

## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

**POST TITLE:** UNDP Early Warning System Survey enumerator  
**AGENCY/PROJECT NAME:** UNDP Uganda/Strengthen Climate Information and Early Warning Systems  
**COUNTRY OF ASSIGNMENT:** Uganda, with extensive internal travel within country

#### **Background**

The ability of decision-makers to understand the likely impacts of climate change in the short and long-term is of critical importance when planning strategies for sustainable development. Weather and climate information, based on routinely collected observations and forecast models, allow countries to produce short-term weather forecasts as well as long-term projections of climate change. Combined with information on key vulnerabilities, these forecasts and observations enable the dissemination of warnings of impending disasters, as well as indicating when slow onset climatic shifts may be an impediment to livelihoods and economic growth.

UNDP-GEF, with funding from the Least Developed Country Fund (LDCF), is supporting 11 countries (Benin, Burkina Faso, Ethiopia, The Gambia, Liberia, Malawi, Sao Tome and Principe, Sierra Leone, Tanzania, Uganda, and Zambia) to strengthen their use of Climate Information and Early Warning Systems (CI/EWS). The focus of each project is to enhance the capacity of each country to monitor and forecast extreme weather, hydrology and climate change as well as make efficient and effective use of hydro-meteorological information for generating early warnings and supporting long-term development plans.

As part of the technical assistance provided to countries, and in support of ongoing Monitoring and Evaluation (M&E) activities, household surveys will be undertaken in each country to assess the current use and effectiveness of weather and climate forecasts and associated bulletins and warnings. These surveys will gather baseline information on household livelihoods and associated economic practices, as well the communication channels through which hydro meteorological information is currently received and whether it is interpretable and useful.

#### **Consultancy Rationale**

The Consultant will collect survey data on the use of climate/weather information and livelihoods (agriculture, livestock, fisheries, etc), which will be analysed to estimate the impact of climate information on income and effectiveness of warning of floods, droughts and severe weather in Uganda. The data will also be used to analyse the costs and benefits of adaptation alternatives, forecasting climate change-related impacts on the agriculture sector, and modelling supply and demand of environmental goods in light of climate change.

#### **Scope of Work**

The key deliverable of the Surveyor enumerator will be to administer a pre-designed questionnaire, implemented on mobile devices (cell phones, tablets etc), to collect a large representative national household sample. The Survey enumerator will be required to perform the following tasks using tools provided by UNDP-GEF:

- Develop and implement a work plan to conduct the household level surveys in ALL agro-ecological zones of the country
- Design an appropriate sampling methodology with appropriate weights to reflect the representativeness of the survey
- Collect data ensuring consistency of data parameters and adherence to the Survey Guidelines and Instrument

- Perform appropriate quality checks of data entry to ensure accuracy
- Final report

Tools will be provided to facilitate and standardize this work.

### Consultancy Outputs & Timetable

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
1) Inception Report including work plan to conduct the household level survey and travel plan	3 working days	20 <sup>th</sup> July, 2015	UNDP-GEF Advisors and Country Project Manager
2) Survey Methodology and sample design and training surveyors	5 working days	25 <sup>th</sup> July, 2015	UNDP-GEF Advisors and Country Project Manager
3) Implementing the survey	15 working days	30 <sup>th</sup> Aug, 2015	UNDP-GEF Advisors and Country Project Manager
4) Final Report	5 working days	5 <sup>th</sup> Aug, 2015	„ „ „ „

### Consultancy Implementation Arrangements

The consultant will report to the Country Team project manager with support of the UNDP-GEF advisors and country project manager. Surveys will not be undertaken until the work plan, travel, methodology and design have been reviewed and approved by the project manager and UNDP-GEF. The consultant will work in a team with the Economics of Climate change Adaptation Country Team (if the program exists in the country) in order to deliver the above outputs. The consultant is expected to review the background information on the ECCA programme and the survey guidance materials, as well as familiarize him/herself with the survey instrument before commencing the survey. The duration of this consultancy assignment is 28 days.

### Required Experiences, Competencies and Skills

#### Competencies

- Demonstrates integrity and ethical standards;
- Mature judgment and initiative;
- Ability to think out-of-the-box;
- Respect for the principles of the United Nations;
- 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.

#### Qualifications

- Master's degree in economics (PhD preferable) or relevant area such as statistics, agricultural economics, climatology, meteorology or water resources management.

#### Experience

- Proven experience in conducting similar surveys or data collection;
- Demonstrated familiarity of current methods for disseminating weather and climate warnings;
- Experience in analysis of large datasets, proficient in Excel;
- Familiarity with economic principles for analysis;
- Familiarity with statistical analysis software such as STATA, SPSS, and data requirements for quantitative analysis will be an asset;

- Excellent organizational skill, service-mind, punctual, self-motivated, proactive, reliable and demonstrated ability to work in harmony with staff members of different national backgrounds.

#### **Core skills:**

- Analytic capacity and demonstrated ability to process analyse and synthesise complex, technical information from different disciplines;
- Ability to innovate, combining methodological approaches and data from various levels and disciplines including economics, finance, development and conservation;
- Proven ability to support the development of high quality knowledge and training materials, as well as audio-visual communications product

#### **Language requirements**

- Fluency in English

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

- Payment shall be by the lump sum modality in the following 4 instalments. These shall be all inclusive and the contract price is fixed regardless of changes in the cost components
- Upon submission of acceptable inception report (1 week after signing of contract) - 20%;
- Presentation of acceptable and approved output 2&3 - 30%;
- Presentation of acceptable and approved output 4 - 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**

- Education (Advanced degree or higher in natural resource management or related) – 10pts;
- Understanding of the assignment from the motivation letter – 15 pts ;
- Relevant experience conducting similar exercise in a developing country- 15 pts ;
- Description of approach/methodology to the assignment – 30 pts.

#### **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 on this website:

- 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 Website, procurement notices section: [www.undp.or.ug](http://www.undp.or.ug) – reference # 23350*):

ANNEX I- Individual Contractor General Terms and Conditions

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