

TERMS OF REFERENCE

Consultant for the Conduct of Climate Change and Disaster Risk Reduction Public Expenditure and Institutional Review

A. Project Title

Project Climate Twin Phoenix – Resilience and Preparedness towards Inclusive Development (PCTP-RAPID)

B. Project Description

The RAPID Program is an expansion of Project Climate Twin Phoenix which implemented prior interventions in Regions X and XI to support risk-sensitive recovery planning after Tropical Storm Washi and Typhoon Bopha devastated the regions. It is envisioned to strengthen the capacity and preparedness of 12 Haiyan-affected local government units (LGUs) in Samar and Leyte and their coastline communities, to manage disaster risks and adapt to the overall impacts of climate change towards resilient and sustainable development.

The Program is implemented by the UNDP, through the Direct Implementation Modality, with funding assistance from the Department of Foreign Affairs and Trade of the Australian Government. As part of the UNDP's work to consider the implications for national and sub-national planning and budgeting processes of the recently agreed Sustainable Development Goals (SDGs) and Agenda 2030, and as input to the value-adding objectives of the RAPID Program, a Climate Change and Disaster Risk Reduction Public Expenditure and Institutional Review (CC-DRR PEIR) would be undertaken to lead to a greater awareness and prioritization of CC and DRR across public investment portfolios in the Philippines for the achievement of SDGs relating to sustainability, resilience and climate change, as well as providing support to poverty reduction.

The CC-DRR PEIR is an emerging and developing methodology that is built on the approach and experiences of UNDP's work on Climate Public Expenditure and Institutional Reviews (CPEIR) which have been undertaken in countries around the region including Nepal, Bangladesh, Thailand, Samoa, and Cambodia.

Under the CC-DRR PEIR, an examination on the links between the three spheres of national climate change and disaster risk management (CC-DRR) policy, the institutional structures through which policy is channeled, and the process of resources allocation where public funding (both national and international) is made available for the implementation of relevant projects and programs. Specifically, CC-DRR PEIR will:

- Assess current policy priorities and strategies as they relate to climate change and disaster risk management including both disaster risk reduction and disaster management components and the extent to which these strategies and policies are coherent with national development and poverty reduction strategies;
- Review the institutional arrangements for promoting the integration of climate change and disaster risk management with particular focus on climate change adaptation and disaster risk reduction policy priorities into budgeting and expenditure management within and across mandated agencies and stakeholders; and,
- Review the integration of CC and DRR objectives within the budgeting process, including as part of the budget planning, implementation, expenditure management and financing.

The CC-DRR PEIR is intended to assist the development of better understanding of:

- The formulation and coherence of CC-DRR strategy and policy;
- The interface between domestic resources and international funds for CC and DRR;
- The roles and mandates of the institutions involved in CC and DRR actions;
- The processes of resource allocation for CC and DRR actions;
- The sums expended on CC and DRR actions and the sources of these funds;
- The transaction through treasury mechanisms to delivery of services and actions; and,
- The processes of scrutiny, monitoring and evaluation of the effectiveness of CC and DRR funds utilization.

CC-DRR PEIR accommodates national variations in the interpretation and classification of CC and DRR actions. The conduct and output of the CC-DRR PEIR are expected to contribute to mainstreaming climate change and disaster risk reduction by raising awareness of strategy and policy issues, promoting the efficient and effective use of resources, assessing policy formulation and implementation thereby contributing in a practical way to greater co-operation among between diverse stakeholders. The study will therefore make practical recommendations for future actions and interventions to improve the management of climate change and disaster-related finance and mainstreaming CCA and DRR into development processes.

The CC-DRR PEIR approach has the potential to become a benchmark reference that will allow policy makers assess the present status of the national, provincial, and municipal local government units (LGUs) response to climate and disaster risks.

The Consultant will conduct the CC-DRR PEIR study at the national level, in close coordination with NEDA, OCD, DILG and DBM, and with the LGUs for the case study at the sub-national level from March – September 2018.

C. Scope of Work

The Consultant is expected to conduct the following:

1. Review the Philippines' Climate and Disaster Risk Management Public Expenditure and Institutional Analysis, particularly the aspects relating to DRR and climate change institutions;
2. Secure a better understanding of the governance structure at national, regional, provincial and municipal levels that impacts mainstreaming of CC and DRR priorities into budgeting and expenditure management;
3. Assess the extent to which the existing institutions, structures, processes, and discretionary powers for spending and revenue collection allow for effective coordination, resource allocations, and delivery of CC and DRR-related actions;
4. Review the processes of interactions and decision making among the diverse stakeholders involved in the implementation of CC and DRR-related policy and activities; and in budgeting and expenditure management at the national, regional, provincial and municipal levels, including the mandated agencies and LGUs at the local (provincial and municipal) levels;

