quality of water supply in targeted areas, 3) investing in cost-effective and adaptive water management interventions and technology transfer, and 4) improving governance and knowledge management for climate change adaptation in the water sector at the local and national levels.

At the end of the four years implementation of the project, the Government of Solomon Island will have enhanced systems, tools, and knowledge for water resource resilience at the national and local levels, which will contribute to the implementation and achievement of national priorities outlined in various policies and strategies, including the National Adaptation Program of Action (NAPA) 2008, National Development Strategy (NDS) 2011 – 2020, National Water and Sanitation Sector Plan (2007).

Water-Sector Vulnerability and Adaptation Assessment (WS-V&A) in the context of SIWSAP

MMERE Water Division, in partnership with UNDP, and with financial support from LDCF through the SIWSAP project will focus on enhancing the resilience of water resources on the impacts of climate change. In order to do so, the project will conduct climate change V&A assessments in the 6 pilot provinces including 12 pilot communities, which will inform the development and implementation of the water sector climate change adaptation response plans through the LDCF financed project and beyond.

Various climate change V&A assessments have taken place in Solomon Islands as well as in neighboring Pacific Island Countries with a focus on the water sector, which SIWSAP will build upon. Annex 1 summarizes related V&As and how it may inform/link with proposed WS-V&A assessment under SIWSAP.

Water Sector Climate Change Adaptation Response Plan

Informed by the WS-V&A, Water Sector Climate Change Adaptation Response Plans (WS-CCA plans) will be developed to inform planning, budgeting and implementation of water-sector vulnerability reduction investments in the 12 pilot communities in the 6 pilot provinces, that will be selected through the community consultation and V&A process.

Rather than developing stand-alone plans, the WS-CCA plans will be mainstreamed into relevant national, provincial, and local governance, planning, and budgeting systems (i.e. Solomon Island National Water Resources and Sanitation Policy). Where other organizations and initiative related to CCA, DRM, and/or

WASH planning initiatives have already taken place at the provincial or pilot levels, the WS-CCA plans will build on these existing efforts.

The WS-CCA plans will be a guiding document for national, provincial, and local communities, to agree on where, when, and what needs to be implemented in order to enhance water-sector climate change and disaster risk resilience. The schedule, the type of water-sector investments (i.e. technology, location, etc), target communities/beneficiaries, management arrangements, including impact monitoring and reporting, will be detailed as much as possible. The plan will be informed by, among other things: V&A, good practices related to WASH/IWRM, environmental/socio-political/cultural context, participatory community-based visioning / design processes, cost-benefit analysis, and impact (which that can be monitored and reported based on evidence/data analysis).

Cost-Benefit Analysis

A cost-benefit analysis will be integrated into the WS-CCA planning process so that cost-effectiveness and efficiencies can be analyzed and considered within the planning and budgeting processes. The scale / level in which the CBA will be conducted will be discussed and determined during the initial kick-off meeting, with the intention of making the information generated through the CBA immediately useful and informative to the provincial leaders, community members, and policy-makers.

Scope of work/Expected Output

The Team Leader on Climate Change Vulnerability and Planning (TL) will be responsible for the overall design, assessment, consultation, documentation, and presentation/communication of the Water Sector Vulnerability Assessment and Water Sector Climate Change Adaptation Plans at national and 6 provinces, that informs the selection and interventions to be supported in 12 pilot communities through the LDCF financed work led by MMERE, MECDM, MHMS in partnership with UNDP through the Solomon Island Water Sector Adaptation Project.

The TL will advise, train, coordinate, monitor, manage, and consolidate inputs from team member comprising of national and international expertise and government officials to ensure that Vulnerability Assessment and WS-CCA plans are developed in a participatory and technically rigorous manner, and communicated effectively to key stakeholders including national and local decision-makers, vulnerable groups, and the international community.

Expected outputs, required format, and proposed timeline are described as below:

Outputs / Deliverables	Required format	Proposed Timeline
1.1 Detailed methodology: Methodology should be based on good practices and available data and information through literature and desktop review, etc. Methodology should include beneficiary and intervention selection methodology.	Presentation (PowerPoint / PDF for Kick-off meeting)	August 7 th 2015 (before the kick-off meeting)
1.2. Community-based consultation / assessment tools, training materials;	Presentation and/or hard/soft copies of materials	
1.3. Kick off meeting agenda: including national stakeholder consultation meeting and training schedule (led by various team members)	Word document	
1.4. Draft schedule: including site assessment and consultation draft schedule / agenda	Presentation and/or Word document	
2.1. Community consultation report: with photos, number of stakeholder engaged (how many women and children), list of activities, key findings, and next	Presentation and/or Word document	September 7 th 2015 (within 4 weeks after the final community

steps, etc. Report should also include beneficiary communities selected.		consultation meeting)
3.1. Draft Water Sector Vulnerability Assessment and WS-CCA plan	Word Document and/or PDF, etc	Early November 6 th 2015
3.2. Presentation (poster / ppt) for stakeholder communication	Power point presentation or poster (PDF, etc)	
3.3 National Feedback Session agenda and presentation materials	Word, Power point presentation or poster (PDF, etc)	
4.1 National Feedback Session report: including the feedback, how they were incorporated/addressed, and number of people consulted (gender disaggregated)	Word Document	March 7 th 2016
4.2 Revised and Final Water Sector Vulnerability Assessment and Water Sector CCA Plans		

Resources Provided

- Consultant is expected to bring computer, software, Office space etc.

