Terms of Reference
Consultancy: Programme Coordinator (Interim)

Location:	Mendi, Southern Highlands Province, Papua New Guinea
Type of Contract:	Individual Contract (IC)
Project:	Highlands Joint Programme
Languages Required:	English
Starting Date:	June 2020 pending travel restrictions.
Duration of Initial Contract:	Up to 66 working day over a period of three months.

Background

Violent conflict has been ever-present in the Highlands region of Papua New Guinea (PNG). It has been on an increasing trajectory over the last 30 years seeing thousands of deaths, large numbers of displaced persons and widespread damage to property. This is placing substantial pressure on social stability and human development. Protracted conflicts have resulted in weak social systems, rudimentary service delivery and civil unrest. The political economy is deeply polarized and has undermined the legitimacy of Government and confidence in public institutions. Ultimately, these challenges have reinforced a culture of violence and threatened sustainable livelihoods. Exacerbated by poor governance, these highly fragile conditions pose complex challenges to achieving broad-based development in a country with systemically low development indicators overall.

The United Nations in PNG has designed a three-year Highlands Joint Programme (HJP) for Peace and Development. This programme will pursue three objectives. These are to:

1. Support the creation of peaceful conditions to enable achieving the Sustainable Development Goals in the Highlands.

2. Catalyse greater investments in equitable human development activities by the PNG Government, development partners and the private sector.

3. Support local aspirations for inclusive peace and development.

The HJP will initially target locations in Hela and Southern Highlands Provinces. Activities will be implemented in Enga subsequent to available resources. In Hela, communities in five priority LLGs identified in the Road Map will be targeted. These are:

- Komo Rural LLG (Komo-Magarima District)

- Hulia Rural LLG (Komo-Magarima District)

- Tagali Rural LLG (Tari-Pori District)

- Hayapuga Rural LLG (Tari-Pori District)

- South Koroba Rural LLG (Koroba-Kopiago District)

In Southern Highlands Province, Kagua-Erave, Nipa-Kutubu, and Mendi-Munihu districts have also been prioritized.

The HJP will be coordinated by UNDP. It will be delivered in close partnership with other UN agencies under the leadership of the United Nations Country Team and the UN's Resident Coordinator. The Highlands Joint Programme is convened and implemented under overall strategic guidance from the UN Resident Coordinator through the Steering Committee and other relevant mechanisms. UNDP will be accountable for the coordination of programme activities, delivering a range of technical inputs, and reporting and administrative functions where necessary. The Programme Coordinator (Interim) will support a Programme Steering Committee which will be convened to provide strategic oversight of the HJP. To support these functions, UNDP is seeking a Programme Coordinator (Interim). This consultancy will provide limited specific inputs for a short period to allow the HJP to proceed following a range of operational and administrative disruptions caused by COVID-19.

Working directly with the HJP's participating UN organizations (PUNO) and in close coordination with the Provincial Governments of Hela and Southern Highlands, the Programme Coordinator (Interim) will lead the field-based Programme Coordination and Management Team (PCMT). This team will facilitate the joint planning of activities, their delivery and the governance and monitoring of the overall HJP.

This consultancy will be based at the UN's Highlands Joint Field Office in Mendi (Southern Highlands) with significant time spent in Hela province as well.

Objectives:

The HJP was conceived as a means to sustain the incidental development gains made from the UN's humanitarian interventions following the February 2018 earthquake. The HJP will support the PNG Government and communities in addressing long overdue development needs in both Hela and Southern Highlands Provinces in the spirit of leaving no one behind while working across the humanitarian-development-peace nexus. The Programme Coordinator (Interim) will play a critical role in facilitating this.

Reporting:

The Programme Coordinator (Interim) reports to UNDP's Resident Representative, as UNDP holds the role of technical coherence/lead agency within the UN Highlands Joint Programme and as such hosts its Secretariat.

Duties and Responsibilities:

The Programme Coordinator (Interim) will among other tasks, be responsible for the following as a minimum:

Programme Management:

- Organize biannual Programme Steering Committee meetings with the PCMT providing secretariat support and programmatic inputs as required.

- Lead the PCMT to monitor results in close coordination with PUNOs.

- Provide coordination support on cross-cutting programmatic issues.

Field Coordination:

- Lead PCMT to directly support all PUNOs to ensure synergies between the programme components/sub-projects.

- Organize and facilitate regular programme implementation, coordination and planning meetings in the field with PUNO focal points.

