



REQUEST FOR PROPOSAL (RFP) (For Low-Valued Services)

UNDP, FOURAH BAY CLOSE, OFF MAIN MOTOR ROAD WILBERFORCE, FREETOWN, SIERRA LEONE.	DATE: January 15, 2020
	REFERENCE: SLE/RFP/2020/001

Dear Sir / Madam:

We kindly request you to submit your Proposal for: **Consultancy firm to conduct Coastal Vulnerability Assessment (CVA) for UNDP-GEF Project.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

Proposals may be submitted on or before Friday, February 14, 2020 and via email, courier mail or fax to the address below:

United Nations Development Programme
Fourah Bay Close, Off Main Motor Road, Wilberforce
Procure.sle@undp.org
Yona Samo

Yonah.samo@undp.org

Your Proposal must be expressed in the English Language, and valid for a minimum period of 120 days (One Hundred and Twenty Work Days (Mondays to Fridays)).

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/business/protest-and-sanctions.html>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link :

https://www.un.org/Depts/ptd/sites/www.un.org.Depts.ptd/files/files/attachment/page/pdf/unscoc/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,


Yoon Sam

Procurement Associate

1/15/2020

Annex 1

Description of Requirements

Context of the Requirement	Consultancy firm to conduct Coastal Vulnerability Assessment (CVA) for UNDP-GEF Project
Implementing Partner of UNDP	Environment Protection Agency (EPA), Min. of Fishers and Marine Resources (MFMR), National Tourist Board (NTB), Institution of Marine Biology and Oceanography (IMBO).
Brief Description of the Required Services ¹	<p>UNDP is implementing a five-year GEF funded project "Adapting to climate change induced coastal risk management in Sierra Leone" with the aim to strengthening the ability of coastal communities to systemically manage climate change risks and impacts on physical infrastructures and economic livelihoods.</p> <p>The coastal zone of Sierra Leone is highly vulnerable to the increased frequency and severity of coastal erosion, flooding and storm surges which severely impact social wellbeing (health), livelihood security (and water resources) and major economic sectors such as fishing, tourism, water resources and agriculture. Coastal communities are already experiencing considerable repercussions of these impacts, notably on their livelihoods with reduced fishing productivity, ecosystem degradation and low farming outputs. The limited accessibility of climate-related data limits the ability of decision-makers to make informed planning and policy decisions for the coast (in particular marine and sea parameter databases such as wave height, wave period, wind speed and direction), and to take any clear strategic actions to remedy these negative effects. This lack of adequate knowledge is contributing towards undermining social and economic development, particularly under a changing climate. In addition, weak institutional regulatory capacity coupled with the absence of a national "coastal specific" community-based information system that focuses on supporting the management of climate-related risks continue to hamper long-term coastal planning, management and early warning activities. The GEF-funded project is designed to address these problems. The intended outcome of the project is to help the Government of Sierra Leone (GoSL) to become more climate resilient while contributing towards achieving Sustainable Development Goals (SDGs).</p> <p>The project focuses on three thematic components; Component 1: Generating sound scientific knowledge and access to information; Component 2: Climate information internalized into coastal development policy and plans;</p>

¹ A detailed TOR may be attached if the information listed in this Annex is not sufficient to fully describe the nature of the work and other details of the requirements.

