

Terms of Reference

Consultancy Title: SIMCAP Human Resource and Monitoring & Evaluation Specialist (International)
Project Name: Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology Capacity Development Project (SIMCAP)
Duty Station: Honiara, Solomon Islands
Duration of the Contract: <ul style="list-style-type: none"> 40 working days over the period of 9 Weeks. Start date: 18th July 2016 End date: 16th September 2016

Objectives of the consultancy:

1. To prepare a results and resources framework table for the MECDM Human Resource Development Plan 2015-2017;
2. To develop a MECDM monitoring and evaluation framework document; and,
3. To prepare a MECDM monitoring and evaluation work plan and budget table for the period 2016-2017.

Background

The SIMCAP is a capacity development project funded by UNDP in collaboration with the Solomon Islands Government to address the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) functional issues including related to planning, budgeting, coordination, management, and Monitoring and Evaluation. The Project aims to address key functional capacity constraints in a systematic manner that is consistent with the national processes.

The expected main outputs of the SIMCAP Project are as follows:

1. MECDM Corporate Plan;
2. MECDM Human Resource Development (HRD) Plan;
3. Establishment of PMCU) and;
4. Implementation of key HRD Plan activities. In June 2015 the Corporate Plan 2015-2017 and the HRD Plan 2015-2017 were launched. A consultancy is needed to assist preparing a results and resources framework for the HRD Plan, an overall monitoring and evaluation framework for MECDM and an associated monitoring and evaluation work plan and budget for the period 2016-2017.

Activities

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

REGARDING INCEPTION NOTE

- i. Study and review relevant background materials; and,
- ii. Write-up an note comprising: a) the successful Contractors understanding of the consultancy and associated tasks; b) the proposed approach including specific method(s) and guiding principles; c) final proposed work plan for the consultancy; d) identification of issues crucial to

the viability of the consultancy; and e) comments on this TOR. Subsequently, if required and approved by UNDP and MECDM the activities can be elaborated, modified, etc.

REGARDING DEBRIEFING NOTES

- i. Prepare debriefing notes, based on preliminary key findings and recommendations from a minimum of two (2) missions to Honiara, Solomon Islands (the first one to consult and collect information and the second one to present the main draft outputs/deliverables).

REGARDING RESULTS AND RESOURCES FRAMEWORK TABLE FOR THE MECDM HUMAN RESOURCE DEVELOPMENT PLAN 2015-2017

- i. Consult during the whole process as appropriate with major stakeholders such as MECDM Executive Management, Environment & Conservation Division, Climate Change Division, Disaster Management Division, Metrology Division, Corporate Services Unit, Project Management Unit and UNDP;
- ii. Detail the level of information in the MECDM Human Resource Development Plan 2015-2017 including specify and cost outputs and associated activities;
- iii. Recommend and facilitate agreement on the specific template for the Results and Resources Framework table – e.g. outputs (baseline and indicators including on gender aspects), output targets (by frequency of data collection), key activities, responsible parties, time-line, costs, etc.;

REGARDING MECDM MONITORING AND EVALUATION FRAMEWORK DOCUMENT

- Consult during the whole process as appropriate with major stakeholders such as MECDM; Ministry of Public Service; Ministry of Development, Planning and Aid Coordination; Ministry of Finance and Treasury; Ministry of Provincial Government, UNDP, etc;
- Briefly review the existing Government of the Solomon Islands M&E systems, procedures, methodologies, technologies, etc.
- Review in detail the existing MECDM M&E systems, procedures, methodologies, technologies, etc. including identify any issues/challenges and gaps;
- Prepare an MECDM M&E Framework that: i) is comprehensive; ii) is effective; iii) is credible; iv) is feasible including implementable; v) applies to all the Divisions and Units; vi) cover relevant levels – e.g. project, programme, strategy, policy, etc.; and vii) link and support the national planning system and process (comprising the longer term strategic framework of the National Development Strategy (NDS) 2016-2035, medium term strategies included in relevant sector and provincial development plans and ministry corporate plans (including MECDM Corporate Plan 2015-2017), and more immediate programs and projects included in the medium term development plan (MTDP) 2016-2020, the annual development budget, etc.) and associated M&E systems, procedures, methodologies, technologies, etc.;
- As part of the Framework assess and outline how MECDM's M&E system will work including:

i) how data and information will flow through the Ministry (and its various Divisions and Units) and to and from external parties (including the public, other government agencies, donors, development partners, etc.); ii) what is to be monitored (results and/or implementation) and evaluated (relevance, efficiency, effectiveness, impact, sustainability, etc.); iii) the activities needed to monitor and evaluate; iv) who is responsible for monitoring and evaluation activities; v) when monitoring and evaluation activities are planned (timing); vi) how monitoring and evaluation are carried out (methods); vii) what resources are required and where they are committed; and viii) relevant risks and assumptions in carrying out planned monitoring and evaluation activities;

- When developing the Framework consider among others: i) being pragmatic ('good enough' as opposed to 'perfect systems'); ii) making the M&E system work including useful for MECDM; and iii) phasing M&E responsibilities in line with existing and likely future MECDM capacity;
- Recommend and facilitate an agreement on the specific structure for the MECDM Monitoring & Evaluation Framework document;

REGARDING MECDM MONITORING AND EVALUATION WORK PLAN AND BUDGET TABLE FOR THE PERIOD 2016-2017

- Consult during the whole process as appropriate with major stakeholders such as MECDM Executive Management, Environment & Conservation Division, Climate Change Division, Disaster Management Division, Metrology Division, Corporate Services, Project Management Unit and UNDP;
- Develop the MECDM monitoring and evaluation work plan and budget for the period 2016-2017 in line with the MECDM Monitoring and Evaluation Framework;
- Recommend and facilitate agreement on the specific template for the M&E work plan and budget table – e.g. monitoring and evaluation activity, purpose, frequency, expected action(s), responsible parties, time-line, costs, etc.;
- Recommend a practical (operational level), objective and clear method to assist prioritize the M&E work plan and budget including consider aspects such as: i) needs (of the various Divisions and Units); ii) types of capacity (technical, functional); iii) effectiveness, etc.