5. Review organizational architecture and capacities of relevant and mandated government agencies at the national and provincial levels whether there is a clear delineation of responsibility for DRR within relevant offices, whether there is internal procedures and incentives to ensure a sustainable integration of CC and DRR into a department's activities; whether there is supporting capacity building activities to enhance officials to effectively carry out CC and DRR related roles and responsibilities; whether there is any existing coordination and partnership for CC and DRR collaboration within and outside the organizations; and,
6. Consult with key stakeholders at national, regional, provincial and municipal levels on the analysis and findings.
7. Document, Reporting, and Knowledge Sharing:
 - Prepare the report on the CC-DRR Expenditure and Institutional Review;
 - Present findings to key stakeholders during consultations and workshops;
 - Facilitate trainings/workshops to strengthen capacity of key stakeholders in CC and DRR-related institutional and expenditure review; and
 - Review of lessons for experience sharing among Southeast Asian Countries.
8. Work in close coordination with NEDA, OCD, and DBM, UNDP-RAPID to ensure that the CC-DRR PEIR Consultant work plan and outputs are delivered on time and on budget and to high quality standards;
9. Conduct regular team meetings to ensure of the synthesis of policy, institutional and expenditure reviews and spearhead Expert Group Meetings for to ensure quality assurance and institutionalization of outputs; and,
10. Come up with policy recommendations on budgeting for resilience.

D. Expected Outputs and Deliverables

The Consultant is expected to deliver the following:

1. Synthesized work plan, including methodology, scope and approach;
2. Synthesized CC-DRR PEIR inception, progress and final reports;
3. Specific contribution to the CC and DRR institutional and context analysis at the national, regional, provincial and municipal levels;
4. Horizontal contributions to / reviews of all other reports:
 - CC and DRR Policy Review and Assessment;
 - CC and DRR Institutional Arrangements and Context analysis;
 - CC and DRR Budget and Expenditure Analysis;
5. Project Synthesis Report (with recommendations to Government);
6. Specific contributions to national training workshops to strengthen capacity of key stakeholders on CC and DRR-related public expenditure management, particularly on the review of CC and DRR institutional and context analysis, with relevant workshop reports;

7. Presentation of findings to key stakeholders including government and development partners at the national, regional, and local levels.

E. Institutional Arrangement

The Consultant will work under the guidance of UNDP-ISD, in close collaboration with mandated national government agencies (e.g. NEDA, DBM, etc.) and the RAPID PMU.

RAPID-PMU will review the progress and quality of assignment upon outputs prior to issuance of the payment. Review/approval time required to review/approve outputs prior to authorizing payments is two to four weeks.

F. Duration of Work and Duty Station

Duration: 6 months (from March to September 2018)

Duty Station: Manila with travels to LGUs in Leyte, Samar, and other relevant areas for data collection and consultative meetings/workshops

G. Qualifications of the Successful Individual Contractor

- a. Has a doctoral degree in the Social Sciences, Management, Development, or Disaster Management, or an advanced degree combined with extensive work experience;
- b. Has more than 15 years of work experience in fields such as public policy, research, development work, disaster risk reduction and management, or a combination thereof;
- c. Has published articles on the aforementioned subjects in peer-reviewed journals, policy circles, or think tanks, in the national or international scenes;
- d. Demonstrated written and oral facilitation and presentation skills;
- e. Demonstrated ability to work well both independently and as part of multidisciplinary teams;
- f. Demonstrated ability to manage people or teams.

H. Schedule of Payments

The payment will be made in installments based on satisfactory completion of the following:

Payment Schedule	Output/Deliverable	Content	Approximate Date of Output
1 st Payment (10%)	1	<ul style="list-style-type: none"> • Work Plan • Inception report with detailed scope, approach, and initial findings 	EO March 2018
2 nd Payment (25%)	2	<ul style="list-style-type: none"> • Progress report on CC-DRR PEIR, including a summary of desk review and discussions from key consultations on policy, institutional context and public expenditure reviews • Relevant workshop reports 	EO April 2018
3 rd Payment (40%)	3	<ul style="list-style-type: none"> • Final draft of a synthesis report on CC-DRR PEIR, including methodology, 	Mid-August 2018

		findings, summary and recommendations	
4 th Payment (25%)	4	<ul style="list-style-type: none"> • Relevant workshop reports • Workshop reports including presentations and contribution to national, regional, local knowledge sharing workshops 	EO September 2018

I. Recommended Presentation of Offer

- a. Letter of Confirmation of Interest and Availability (UNDP template);
- b. Personal Curriculum Vitae, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- c. Financial Proposal

J. Criteria for Selection of the Best Offer

Combined Scoring Method

Qualifications and Methodology (70%)

Qualifications:

Educational Background 40%

Experience 40%

Communication Skills and Ability to Work 20%

Price Offer (30%)

Value for Money 100%

K. Approval

This TOR is approved by:

Signature: _____

Name and Designation: Floradema Eleazar, Programme Manager, ISD

Date of Signing: