



Empowered Lives.
Resilient Nations.

Terms of Reference

Ref: PN/FJI/050/19

Consultancy Title Climate and Economic Development Consultant
Project Name Pacific Risk Resilience Programme (PRRP)
Duty Station Suva based with travel to selected countries
Duration of the Contract: <ul style="list-style-type: none">▪ Contract period 3 years LTA▪ Number of working days Up to Maximum of 426 days within a 3-year period▪ Commencement and ends dates of assignment. Start date: 26 August 2019 End date: 15 August 2022 <p>Consultancy Proposal (CV & Financial proposal Template) should be uploaded to UNDP Jobshop website (https://jobs.undp.org/cj_view_job.cfm?cur_job_id=86465) no later than, 2nd August 2019 (Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.</p> <p><u>NOTE:</u> Proposals must be sent through UNDP job shop web page. Candidates need to upload their CV and financial proposal -using UNDP template (Financial Proposal to be <i>password protected</i>). <u>Only shortlisted candidates will be contacted</u></p> <p><i>If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.</i></p>

Objectives:

The **overall objective** of this assignment is to assist the PRRP with integrating climate and disaster (including GSI) economic analysis into strategic planning, budgeting and development processes with stakeholders and partners. Through consultations with Government Partners and stakeholders and the team, the objective of this assignment is to:

1. **Design and implement research on the economics of climate and disaster (including GSI) impact for risk informing development (RID)** – this will involve expanding the literature review of RID based on different ways of working and leveraging knowledge for our partners.
2. **Integration of climate and disaster (including GSI) economic analysis in to the budget process** - This will involve working with partners on budget submissions, budget circulars and investment appraisal guidelines that have integrated economic analysis of disaster and climate change (including GSI) risks considerations.
3. **Integration of climate and disaster (including GSI) economic analysis in to development related investment process** - This will focus on identifying and assessing our partners to utilize economic analysis for a range of development projects under different funding and implementation modalities
4. **Strengthening accountability and oversight functions of partners through integration of economic analysis** - This will involve working with partners on providing economic analysis to assist with accountability, transparency and oversight functions.
5. **Knowledge Management and Information Sharing.** Developing knowledge products and undertaking awareness-raising on good and effective risk governance.

Background

The Pacific Risk Resilience Programme works with Pacific Island countries to 1) **mainstream** gender sensitive and inclusive climate change and disaster risk management into **development** planning, budgeting and implementation and 2) contribute to **regional resilience initiatives** that are used to catalyse **mainstreaming** of gender sensitive and inclusive climate change and disaster risk management into **development** across the Pacific. The programme are delivered through development pathways (from national, sub-national to community level) and using risk governance building blocks to provide the enabling environment for ensuring that all future development within a pathway is risk informed, inclusive, and gender sensitive. Potential areas entry points include working with 1) community and NGOs, 2) finance and national planning, 3) gender and social inclusion, 4) private sector and 5) other thematic sectors (e.g. agriculture, health, education) where it suits. The programme has been given a subsequent phase to scale up the work that from the initial pilot in 4 countries to the region. As such the programme seeks a Climate Economist who will be able to build and manage the knowledge and research component of the programme. This work will result in more evidence-based research to build the case for Risk Informing Development.

LTA Contracting modality and Call-off mechanism:

- An LTA is a mutual arrangement between UNDP and the individual to provide the required services at established fee or provisions. The LTA will be established for one year and renewable for up to three years linked to satisfactory performance of the individual consultant. UNDP reserves the right to rescind the agreement during that period should performance of the consultant not meet its requirements.
- It is expected the consultant to be engaged for maximum 426 working days for up to 3 years starting from 26 Aug 2019-15 Aug 2022.

- UNDP does not warrant that any quantity of services shall be contracted during the term of this Agreement. A specific Term of Reference (TOR) outlining the deliverables shall be provided, and an Individual Contract would be issued to the consultant, detailing the time frame.
- Once the LTA is signed, if there is a specific service required, the focal person in the UNDP hiring unit would contact the Consultant and upon positive confirmation in the availability for the assignment, acceptance of the Term of reference, cost and travel arrangement, UNDP will issue an Individual Contract. Price in the order will be based on daily fee included in the LTA. After contract has been agreed between the two parties, no further costs would be reimbursed by UNDP unless there is prior written authorization by UNDP.
- Once the services are completed and have been approved by the hiring unit, the Consultant will provide the following for payment purposes:
 - a) complete invoice indicating the completed deliverables;
 - b) supporting documentation (bills/vouchers) for reimbursements of travel costs if applicable;
 - c) copy of the UNDP contract for the consultancy.

Payments will be made upon satisfactory achieved deliverables under each assignment and submission of time sheet in accordance with number of days worked. Final payment shall require a signed performance evaluation of the consultant

Scope of work/Expected Output

1. **Develop research on the climate and disaster (including GSI) economic impact of risk informed development (RID):**
 - Conduct literature review on economic impact of RID investments in the region
 - Provide value for money analysis on programmatic interventions
2. **Integration of climate and disaster (including GSI) economic analysis in to the budget process**
 - Conduct Climate Change Cost Benefit Analysis for climate change investments
 - Undertake consultation with government ministries on budget proposals and submissions
 - Develop Climate Change and Budget Integration Index (adapted to include gender and human rights dimensions)
 - Synthesize economic analysis from piloting new integrated budgeting approaches to inform investment appraisal guidelines
3. **Integration of climate and disaster (including GSI) economic analysis in to development related investment process**
 - Assess current risk integration in Strategic Development Plans, Corporate Plans, Annual Work Plans etc. and integrate economic analysis;
 - Undertake consultation with relevant line ministries and partners to strengthen risk integration from an economic perspective;
 - Develop guidelines and provision of training to relevant stakeholders on proposed changes; and
 - Develop and implement appropriate and relevant training materials for key beneficiaries of PRRP.
4. **Strengthening accountability and oversight functions of partners through integration of economic analysis**
 - Assess the accountability and oversight functions in the region;

- Undertake consultation with relevant line ministries and partners to strengthen accountability and oversight functions from an economic perspective;
- Develop guidelines and provision of training to relevant stakeholders on proposed changes; and
- Develop and implement appropriate and relevant training materials for key beneficiaries of PRRP.