Supervision/Reporting

- The TL will report directly to SIWSAP Project Manager / Acting Project Manager, UNDP Solomon Island Sub-Regional Office staff, and UNDP Regional Technical Advisor based in Suva, Fiji.
- In addition, the TL will actively engage and seek advice from Director of Water Resource Division within MMERE and Director of Climate Change Division within MECDM who are the main key government counterparts that lead the project
- The TL will supervise, guide, management, and monitor progress and deliverables of the team members comprising of national and international experts including:

Requirement for Qualifications & Experience

▪ Minimum educational qualifications

Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • Minimum Master's Degree and above in planning, civil engineering, architecture, environmental studies, water management, public health, climate science, or any other related field.
Experience:	<ul style="list-style-type: none"> • At least 10 years of experience working on community-based planning and assessments in Asia or in the Pacific • At least 10 years of experience in developing and implementing community-based planning tools related to disaster risk reduction and climate change adaptation. • Experience working on climate change vulnerability assessment in an international development context • Experience in spatial planning and national and subnational policy making is a plus.
Competency	<ul style="list-style-type: none"> • Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions • Promotes the vision, mission, and strategic goals of SIWSAP project. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Treats all people fairly without favoritism • Ability to effectively coordinate, manage and lead a diverse team of experts

	<ul style="list-style-type: none"> • Ability to assess community capacity, and formulate proposals to foster positive change • Analytical judgment, results-orientation and efficiency in a multi-tasking environment • Shares information, knowledge and experience through effective and frequent communication • Experience and technical understanding on development context and issues in the Pacific/Solomon Islands/LDCs with a particular focus on water and sanitation and/or climate change adaptation • Ability to plan and prioritize work effectively in order to keep deadlines • Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders • Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty • Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment • Consistently approaches work with energy and a positive, constructive attitude • Demonstrates openness to change and ability to manage complexities • Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests • Ability to build consensus and garner support under complex situations • Remains calm, in control and good humored even under pressure • Exudes a friendly atmosphere where colleagues/counterparts can easily ask questions and seek assistance
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Proposal Requirements

Technical Proposal

The applicant should submit the following documents:

- Technical proposal including a P11 form (available on the UNDP website; www.undp.org.fj, an updated current CV, contact details of at least three referees and a cover letter setting out how the applicant meets the selection criteria, and a proposed approach and methodology)
- 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
Air Ticket Estimate (UNDP will reimburse based on actual costs)	To and from Home country To and from respective duty station
Living Allowance	Based on the number of days spent at the respective duty station
Other miscellaneous expense	Please state

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

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).

- Financial proposal to be submitted separate from Technical proposal

Payment Schedule (if required):

	Deliverable	Target
	Travel Cost	Within 15 working days after contract
25%	Delivery and acceptance of Outputs 1.1 – 1.4 by UNDP	August 07 th 2015
25%	Delivery and acceptance of Outputs 2.1 by UNDP	September 07 th 2015
20%	Delivery and acceptance of Outputs 3.1 – 3.3 by UNDP	November 06 th December 2015
30%	Delivery and acceptance of Outputs 4.1 and 4.2 by UNDP	March 07 th 2016

Evaluation

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 should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

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 70% out of 100% in technical evaluation would be considered for the Financial Evaluation

Criteria		Weight
Technical		70%
Education	• Minimum Master's degree & above in planning, civil	30%

	engineering, architecture, environmental studies, water management, public health, climate science, or any other related field.	
Experience	<ul style="list-style-type: none"> • At least 10 years of experience working on community-based planning and assessments in Asia or in the Pacific • At least 10 years of experience in developing and implementing community-based planning tools related to disaster risk reduction and climate change adaptation. • Experience working on climate change vulnerability assessment in an international development context. • Experience in spatial planning and national and subnational policy making is a plus. 	30%
Competency	<ul style="list-style-type: none"> • Demonstrates integrity by demonstrating positive values and ethical standards through his/her actions • Promotes the vision, mission, and strategic goals of SIWSAP project. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability • Treats all people fairly without favouritism • Ability to effectively coordinate, manage and lead a diverse team of experts • Ability to assess community capacity, and formulate proposals to foster positive change • Analytical judgment, results-orientation and efficiency in a multi-tasking environment • Shares information, knowledge and experience through effective and frequent communication • Experience and technical understanding on development context and issues in the Pacific/Solomon Islands/LDCs with a particular focus on water and sanitation and/or climate change adaptation • Ability to plan and prioritize work effectively in order to keep deadlines • Ability to engage various partners and stakeholders and builds strong relationships with clients and other stakeholders • Ability to work in an organized and systematic manner and demonstrate professionalism with high level of integrity in the day-to-day performance of duty • Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment • Consistently approaches work with energy and a positive, constructive attitude • Demonstrates openness to change and ability to manage complexities • Demonstrates strong commitment and patience to deal with competing deadlines, demands, and interests • Ability to build consensus and garner support under complex situations • Remains calm, in control and good humored even under pressure 	10%
<i>**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.</i>		
Financial Proposal		30%
Cumulative		100%

Proposal Submission

1. **Deadline of application submission:** 8th of July 2015, 14:00 local time (GMT +11)
All applications must be submitted either electronically to eddie.meke@undp.org, or addressed under confidential cover to:

**Team Leader, Climate Change Vulnerability and Adaptation Assessment and Planning
Attention: Eddie Meke, Procurement Assistant
UNDP Solomon Islands Sub-Office,
1st floor, City Centre Building, Mendana Avenue, Honiara, Solomon Islands**

All proposal should be submitted to this email address to the above email, failure to submit on this email address, will result in disqualification of proposals. No proposals will be accepted if submitted on Jobshop/ on this site

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

Further Information:

For further information concerning this Terms of Reference, contact Eddie Meke on email eddie.meke@undp.org or / telephone +677 27446 at United Nations Development Programme, Honiara Sub-office, 1st Floor City Centre Building, Mendana Avenue, Honiara