



Empowered Lives.
Resilient Nations.

Terms of Reference

Ref: PN/FJ/008/20

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| Consultancy Title: National VCAP -II PPG Coordinator |
| Project Name: VCAP 2 PPG |
| Duty Station: Vanuatu |
| Duration of the Contract: This consultancy will be for 70 working days commencing in February - April 2021. The consultant will be expected to travel out to the outer islands of Port Villa. |
| Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm) no later than, 17th Feb 2020 (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. |
| NOTE: Proposals must be sent through UNDP job shop web page. Candidates need to upload their CV and financial proposal - using UNDP template Only shortlisted candidates will be contacted |
| <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> |

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| Objectives: The In-country Coordinator will be part of the GEF PPG team and will work to coordinate the roles and functions of the in-country support consultants (including Marine, Terrestrial, Civil Engineer, Water Engineer, Weather Systems Specialist) and ensure that there is interactive communication between the locals and international consultants. He/She will also provide support to the PPG Team Leader overall and will work with the other International Technical Specialist where needed. He/she as the expert present in the country will provide sound technical advise and ideas to the PPG Team Leader on what would work best or not. He/She will also be working very closely with the In-country Support consultants in organising in-country consultation and site visits during the PPG mission period. The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and ensure that all mandatory and project Annexes and supporting documentation are made available. |
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| Background The Commonwealth Vulnerability Index ranks Vanuatu as one of the world's most vulnerable countries due to its high exposure to natural disasters, scattered island geography, narrow and economic base, inadequate communication and transportation networks and limited capacity to cope with disasters including climate change. With mostly volcanic islands, human settlements are found mostly along the |
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coastlines and this region is a primary focus in efforts to build climate resilience. Vanuatu's National Adaptation Program of Action (NAPA) include specific measures focused on the coastal zone such as the promotion of community-based marine resource management and integrated coastal zone management.

To better adapt to the impacts of climate change, the government launched the project "Adaptation to Climate Change in Coastal Vanuatu" (VCAP) in November 2014. The was project funded \$8.030 million grant from the Least Developed Countries Fund of the Global Environment Facility (GEF) and was implemented by UNDP. The project was implemented in 6 provinces of Vanuatu covering at least 5-6 communities in each province to improve their resilience to climate change, to sustain their livelihoods, improve food production and preserve/improve the quality of life.

The interventions of the V-CAP project had ranged from the following:

1. The climate proofing of public conveyance infrastructure such as river crossing bridges, roads and pedestrian walkways and tracks to facilitate access needs to population centers, health facilities, markets and schools for children regardless of weather conditions.
2. The climate proofing of existing Provincial/Area Council offices as shelters during natural disasters for 8 island communities. These also included training and equipping of existing resource personnel to respond to climate disaster needs.
3. The extension of agricultural services in order to facilitate the demand for food supply as a result of growing population in the outer islands and the increasing disease and pests in subsistence crops. These included the setup of nurseries and model farms in 7 island communities to supply climate resilient crops. In addition, these communities were also trained and provided farming materials to allow them to be self-sufficient. Similarly, livestock management trainings were conducted, and start-up of livestock initiatives were provided to more than 1,000 local farmers to generate further household incomes opportunities and create employment.
4. The development of Upland Management Action Plans to address sustainable farming practices, land erosion and water security in 9 island communities. This also included the planting of vertiver grass and plants in coastal eroding hotspots and replanting of native trees and water catchments areas. In addition, water tanks and gravity feeders were installed on Torres and Epi island communities which often are affected the most during the drought seasons.
5. The development of Disaster Plans in 1 District, 3 Area Councils and 9 communities to be able to address disaster risk events accordingly.
6. The successful setup of Integrated Weather Forecasting and Automated Weather Stations in the 6 provincial sites to allow a systematic analysis and predictions of climate-related events such as cyclone, storms, drought etc in order for communities to prepare beforehand.