5. **Knowledge Management and Information Sharing**

- Preparation, production and dissemination of both routine and complex products (briefs, articles, power-point presentations, brochures, Q&As, websites, talking points, etc.,) that promote the strategic and timely flow of information and key messages about programme products and results for internal and external users; and
- Work closely with partner organizations/ stakeholders on outreach and visibility components and sharing knowledge and good practices

Resources Provided

The consultant is expected to provide their own laptop and communications equipment. UNDP can provide desk space in Suva and will make arrangements for travel to Suva and other countries as required.

Supervision/Reporting

The consultant will report directly to the Programme Manager for the UNDP Pacific Resilience and Governance Programme and will work in collaboration with other members of the PRRP team and key partners.

Requirement for Qualifications & Experience

- At least 10 years' experience in the management and implementation of planning and budgeting, adaptation to climate change; disaster response and recovery, and environmental management and permitting processes;
- Minimum Masters University Degree in social sciences or discipline relevant to development economics, environmental management and/or climate change;
- Extensive experience with at least 5 years of mainstreaming climate and disaster risk into development planning and budgeting at national, sub-national and sectorial;
- At least 5 years of extensive experience working on mainstreaming climate and disaster risk into development
- Excellent writing and drafting skills and experience for donor reporting, corporate reporting, resource mobilization and providing policy advice at the international, regional or national level;
- Experience in integrating cross-cutting issues in to development planning and budgetary processes;
- Knowledge and experience of mainstreaming gender and social inclusion is required
- Fluency in English (written and oral) is essential.

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Daily Fee

The IC shall quote an all-inclusive Daily Fee for this consultancy work. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately.

Payments

Payments shall be done on a monthly basis and based on actual days worked, and upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period.

General Notes on Financial Offer

- UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Consultant wish to travel on a higher class he/she should do so using his/her own resources;
- In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between UNDP and the Individual Consultant, prior to travel and will be reimbursed;

Payment Schedule (if required):

Date to be completed	Activity/Deliverable	Tentative Timeline	Days
TOR will be produced on a quarterly basis where specific deliverables will be determined with dates of completion.	Conduct literature review on economic impact of RID investments in the region	IC will be required to report on progress on a monthly basis. The deliverables will be determined in advance on a quarterly basis.	45
	Provide value for money analysis on programmatic interventions		40
	Conduct Climate Change Cost Benefit Analysis for climate change investments		20
	Undertake consultation with government ministries on budget proposals and submissions		20
	Develop Climate Change and Budget Integration Index (adapted to include gender and human rights dimensions)		20
	Synthesize economic analysis from piloting new integrated budgeting approaches to inform investment appraisal guidelines		25
	Assess current risk integration in Strategic Development Plans, Corporate Plans, Annual Work Plans etc. and integrate economic analysis;		20
	Undertake consultation with relevant line ministries and partners to strengthen risk integration from an economic perspective;		20

	Develop guidelines and provision of training to relevant stakeholders on proposed changes; and		20
	Develop and implement appropriate and relevant training materials for key beneficiaries of PRRP.		25
	Assess the accountability and oversight functions in the region;		20
	Undertake consultation with relevant line ministries and partners to strengthen accountability and oversight functions from an economic perspective;		20
	Develop guidelines and provision of training to relevant stakeholders on proposed changes; and		20
	Develop and implement appropriate and relevant training materials for key beneficiaries of PRRP.		25
	Preparation, production and dissemination of both routine and complex products that promote the strategic and timely flow of information and key messages about programme products and results for internal and external users; and		40
	Work closely with partner organizations/ stakeholders on outreach and visibility components and sharing knowledge and good practices		46

Evaluation

[Cumulative analysis](#)

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 may 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 where technical criteria weighs 70% and Financial criteria/ Proposal weighs 30%
 - Technical Criteria weighting; 70%
 - Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment.

No.	Criteria	Weighting
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1	At least 10 years' experience in the management and implementation of planning and budgeting, adaptation to climate change; disaster response and recovery, and environmental management and permitting processes;	20	
2	Minimum Masters University Degree in social sciences or discipline relevant to development economics, environmental management and/or climate change;	5	
3	Extensive experience with at least 5 years of mainstreaming economic analysis into climate and disaster risk into development planning and budgeting at national, sub-national and sectorial;	10	
4	At least 5 years of extensive experience working on mainstreaming economic climate and disaster risk into development	10	
5	Excellent writing and drafting skills and experience for donor reporting, corporate reporting, resource mobilization and providing policy advice at the international, regional or national level;	10	
6	Experience in integrating economic analysis on cross-cutting issues into development planning and budgetary processes;	10	
7	Knowledge and experience of mainstreaming gender and social inclusion is required	5	
		70	

Proposal Submission

Shortlisted candidates may be contacted for an interview.

Offerors must send the following documents.

- **CV including names/contacts of at least 3 referees.**
- **A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy**
- **Completed template for confirmation of Interest and Submission of Financial Proposal.**

Detailed TOR and Confirmation of interest and Financial proposal Template can be obtained from UNDP

Pacific office website - http://procurement-notices.undp.org/view_notice.cfm?notice_id=57611