	<p>Component 3: Awareness and alternative, innovative activities to support adaptation in the coastal zone.</p> <p>Through these components, the project will work towards the update of those policies and any informational barriers that are currently preventing Sierra Leone from systematically managing coastal risks. This will contribute to reducing vulnerability of both coastal communities and ecosystems and in the process strengthen institutional capacity and adaptation planning.</p> <p>UNDP is therefore seeking to recruit the services of a consultancy firm to conduct coastal vulnerability assessment (CVA) for the six project sites along the project defined coastal zone of Sierra Leone.</p> <p><u>Objective of the assignment</u></p> <p>The objective of this assignment is to identify, comprehensively analyze and document existing factors that are contributing to the climate vulnerability of coastal communities in Sierra Leone and to ensure the availability of sufficient information that will help determine the types and scale of interventions to enhance coastal resilience in to the future. The goal is to inform the design of future project interventions (hard, soft or hybrid) to safeguard both communities and infrastructures at the targeted locations from the impacts of climate change. The consultancy firm is expected to carry out the assignment in accordance with the tasks specified below.</p>
<p>List and Description of Expected Outputs to be Delivered</p>	<p>The consultancy firm for the CVA will work directly under the supervision of the UNDP Team Leader for Sustainable Growth, in close collaboration with the UNDP-GEF National Project Manager and primary stakeholders for the project- Environmental Protection Agency (EPA), Ministry of Fisheries and Marine Resources (MFMR) and National Tourist Board (NTB).</p> <p><u>Overall responsibilities:</u></p> <p>The overall responsibility of the consultancy firm is to carry out coastal vulnerability assessment that identifies existing and anticipated climate vulnerabilities, coping strategies that reflect known social and poverty dimensions, and from this, to confirm existing climate model predictions. The consultancy firm shall include collecting and analysing raw and observational data of current practices that are taking place which are exacerbating community exposure to climate vulnerabilities.</p> <p><u>Specific tasks will include but not limited to:</u></p> <ul style="list-style-type: none"> • Conduct an assessment of the climate change risk of the coastal zones within the six project sites (at least 3 climate scenarios) and from this to identify features that are required to help develop coastal resilience; • Carry out Oceanography/marine drone based coastal zone erosion mapping • Consult key technical partner institutions and experts to identify broader climate change issues, review existing and past climate change interventions at national and sectoral levels; • Conduct field consultation with local coastal community groups regarding existing risks and vulnerabilities as well as documenting their knowledge and experience regarding contemporary challenges that are climate change related;

	<ul style="list-style-type: none"> • Identify capacity building needs and develop training package for key stakeholders in the targeted coastal communities; • Assess and evaluate the occurrence of recorded climate change specific hazards which have occurred over the last 10 years at all 6 project sites; • Identify links between the reported climatic variations and specific livelihood and other income-generating and economic activities that have been carried out on natural resources (ecosystems or specific habitats) within coastal communities; • Identify priority areas (geographic) that are experiencing high climate related risks or vulnerabilities; • facilitate a multi-stakeholder discussion and participatory event to communicate the findings and recommendations from the study. The event must include relevant communities, local and regional authorities, the private sector, NGOs and CBOs as appropriate; • Identify and prioritize adaptive measures (engineering or non-engineering) based on the findings of the assessment; • Formulate a costed action plan for the implementation of adaptive measures including costing and resource requirements 								
Person to Supervise the Work/Performance of the Service Provider	The Team Leader is responsible for approval of all deliverables indicated above based upon satisfactory confirmation of the project manager.								
Frequency of Reporting	<i>Based on successfully completed deliverables.</i>								
Progress Reporting Requirements	Successfully achieved deliverables								
Location of work	<input checked="" type="checkbox"/> Exact Address/es Freetown, Sierra Leone with frequent field visits to project locations in Lakka, Hamilton, Tombo, Conakry dee, Shenge and Turtle Island. <input type="checkbox"/> At Contractor's Location								
Expected duration of work	2.5 months								
Target start date	Immediately								
Latest completion date	2.5months after signing of the contract								
Travels Expected	<table border="1"> <thead> <tr> <th>Destination/s</th><th>Estimated Duration</th><th>Brief Description of Purpose of the Travel</th><th>Target Date/s</th></tr> </thead> <tbody> <tr> <td>Freetown</td><td>One week</td><td>Consultation with key technical partner institutions and experts to identify</td><td>15th February 2020</td></tr> </tbody> </table>	Destination/s	Estimated Duration	Brief Description of Purpose of the Travel	Target Date/s	Freetown	One week	Consultation with key technical partner institutions and experts to identify	15 th February 2020
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Freetown	One week	Consultation with key technical partner institutions and experts to identify	15 th February 2020						

			broader climate change issues, review existing and past climate change interventions at national and sectoral levels Development of work plan, methodology and data collection tools	
	Lakka, Hamilton, Tombo, Conanktydee, Shenge, Turtle Island	2 Weeks	Conduct an assessment of the climate change risk of the coastal zones within the six project sites Carry out Oceanography/marine drone based coastal zone erosion mapping Conduct field consultation with local coastal, community groups regarding existing risks and vulnerabilities	28 th Feb. 2020
Special Security Requirements	<input type="checkbox"/> Security Clearance from UN prior to travelling (not required) <input type="checkbox"/> Completion of UN's Basic and Advanced Security Training (not required) <input type="checkbox"/> Comprehensive Travel Insurance (not required) <input type="checkbox"/> Others [pls. specify]			
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input type="checkbox"/> Office space and facilities (not required) <input type="checkbox"/> Land Transportation (not required) <input type="checkbox"/> Others [pls. specify]			
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required			
Names and curriculum vitae of	<input checked="" type="checkbox"/> Required			

Individuals who will be involved in completing the services	<input type="checkbox"/> Not Required			
Currency of Proposal	<input type="checkbox"/> United States Dollars <input type="checkbox"/> Euro <input checked="" type="checkbox"/> Local Currency – Sierra Leone Leones, and United States Dollars equivalent			
Value Added Tax on Price Proposal ²	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes			
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input type="checkbox"/> 60 days <input type="checkbox"/> 90 days <input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.			
Partial Quotes	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted			
Payment Terms ³	Outputs	Percentage	Timing	Condition for Payment Release
	Submission of inception report including work plan, methodology and data collection tools)	20%	1 week after signing the contract.	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
	Submission of Draft Assessment	60%		

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

	Report after completion of validation workshop		7 weeks after signing the contract.		
	Upon incorporation of comment and submission of all final reports	20%	10 weeks after signing the contract.		
Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	The Team Leader is responsible for approval of all deliverables indicated above based upon satisfactory confirmation of the project manager and authorise approval for payments.				
Type of Contract to be Signed	<input type="checkbox"/> Purchase Order <input type="checkbox"/> Institutional Contract <input checked="" type="checkbox"/> Contract for Professional Services <input type="checkbox"/> Long-Term Agreement ⁴ <input type="checkbox"/> Other Type of Contract [pls. specify]				
Criteria for Contract Award	<input checked="" type="checkbox"/> Lowest Price Quote among technically responsive offers <input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non-acceptance of the GTC may be grounds for the rejection of the Proposal.				
Criteria for the Assessment of Proposal	Technical Proposal (70%) <input type="checkbox"/> Expertise of the Firm 20%				

⁴ Minimum of one (1) year period and may be extended up to a maximum of three (3) years subject to satisfactory performance evaluation. This RFP may be used for LTAs if the annual purchases will not exceed \$150,000.00.

	<input type="checkbox"/> Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan 40% <input type="checkbox"/> Management Structure and Qualification of Key Personnel 10% Financial Proposal (30%) To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by UNDP.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider <input type="checkbox"/> One or more Service Providers, depending on the following factors:
Contract General Terms and Conditions ⁵	<input checked="" type="checkbox"/> General Terms and Conditions for contracts (goods and/or services) <input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000) Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html
Annexes to this RFP ⁶	<input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2) <input checked="" type="checkbox"/> Detailed TOR <input type="checkbox"/> Others ⁷ [pls. specify]
Contact Person for Inquiries (Written inquiries only) ⁸	Yona Samo Procurement Specialist Yonah.samo@undp.org Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.
Other Information [pls. specify]	

⁵ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁶ Where the information is available in the web, a URL for the information may simply be provided.

⁷ A more detailed Terms of Reference in addition to the contents of this RFP may be attached hereto.

⁸ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁹

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery¹⁰)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions :

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following :

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations;
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc. ;
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contract references;
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.

B. Proposed Methodology for the Completion of Services

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

⁹ This serves as a guide to the Service Provider in preparing the Proposal.

¹⁰ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

C. Qualifications of Key Personnel

If required by the RFP, the Service Provider must provide :

- a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.;
- b) CVs demonstrating qualifications must be submitted if required by the RFP; and
- c) Written confirmation from each personnel that they are available for the entire duration of the contract.

D. Cost Breakdown per Deliverable*

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price <i>(Weight for payment)</i>	Price <i>(Lump Sum, All Inclusive)</i>
1	Deliverable 1		
2	Deliverable 2		
3	...		
	Total	100%	

**This shall be the basis of the payment tranches*

E. Cost Breakdown by Cost Component [This is only an Example]:

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a. Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				

*[Name and Signature of the Service Provider's
Authorized Person]
[Designation]
[Date]*



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Resilient nations.

UNITED NATIONS DEVELOPMENT PROGRAMME

Terms of Reference

I. Position Information

Job Code Title: Consultancy firm to conduct Coastal Vulnerability Assessment (CVA) for UNDP-GEF Project.

Duty Station: Freetown, Sierra Leone with frequent field visits to project locations in Lakka, Hamilton, Tombo, Conakry dee, Shenge and Turtle Island.

Contract Modality: Consultancy firm (International/National)

Duration: 2.5 Months

II. Background

UNDP is implementing a five-year GEF funded project "Adapting to climate change induced coastal risk management in Sierra Leone" with the aim to strengthening the ability of coastal communities to systemically manage climate change risks and impacts on physical infrastructures and economic livelihoods.

The coastal zone of Sierra Leone is highly vulnerable to the increased frequency and severity of coastal erosion, flooding and storm surges which severely impact social wellbeing (health), livelihood security (and water resources) and major economic sectors such as fishing, tourism, water resources and agriculture. Coastal communities are already experiencing considerable repercussions of these impacts, notably on their livelihoods with reduced fishing productivity, ecosystem degradation and low farming outputs. The limited accessibility of climate-related data limits the ability of decision-makers to make informed planning and policy decisions for the coast (in particular marine and sea parameter databases such as wave height, wave period, wind speed and direction), and to take any clear strategic actions to remedy these negative effects. This lack of adequate knowledge is contributing towards undermining social and economic development, particularly under a changing climate. In addition, weak institutional regulatory capacity coupled with the absence of a national "coastal specific" community-based information system that focuses on supporting the management of climate-related risks continue to hamper long-term coastal planning, management and early warning activities. The GEF-funded project is designed to address these problems. The intended outcome of the project is to help the Government of Sierra Leone (GoSL) to become more climate resilient while contributing towards achieving Sustainable Development Goals (SDGs).

The project focuses on three thematic components;

Component 1: Generating sound scientific knowledge and access to information;

Component 2: Climate information internalized into coastal development policy and

plans;

Component 3: Awareness and alternative, innovative activities to support adaptation in the coastal zone.

Through these components, the project will work towards the update of those policies and any informational barriers that are currently preventing Sierra Leone from systematically managing coastal risks. This will contribute to reducing vulnerability of both coastal communities and ecosystems and in the process strengthen institutional capacity and adaptation planning.

UNDP is therefore seeking to recruit the services of a consultancy firm to conduct coastal vulnerability assessment (CVA) for the six project sites along the project defined coastal zone of Sierra Leone.

Objective of the assignment

The objective of this assignment is to identify, comprehensively analyze and document existing factors that are contributing to the climate vulnerability of coastal communities in Sierra Leone and to ensure the availability of sufficient information that will help determine the types and scale of interventions to enhance coastal resilience in to the future. The goal is to inform the design of future project interventions (hard, soft or hybrid) to safeguard both communities and infrastructures at the targeted locations from the impacts of climate change. The consultancy firm is expected to carry out the assignment in accordance with the tasks specified below.

III. Functions / Key Results Expected

The consultancy firm for the CVA will work directly under the supervision of the UNDP Team Leader for Sustainable Growth, in close collaboration with the UNDP-GEF National Project Manager and primary stakeholders for the project- Environmental Protection Agency (EPA), Ministry of Fisheries and Marine Resources (MFMR) and National Tourist Board (NTB).

Overall responsibilities:

The overall responsibility of the consultancy firm is to carry out coastal vulnerability assessment that identifies existing and anticipated climate vulnerabilities, coping strategies that reflect known social and poverty dimensions, and from this, to confirm existing climate model predictions. The consultancy firm shall include collecting and analysing raw and observational data of current practices that are taking place which are exacerbating community exposure to climate vulnerabilities.

Specific tasks will include but not limited to:

- Conduct an assessment of the climate change risk of the coastal zones within the six project sites (at least 3 climate scenarios) and from this to identify features that are required to help develop coastal resilience;
- Carry out Oceanography/marine drone based coastal zone erosion mapping
- Consult key technical partner institutions and experts to identify broader climate change issues, review existing and past climate change interventions at national

and sectoral levels;

- Conduct field consultation with local coastal community groups regarding existing risks and vulnerabilities as well as documenting their knowledge and experience regarding contemporary challenges that are climate change related;
- Identify capacity building needs and develop training package for key stakeholders in the targeted coastal communities;
- Assess and evaluate the occurrence of recorded climate change specific hazards which have occurred over the last 10 years at all 6 project sites;
- Identify links between the reported climatic variations and specific livelihood and other income-generating and economic activities that have been carried out on natural resources (ecosystems or specific habitats) within coastal communities;
- Identify priority areas (geographic) that are experiencing high climate related risks or vulnerabilities;
- facilitate a multi-stakeholder discussion and participatory event to communicate the findings and recommendations from the study. The event must include relevant communities, local and regional authorities, the private sector, NGOs and CBOs as appropriate;
- Identify and prioritize adaptive measures (engineering or non-engineering) based on the findings of the assessment;
- Formulate a costed action plan for the implementation of adaptive measures including costing and resource requirements

IV. Deliverables

Based on the scope of work outlined above, the Consultant firm will be expected to deliver the following outputs:

No	Deliverables	Due Date
1	Inception report prepared (including work plan, methodology and data collection tools)	1 Weeks after signing of contract
2	Prepare and present draft assessment report to the Project Management Team and UNDP	4 Weeks after signing of contract
3	Conduct validation workshop	6 Weeks after signing of contract
4	Submission of the final report (three hard copies and soft copy) to UNDP	7 Weeks after signing of contract
5	Summary version of the final report to be	8 Weeks after signing of

shared with UNDP senior management team and with project stakeholders	contract
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V. Payment Modalities

Payment to the Consultant firm will be done as follows

- 20% paid upon submission of inception report including work plan, methodology and data collection tools)
- 60% upon submission of Draft Assessment Report after completion of validation workshop
- 20% paid upon incorporation of comment and submission of all final reports

VI. Qualifications

Skills required:

The assignment requires a consultancy firm with team of experts who can demonstrate adequate technical capacity and expertise in the field of geography, oceanography, multidisciplinary environmental or natural resource management as well as knowledge of coastal areas and issues in West Africa and with a good understanding of the social and economic dimensions of coastal vulnerabilities.

Qualification and Experience

Education:

Advanced university degree (Master's degree minimum or its equivalent) in Climate Change, Oceanography, Environmental Sciences, Natural Resource Management or related discipline.

The firm must have

- Minimum 5 years professional experience in Climate change and Environmental related issues, including familiarity with coastal climate change impacts and adaptation measures.
- Staff with specific expertise and technical background in one or more of the following areas: Climate Change, Oceanography, Environmental Sciences, Natural Resource Management or related discipline.
- Previous experience in undertaking climate vulnerability assessment and coastal adaptation.
- Demonstrated understanding of sustainable development issues and challenges in the natural resource and environmental sectors.
- Knowledge and professional experience in conducting vulnerability and climate risk assessment;
- Experience in developing and delivering capacity building programs
- Experience in developing trainings on climate risk management and ensuring

mainstreaming in development project implementation strategies.
Previous experience working in developing country setting would be an asset.

Language Requirements:

- Fluency in spoken and written English required.

VII. How to Apply

Qualified Consultancy firms are hereby requested to apply to call by submitting the following through UNDP career website:

- CV of technical experts indicating relevant professional experience
- Description of similar assignment undertaken by the firm with relevant document
- Technical Proposal detailing description (of the proposed methodology on how to complete the assignment.
- Financial proposal that indicates the all-inclusive fixed total contract price supported by a breakdown of costs (including professional fee, and specified other costs if applicable, including travel costs and DSA).

Deadline for application is not later than **two weeks** after the advert.

Note:

- The information in the breakdown of the offered lump sum amount provided by the offer will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.

Please note that applications will only be considered if they include ALL of the items listed above.

IX. Evaluation criteria

Technical Proposal (70%)

- ☐ Expertise of the Firm (20%)
- ☐ Methodology, Its Appropriateness to the Condition and Timeliness of the Implementation Plan (40%)
- ☐ Management Structure and Qualification of Key Personnel (10%)

Financial evaluation (total 30 points)

Reviewer/Approval of Deliverables

The Team Leader is responsible for approval of all deliverables indicated above based upon satisfactory confirmation of the project manager and authorise approval for payments.