With V-CAP completed in 2019, the government had expressed its intention to implement a phase II of V-CAP. Its decision is based on the positive outcome and contribution of V-CAP project in the local communities and the level of assistance to Vanuatu Government sectors which have benefited greatly from its interventions in the project sites in Vanuatu. A funding of \$US 12 million was approved by GEF in November 2019 and will therefore be focusing on upscaling the successful interventions of the earlier V-CAP work.

Scope of work/Expected Output

A team of consultants are being gathered to work with the Vanuatu government in developing the V-CAP II Project Document for the upcoming GEF submission in November 2020.

Specific to the work of the consultant he/she will be expected to conduct the following:

- a. Work in consultation with the PPG Team Leader in the submission of a detailed methodology and workplan. Ensure that there is efficient consultation with key stakeholders before any plans are finalised.
- b. Coordinate in the organising of the PPG inception workshop with key stakeholders. Ensure that there are proper consultations with the PPG Team Leader, International and Local Consultants on key stakeholders

to invite.

- c. Provide logistic support to ensure that all in-country preparations are well mapped and carried out especially for all workshops and meetings etc.
- d. Contribute to the development of the inception reports.
- e. Facilitate discussions on site selections and finalisation with key stakeholders to finalise project sites selection following agreed criteria and lead in the collection of marine information (Coastal Zone Management, Marine Managed Areas, Protected Areas) situation based on available data in the target sites.
- f. Work with PPG Team to finalise a schedule of field visits and the overall PPG timelines.
- g. Work with the PPG team to identify opportunities for private sector engagement and co-financing. Take lead in talking with key government stakeholders on co-financing and secure co-financing letters.
- h. Advise the PPG Team Leader on partner capacity assessments and facilitate discussions on management arrangements early in the PPG process.
- i. Contribute to the work and write up tasked by the PPG Team Leader where and when needed.
- j. Assist team leader in the development of an indicative procurement plan for the project with support from UNDP.
- k. Work with the Team Leader in securing and presenting of project execution and management arrangement and ensure that the project is aligned to UNDP-GEF guidance on UNDP execution support.
- l. Coordinate the implementation of the validation workshop and work with the PPG Team Leader to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans.
- m. Work with the Team Leader to develop and finalise a validation workshop report
- n. Provide support to the Civil and Water Engineers and Meteorological Specialist in the designing of their respective components in the ProDoc.
- o. Follow up on any further input to the first draft of the ProDoc and in also finalising the ProDoc in-country.
- p. Facilitate minute taking of meeting conducted by the Team Leader with key government stakeholders etc

Key Deliverables

| | Required Action | Deliverable | No. of Days |
|---|--|---|-------------|
| 1 | Signing of Contract | Signed contract | 1 |
| 2 | A detailed schedule of all consultation, workshop, meetings and site visits during the PPG inception and validation | Finalised logistic plan and inception agenda | 2 |
| 3 | Coordinating the inception workshop for national and provincial level key stakeholders | Finalised inception workshop report and/or minutes | 3 |
| 4 | Coordinating site visits for project site selection | Finalised project Site Visit Report | 17 |
| 3 | A list of co-financing from key stakeholders and draft co-financing letters. Ensure that the final signed co-financing letters are obtained once the draft has been finalised Team Leader which will be attached as Annexes to the project document. | Finalised and signed co-financing letters | 5 |
| 4 | An indicative procurement plan, budget and timeline for project implementation. | Draft procurement plan, budget and timeline | 10 |
| 5 | Coordinating the validation workshop. Ensure that all meeting minutes are also documented and submitted. | Finalised stakeholders listing, validation workshop agenda and report and minutes | 7 |
| 6 | Submission of the 1st draft of the ProDoc ensuring that consolidated comments from key stakeholders are incorporated accordingly especially for the engineering designing and early warning systems. | First draft of the Project Document | 5 |

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| 7 | Submission on an approved final ProDoc with GEF Sec Approval obtained. | Final draft of the Project Document | 5 | |
| 8 | Conduct follow up on any feedback from the GEF Sec review | Progress Report | | |

Supervision/Reporting

Overall the consultant will be monitored, overseen and supervised by **VCAP II PPG Team Leader**. He/She is expected to work very closely with the all the International and the National Consultants. All deliverable reports are to be discussed with IS before being submitted to UNDP.