- Support PUNO's apply a cross-cutting approach to their efforts while maintaining neutrality and impartiality, and doing-no-harm.

- Facilitate key stakeholder coordination with respective development, humanitarian and private sector actors operating in HJP target locations (i.e. province, district, LLG, ward).

- Establish and strengthen HJP/UN linkages with partner provincial governments through respective Provincial Coordination and Monitoring Committees (PCMC).

- Maintain situational awareness of the operational environment including through establishing an informal information network to facilitate information sharing.

- Act as interim coordination focal point as required on possible humanitarian issues supporting surge capacity.

Communications:

- Coordinate joint communications' efforts including leading the PCMT to develop a range of core supporting material - reports, communications, briefings, case studies and presentations.

- Oversee the integration of community engagement in programme implementation including establishing community feedback mechanisms on programme design and implementation.

Programme Reporting

- Coordinate drafting and dissemination of regular field situational reports (with UNDP, UN RC, UNCT, and PUNOs) including information regarding conflict monitoring and mapping, and early warning of emerging risks.

- Ad hoc reports as required or requested by, or through UNDP's Resident Representative.

Key milestones or deliverables	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptances of progressive report for the month of June, 2020	30/06/20	30%	UNDP Resident Representative or designate
Payment upon submission and acceptances of progressive report for the month of July, 2020	31/07/20	30%	UNDP Resident Representative or designate
Payment upon submission and acceptances of progressive report for the month of August 2020 and final report	31/08/20	40%	UNDP Resident Representative or designate

Resources Provided

UNDP will provide office accommodation. The Consultant shall provide his/her own working equipment (hardware and software) except in situations where specialized equipment is required in-country (e.g. satellite phone, office printing). In such instances, this will be provided by UNDP.

Education and experience

- Advanced University degree (Master's degree or equivalent) in political or social science, international development, peace and conflict, conflict studies, international relations, humanities or a related field.

- Minimum of seven (7) years of progressively responsible professional experience in complex settings, peacebuilding, coordination of humanitarian affairs, crisis management, political affairs, development, operational planning and coordination or related field.

- At least seven (7) years of experience in the Pacific context (specifically Papua New Guinea).

Competencies

- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.

- Fluency in Tok Pisin and a working knowledge of local dialects and/or languages is highly desirable.

- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advise senior management on tackling difficult scenarios.

- Demonstrates integrity by modelling UN values and ethical standards.

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

- Displays sound judgement and strategic analysis.

The proposal with the highest cumulative score will be awarded the contract. Applications will be evaluated technically based on how well a proposal meets the requirements of the Terms of Reference.

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.
* Technical Criteria weighting; 80%
* Financial Criteria weighting; 20%

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

Criteria	Points	Percentage
Qualification		**10%**
• Advanced University degree (Master's degree or equivalent) in political or social science, international development, peace and conflict, conflict studies, international relations, humanities or a related field.	10	
Experience		**70%**

• Minimum of seven (7) years of progressively responsible professional experience in complex settings, peacebuilding, coordination of humanitarian affairs, crisis management, political affairs, development, operational planning and coordination or related field.	20	
• At least seven (7) years of experience in the Pacific context (specifically Papua New Guinea).	20	
• Statement of Approach and Methodology on how the Consultant will deliver the services required. Statement highlighting the Consultant's contextual knowledge of the Highlands and any relevant experience both in the Highlands and Papua New Guinea.	30	
Technical Criteria		80%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		20%
Total		**100%**

Documents to be included when submitting Consultancy Proposals

The following documents are mandatory and should be submitted:

a) A current curriculum vitae outlining relevant experience and expertise. This should include additional details such as education, training, years of experience and other such information that may be of relevance.

b) Three-page statement in support of their curriculum vitae on how they will deliver the services required. This statement should highlight their contextual knowledge of the Highlands and any relevant experience both in the Highlands and Papua New Guinea. The statement should complement the consultant's curriculum vitae.

c) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this** UNP PNG Procurement page. This includes a **Financial Proposal that indicates the all-inclusive fixed total contract price, mandatory travel and medical insurances, one international economy class return air fare, supported by a breakdown of costs, as per the template provided.** If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should 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 their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon in writing, between the respective business unit and Individual Consultant, prior to such travel being undertaken.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than **1st June, 2020.** For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

Name: Dirk Wagener
Title: Resident Representative
Date: 18th May 2020