

TERMS OF REFERENCE:
PROJECT IMPLEMENTATION SPECIALIST, GREEN CLIMATE FUND SAMOA
(National Individual Contract until 31 December 2020)

A. Project Title:

Integrated Flood Management to Enhance Climate Resilience of the Vaisigano River Catchment in Samoa (GCF Samoa)

B. Project Description or Context and Background:

As a Small Island Developing State in the Pacific, Samoa has been heavily impacted by increasingly severe tropical storms. Given the topography of the country, these extreme events have caused significant river discharge that results in flooding of lowland areas. Recent tropical storms like Cyclone Evan have caused floods resulting in serious health impacts and significant damage to both public and private assets. The ensuing damages have been estimated at US \$200 million. Urban infrastructure has suffered considerably and is expected to further degrade as extreme weather events are become more frequent.

The objective of the Government of Samoa's first-ever Green Climate Fund (GCF)-funded and UNDP-supported project Integrated Flood Management to Enhance Climate Resilience of the Vaisigano River Catchment in Samoa (VCP) is to strengthen the adaptive capacity and reduced exposure to extreme weather events of vulnerable communities, infrastructure, and the built environment in the Vaisigano River Catchment area. The project, which has a total volume of US\$ 65.7 million (US\$ 57.7 million from GCF, and US\$ 8 million in co-financing from the Government of Samoa), is implemented by the Ministry of Finance in collaboration with the Land Transport Authority (LTA), Ministry of Natural Resources and Environment (MNRE) and Ministry of Works, Transport and Infrastructure (MWTI). The project duration is six years (2017-23).

The project represents the Government's initial steps in operationalizing a comprehensive flood management solution for the country. It has three major outputs:

- (a) Capacities and information base strengthened for the Government to pursue an integrated approach to reduce vulnerability towards flood-related risks;
- (b) Key infrastructure in the Vaisigano River Catchment is flood-proofed to increase resilience to negative effects of excessive water; and
- (c) Upgraded drainage in downstream areas to increase capacity and allow for more rapid outflow of flood waters.

In conjunction with Government co-financing leveraged for this project, GCF resources are used to address key technical issues including infrastructure, capacity and information based barriers to enhancing the effectiveness of flood management systems. The direct beneficiaries of the project include approximately 26,528 people in the Vaisigano river catchment area, and 37,000



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people benefit indirectly.

UNDP is recruiting a Project Implementation Specialist (Individual Contract) for the GCF-VCP project to temporarily augment the UNDP Samoa Multi-Country Office (MCO)'s capacity in project support, quality assurance and oversight for 7-8 months until the end of 2020. Depending on office needs and funds availability in 2021, this period may be extended.

C. Scope of Work:

Under the guidance and direct supervision of the UNDP Assistant Resident Representative (ARR)/Programme Manager Environment, Climate Change & Disaster Risk Resilience Unit, the Project Implementation Specialist will be responsible for overall management of the project oversight functions, and ensuring that the project activities are carried out according to the required standards of quality and the agreed annual work plan, and are in line with the Funded Activity Agreement (FAA) signed between the GCF and UNDP.

In collaboration with the team of the GCF Project Management Unit located within the Ministry of Finance, the Project Implementation Specialist will provide support to the project as needed, and report to UNDP on the use of funds, procurement of services and materials/equipment, and the recruitment of project personnel. S/he will be responsible for day-to-day management of procurement contracts concluded by UNDP on behalf of the project, and ensure the timely delivery of quality outputs by the vendors.

In addition, s/he will provide guidance to UNDP on the strategic direction of the project, and draft briefing notes, needed documentation and project-related correspondence for UNDP senior management as required.

The Project Implementation Specialist will work in close collaboration with colleagues in the Environment, Climate Change and Disaster Risk Resilience team as well as other teams in the UNDP MCO; staff in the UNDP Pacific Office in Fiji, the UNDP Bangkok Regional Hub, and the UNDP Global Shared Services Centre in Kuala Lumpur; and engage on daily basis with the GCF PMU and staff in the Government implementing agencies.

Key duties and responsibilities:

- Exercise effective project oversight, monitoring and quality assurance to ensure sound planning and budgeting, and effective and efficient implementation of the project.
- Manage UNDP support services to the project, including the planning and execution of procurement actions and ensure sound contract management.
- Work closely with the UNDP M&E Analyst and Programme Finance Analyst to monitor project progress and use of financial resources according to the FAA, project Annual/Quarterly Work Plans, procurement plan, M&E framework, and the UNDP Programme and Operations Policies and Procedures (POPP).



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- Analyze implementation bottlenecks and suggest course corrections to the PMU and UNDP. Provide technical support as needed.
- Provide UNDP technical support to the nationally-implemented outputs, as required to ensure effective and timely project implementation. This includes the review of technical specifications for project outputs and activities.
- Identify and monitor risks to project implementation, escalating issues to the UNDP ARR and senior managers as necessary. Update project risk log.
- Ensure full compliance with UNDP HACT project assurance and programme monitoring requirements.
- Provide UNDP technical inputs to required narrative and financial project reporting. In 2020, this will include the quarterly progress reports, Project Midterm Review and Annual Progress Report.
- Follow-up on queries from the GCF Secretariat and ensure coordinated and timely feedback.
- Brief and consult with senior management on project progress and provide information and advice as required to contribute to the Country Office initiatives.
- Effective application of RBM tools.
- Provide support to the PMU and UNDP MCO in following up on audit recommendations.
- Ensure that complete and up-to-date information on the GCF Samoa project is available across UNDP Samoa's online platforms (including Transparency Dashboard, Project Space, MCO website) and through social media networks.
- Work closely with UNDP Communications Analyst to ensure that project results are showcased in UNDP publications, information materials, speeches, blogs and social media platforms.
- Identify and synthesize good practices and lessons learned from the GCF Samoa project; share knowledge and regularly contribute to UNDP Knowledge Networks and Communities of Practice.
- Provide written inputs to UNDP 2020 Results-Oriented Annual Report and 2021 Integrated Work Plan.
- Ensure positive and productive working relations with the PMU, and key partners in the Ministry of Finance and the Government implementing agencies. Facilitate regular discussions and close exchanges between UNDP, the PMU and the Ministry of Finance.

D. Expected Outcomes and Deliverables:

Effective exercise of the incumbent's key results contributes to strengthened project implementation and accelerated delivery. Implementation of activities in line with the objectives of the project and UNDP rules, regulations and procedures is critical to ensure achievement of agreed development results.

Deliverables include short monthly progress reports against the scope of works and key duties/responsibilities outlined in these Terms of Reference.



E. Institutional Arrangement:

The Project Implementation Specialist will be based at the UNDP MCO, with frequent outside engagements.

S/he will provide on monthly basis short progress reports to the UNDP ARR, with copy to MCO senior management.

F. Duration of the Work:

The initial duration of the contract will be for 8 months, until 31 December 2020 (maximum 160 working days). Depending on office needs and funds availability in 2021, this period may be extended.

G. Duty Station:

Apia, Samoa

H. Competencies:

Corporate Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP
- Treats all people fairly without favoritism

Functional Competencies:

Delivery

- Ability to get things done while exercising good judgment
- Ability to make new and useful ideas work
- Anticipates obstacles and applies practical solutions
- Takes responsibility and works towards planning targets, overcoming obstacles, setbacks and uncertainty
- Strives to improve team reputation with clients

Leadership and Management

- Focuses on impact and results for the client and responds positively to feedback
- Develops detailed understanding of the clients' needs, issues and priorities through routinely seeking clients' feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Demonstrates openness to change and ability to manage complexities
- Ability to listen, adapt, persuade and transform

- Places team agenda before personal agenda

Knowledge Management and Learning

- Promotes a knowledge sharing and learning culture in the office

I. Qualifications, Skills and Experience:

- Master's Degree or equivalent in Environmental Sciences, Climate Sciences, Engineering, Development Studies, Disaster Risk Management, Business Administration, Climate Economics, Social Sciences or a related field; **(10 Points)**
- At least five (5) years of relevant professional experience at the national or international level working on climate change adaptation and/or disaster risk management relating to climate change adaptation, climate proofing of infrastructure in coastal/riparian zones, and/or environmental management; **(20 points)**
- In-depth knowledge on development issues in Samoa;
- Demonstrated experience in project management and implementation, RBM and M&E of development projects;**(10 points)**
- Experience in engaging with international development agencies, different sectors of Government and local communities; **(5 points)**
- Prior experience working in or managing Green Climate Fund (GCF), Global Environment Facility (GEF) or Adaptation Fund (AF) projects is an advantage;**(5 points)**
- Prior work experience with UNDP is an asset;**(5 points)**
- Experience working in Pacific Islands Countries and Samoa is an advantage; **(5 points)**
- Computer literacy i.e. experience in the usage of IT and office software packages, experience in handling of web based management systems; **(5 points)**
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English;**(5 points)**
- [This position is open to Samoan nationals and residents only.](#)

J. Evaluation Method:

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The financial proposal shall specify an Inclusive daily fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment);
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.



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Documentation to be submitted:

- Applicants must submit a CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must submit a duly completed and signed Annex I Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Please submit your applications including all required documentation by

Wednesday 18 March 2020 to procurement.ws@undp.org

Queries about the consultancy can be directed to the UNDP Procurement Unit
procurement.ws@undp.org