



Empowered Lives.  
Resilient Nations.

## Terms of Reference

### Ref: Ref: PN/FJ/009/20

<b>Consultancy Title:</b> National VCAP -II Water Engineer
<b>Project Name:</b> VCAP 2 PPG
<b>Duty Station:</b> Vanuatu
<b>Type of Consultancy:</b> National Consultancy
<b>Duration of the Contract:</b> This consultancy will be for 30 working days commencing in February - December 2020. The consultant will be expected to travel out to the outer islands of Port Villa.
<b>Consultancy Proposal (CV &amp; Financial proposal Template ) should be uploaded on UNDP Jobshop website (<a href="https://jobs.undp.org/cj_view_jobs.cfm">https://jobs.undp.org/cj_view_jobs.cfm</a>) no later than, 17<sup>th</sup> 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 <a href="mailto:procurement.fj@undp.org">procurement.fj@undp.org</a>. 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.</b>
<b>NOTE:</b> <b>Proposals must be sent through UNDP job shop web page. Candidates need to upload their CV and financial proposal - using UNDP template</b> <b><a href="#">Only shortlisted candidates will be contacted</a></b>
<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>

<b>Objectives:</b> The Weather Systems Specialist will be part of the GEF PPG team and will work under the leadership of the PPG Team Leader. He/She will be responsible in the development of Component 2 content of the VCAP 2 ProDoc which is specifically focused on information and early warning systems on coastal hazards.  The consultant will also be required to provide timely input (as part of a review process) into the finalizing of the ProDoc and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. He/She will be also be required to work very closely with the VMDG (Vanuatu Meteorological Department) and any other identified key partners in developing and finalising project activities for Output 2.1, 2.2 and 2.3.
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<b>Background</b>  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 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
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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 project was 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 Team Leader and Local Consultant in the submission of a detailed methodology and work plan.
- b. Take lead in the discussion of project outputs under outcome 2 and ensure a collective understanding and agreement on its overall objective.
- c. Take lead in the compiling of the content of outcome 2 and ensure that the information and early warning systems are well articulated, is inclusive of the different weather information (receivers and

users) concerns and issues, participatory in information gathering, and is based on extensive stakeholder engagements;

- d. Verify and ensure that project Component 2 is technically sound and cost effective and in doing so, assess the effectiveness, efficiency and impact of existing national investments in the meteorological sector and how it is improving the capacity of the sector in providing real time monitoring and climate-related hazards such as coastal flooding, storm surges, sea level rise etc.
- e. Provide specialized support to undertake a comprehensive stakeholders and capacity assessment work in order to contribute and provide technical advice on component 2 of the PIF in project formulation focusing specifically on improved information and early warning systems on coastal hazards.
- f. Work with the Team Leader to ensure that component 2 is addressing needs and gaps, issues, priorities, opportunities are well presented in the PIF that will be presented during the validation stage to the stakeholders.
- g. Work with the project formulation team to finalize project sites selection following agreed criteria. The sites for Component 2 will depend on the discussion with VMDG.
- h. Contribute to the preparation of the inception report with specific focus on information and early warning systems.
- i. Coordinate with the Team Leader to finalize a schedule of field visits and the overall PPG timelines.
- j. Analyse and compile a report of the project baseline in terms of work conducted through VCAP 1 and other projects focusing on information and early warning systems to be able to identify new targets and indicators for VCAP2.
- k. Work with the gender specialist to ensure that findings from the gender analysis work is meaningfully integrated into the design of activities focused on addressing information and early warning system interventions.
- l. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in the overall project landscape;
- m. Contribute to the work and write up tasked by the team leader to fully prepare Component 2 of the ProDoc.
- n. Provide support and technical input to the design of related detailed procurement plans and TORs that include feasibility study, design, implementation/construction, stakeholder involvement, quality control and risk management for any early warning system installation etc.
- o. Support the Team Leader in organizing and provide support in facilitating inception, consultation and validation workshops. Active participation in workshops.
- p. Conduct follow up as per the guidance of the International Specialist or Team Leader in order to finalize the ProDoc for GEF Sec submission.