The consultant is also expected to provide for his/her own laptop. He/she is expected to inform UNDP immediately in writing if he/she is unable to meet deliverables of this consultancy.

Requirement for Qualifications & Experience

Qualifications:

- Minimum Bachelor's degree or higher in a relevant field, such as Natural Resources Management, Architectural/Building Designing and Planning;

Experience:

- Minimum 5 years of demonstrable experience in the technical area climate change adaptation and mitigation, early warning system etc
- Experience in implementing and managing of climate change projects particularly for UNDP and GEF projects;
- Excellent written and oral communication skills in English;
- Experience working in the Vanuatu on related initiatives highly desired

Language Requirements:

- Fluency in written English is essential and must also be able to speak Bislama

Payment Schedule:

The following payment schedule is proposed:

| Deliverable | No. of Days | % Payment | Deadline |
|--|-------------|-----------|----------------|
| Signed contract | 1 | 10 | February 2020 |
| Finalised logistic plan and inception agenda | 2 | 10 | March 2020 |
| Finalised inception workshop report and/or minutes | 3 | 10 | March 2020 |
| Finalised Project Site Visit Report | 17 | 20 | April 2020 |
| Finalised and signed co-financing letters | 5 | 10 | July 2020 |
| First draft of the Project Document | 10 | 10 | July 2020 |
| Finalised validation workshop report and minutes | 7 | 10 | August 2020 |
| Draft procurement plan, budget and timeline | 10 | 10 | July 2020 |
| Final draft of the Project Document and other needed Annexes | 10 | 5 | September 2020 |
| Follow up Progress Report | 5 | 5 | April 2021 |
| Total | 70 | 100 | |

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
- 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 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

| Criteria | Points | Percentage |
|--|--------|-------------|
| Qualification | | |
| <ul style="list-style-type: none"> ▪ Minimum Bachelor's degree or higher in a relevant field, such as Natural Resources Management, Architectural/Building Designing and Planning; | 5 | |
| Experience | | |
| <ul style="list-style-type: none"> • Minimum 5 years of demonstrable experience in the technical area climate change adaptation and mitigation, early warning system, climate proofing of infrastructures etc | 20 | |
| <ul style="list-style-type: none"> • Experience in implementing and managing of climate change projects particularly for UNDP and GEF projects; | 10 | |
| <ul style="list-style-type: none"> • Experience working in the Vanuatu on related initiatives highly desired | 10 | |
| <ul style="list-style-type: none"> • Demonstrated experience on working with stakeholders in the government | 20 | |
| Competencies | 5 | |
| <ul style="list-style-type: none"> • Excellent written and oral communication skills in English; • Evidence of good communication skills and team work | | |
| Technical Criteria | | 70% |
| **If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money. | | |
| Financial Criteria – Lowest Price | | 30% |
| Total | | 100% |

Proposal Submission

Offerors must send the following documents.

1) CV including names of at least 3 referees

2)Cover letter setting out:

A statement of how the applicant meets the qualifications and experience requirements.

3)Completed template for confirmation of Interest and Submission of Financial Proposal

Consultant must send a financial proposal based on Professional Fees payment and any other cost associated with undertaking this consultancy. In country travel arrangements to the outer island will be organized by UNDP. 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 the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket should there be any in-country travel.

The P11 form and Template for confirmation of interest and Submission of Financial Proposal is available under the procurement section of UNDP Fiji website (www.pacific.undp.org)

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm) no later than, 17th Feb 2020 (Fiji Time). Any proposals received after this date/time will not be accepted

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Women candidates are encouraged to apply