Outputs:

1. Inception note;
2. Debriefing notes;
3. Results and resources framework table for the MECDM Human Resource Development Plan 2015-2017;
4. MECDM monitoring and evaluation framework document; and,
5. MECDM monitoring and evaluation work plan and budget table for the period 2016-2017.

Resources not provided

- MECDM and UNDP will not provide office space for the consultant.
- Consultant will provide his/her own computer or laptop to support the assignment.

Supervision/Reporting :

- Permanent Secretary, MECDM is the Primary Supervisor and Primary Client. Frequency: once a week, and if when required.
- SIMCAP Project Manager (Secondary Supervisor) Frequency: Once a week and if when required.
- The consultant administratively reports to UNDP and final products need to be signed off by UNDP in consultation with the government.

Requirement for Qualifications & Experience:**Minimum educational qualifications**

Education	<ul style="list-style-type: none"> • Masters Degree in Human Resource Development, Monitoring and Evaluation, Public Policy, MBA or other relevant qualifications.
Experience:	<ul style="list-style-type: none"> • 7-10 years of relevant professional experience in the areas of human resources management and monitoring and evaluation. • Proven experience in preparing Human Resource Development Plans and Monitoring and Evaluation frameworks. • Significant experience working with government agencies including Ministries. • Significant relevant working experience in the Solomon Islands or other Pacific Island Countries. • Excellent working knowledge of English.
Quality of Proposal:	<ul style="list-style-type: none"> • Soundness of proposed approach and methodology including realistic work plan.

Proposal Requirements**Technical Proposal**

The applicant should submit the following documents:

- Technical proposal including a P11 form (available on the UNDP website; <http://www.pacific.undp.org/>, 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; <http://www.pacific.undp.org/>)

Financial Proposal

The Consultant is requested to provide a quotation or the fees/cost (in SBD) 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)	N/A
Living Allowance	N/A
Other miscellaneous expense	Please state clearly

Travel;

A minimum of two (2) missions to Honiara, Solomon Islands are expected (the first one to consult and collect information and the second one to present the main draft outputs/deliverables). 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:

Payments	Deliverables	Target Dates
Payment 1	10 Percent (10%) of the total contract amount will be paid upon the - submission and approval of Inception Note by MECDM and UNDP	29 th July 2016
Payment 2	20 Percent (20%) of the total contract amount will be paid upon the - submission and approval of debriefing notes by MECDM and UNDP	5 th August 2016
Payment 3	20 Percent (20%) of the total contract amount will be paid upon the completion of - submission and approval of results and resources framework table for MECDM Human Resource Development plan 2015-2017 By MECDM and UNDP.	19 th August 2016
Payment 4	20 Percent (20%) of the total contract amount will be paid upon the completion of - submission and approval of MECDM Monitoring and Evaluation documents by MECDM and UNDP	26 th August 2016
Payment 5	30 Percent (30%) of the total contract amount will be paid upon the completion of - Submission and approval of MECDM monitoring and Evaluation work plan And budget table for the period 2016 - 2017 By MECDM and UNDP.	9 th September 2016

EVALUATION

Evaluation Method

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	Points
1. Technical	70%
Qualification <ul style="list-style-type: none"> Master in Human Resource Development, Monitoring and Evaluation and Public Policy, MBA or other relevant qualifications. 	15%
Experience <ul style="list-style-type: none"> 7-10 years of relevant professional experience in the areas of human resources management and monitoring and evaluation. Proven experience in preparing Human Resource Development Plans and Monitoring and Evaluation frameworks. Significant experience working with government agencies including Ministries. Significant relevant working experience in the Solomon Islands or other Pacific Island Countries. Excellent working knowledge of English. 	35%
Quality of proposal <ul style="list-style-type: none"> Soundness of proposed approach and methodology including realistic work plan. 	20%
Technical Total	70%
<i>**if necessary interviews will be conducted as part of the technical evaluation to ascertain best value for money.</i>	
2. Financial Proposal	30%
Cumulative	100%

Proposal Submission:

1. Deadline of application submission: **5pm Solomon Islands Time on Tuesday 5th July 2016.**

All applications must be submitted either electronically to lucas.toro@undp.org, or addressed under confidential cover to:

SIMCAP: HRD Training Program Specialist

Attention: Tristram Viulu – Procurement Associate

UNDP Pacific – Solomon ,

1st floor, City Centre Building, Mendana Avenue,

Honiara, Solomon Islands

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

Contact Address: *For further information concerning this Terms of Reference, Contact Lucas Toro and Tristram Viulu via email lucas.toro@undp.org and tristram.viulu@undp.org telephone +677 27446 at the United Nations Development Programme Honiara Sub-office, 1st Floor City Centre Building, Mendana Avenue, Honiara.*