#### Key Deliverables

	Required Action	Deliverable	No. of Days
1	Signing of Contract	Signed contract	1
2	Detailed assignment workplan based on the integrated overall workplan completed by the project team leader.	Finalised workplan	2
3	Contribution to the development of the Inception report that will be consolidated by the VCAP – II PPG Coordinator	1 pager summary of comments and feedback from the inception workshop both at national and provincial level meeting specific to the weather systems component	2
4	Baseline study report on the focused area tasked to do by the Team Leader.	Finalised baseline report	5
5	Participate in the site visits and provincial and community level consultation	Site visit report	10

7	Prepare and finalise the content of Component 2 of UNDP/GEF VCAP 2 prodoc and ensure there is an integrated approach in the development of the strategic result framework, the rationale for and detailed description of activities for the outcome and outputs in which his/her work is linked to; detailed budget, and applicable GEF tracking tools.	First draft of the project document	5
8	Contribute to the development of the validation report that will be consolidated by the VCAP – II PPG Coordinator	1 pager summary of comments and feedback from the validation workshop meeting specific to the water component	2
9	Drafted procurement plans and TORs for consultants that will be identified and recruited to implement those activities under the relevant outputs of outcome 1 as identified in the final project document. Work with the Coordinator in developing this	Final procurement plan with budget and draft TORs	3

### Supervision/Reporting

Overall the consultant will be monitored, overseen and supervised by **VCAP II PPG Coordinator**. He/She is expected to work very closely with all the International and the National Consultants in the PPG Team. All deliverable reports are to be discussed with PPG Team Leader 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 Master's degree or higher in a relevant field such as Climate Change/Meteorological Science or equivalent

#### Experience:

- Minimum 10 years of demonstrable experience in the technical area of early warning systems and weather monitoring.
- Must be a certified or registered Meteorologist
- Excellent written and oral communication skills in English;
- Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;
- Experience working in the Vanuatu on related initiatives highly desired
- Demonstrated experience on working with stakeholders in the government and is familiar with the country needs on weather systems and early warning systems

#### 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	4	February 2020

Finalised workplan	2	7	March 2020
Finalised inception workshop report and/or minutes	2	7	March 2020
Finalised Project Site Visit Report	10	33	April 2020
Finalised baseline report	5	16	May 2020
First draft of the Project Document	5	16	June 2020
Finalised validation workshop report and/or minutes	2	7	August 2020
Final draft TORs	3	10	September 2020
Total	30	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
<b>Qualification</b>		
<ul style="list-style-type: none"> <li>▪ Master's degree or higher in a relevant field such as Climate Change/Meteorological Science or equivalent</li> </ul>	5	
<b>Experience</b>		
<ul style="list-style-type: none"> <li>• Minimum 10 years of demonstrable experience in the technical area of early warning systems and weather monitoring.</li> </ul>	20	
<ul style="list-style-type: none"> <li>• Must be a certified or registered Meteorologist</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Demonstrated understanding of the GEF rationale and procedures in-country and have some understanding formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Demonstrated experience on working with stakeholders in the government and is familiar with the country needs on weather systems and early warning systems</li> </ul>	10	
<ul style="list-style-type: none"> <li>• Proven knowledge and experience of early warning systems and weather monitoring</li> </ul>	10	
<b>Competencies</b>	5	
<ul style="list-style-type: none"> <li>• Excellent written and oral communication skills in English;</li> <li>• Evidence of good communication skills and team work</li> </ul>		
<b>Technical Criteria</b>		<b>70%</b>
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

### 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](http://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](https://jobs.undp.org/cj_view_jobs.cfm)) no later than, 17<sup>th</sup> Feb 2020 (Fiji Time). 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](mailto: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.**