

TERMS OF REFERENCE**IC – Project Management Specialist****Ref: PN/FJI/060/20**

Location	Home Based with travels to Fiji & Tuvalu as may be required
Application deadline	29 June 2020
Type of Contract	Individual Contractor
Post Level	International Consultant
Consultancy Title	Project Management Specialist
Project Name	Tuvalu Coastal Adaptation Project (TCAP)
Languages required:	Fluent written and spoken English
Duration of Initial Contract:	6 months – from 1 July 2020 to 31 December 2020 with an average engagement of 12 days per month

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm) no later than, 29th June 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

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.

BACKGROUND

Tuvalu, with a land area of 26km², is the fourth smallest nation in the world with a population of about 10,000. Due to its geographical remoteness and relatively limited size of the economy, it is one of the least developed countries. It is also one of the most vulnerable countries in the world to the impact of climate change induced sea-level rise and intensifying storm events. Recent cyclones have already shown large scale population displacement, significant loss and damage of agriculture resources and infrastructure, contamination of water supplies, coastal erosion and scouring, impacting long term sustainable development of the country.

As such, in response to this climate challenge, the Government of Tuvalu and the Green Climate Fund (GCF) have jointly committed to US\$ 38 million for the 'Tuvalu Coastal Adaptation Project' towards building coastal resilience which is an urgent national priority. This project will address the financial and capacity constraints at all levels – from technical to community awareness. The TCAP project was approved in June 2016 and the project implementation commenced in September 2017.

With GCF financing, the project is expected to;

- Make at least 35% of the high value vulnerable coastlines more resilient to withstand the effects of increased wave intensity compared to the baseline of 7%. The GCF investment will be in the islands of Funafuti, Nanumea and Nanumaga, and directed along areas with high concentration of residences and social and economic assets;
- Directly and significantly benefit at least 29% or 3,100 people and indirectly 33% or 3,400 of the total Tuvalu population by mitigating impact of future wave overtopping events;
- Strengthen institutional and community capacities for sustaining and replicating project results;

The primary focus of the project is to put in place robust coastal intervention measures in three islands of Funafuti, Nanumea and Nanumaga to reduce Tuvalu's extreme vulnerability to coastal inundation and erosion. While the construction of the coastal interventions is expected

to increase the resilience of Tuvalu's vulnerable coastlines, the Government of Tuvalu also recognizes the need to invest in long-term resilience of the country, which can only be achieved by strengthening the ability of Island Government's (Falekaupules and Kaupules) plan and execute locally relevant adaptation actions.

This GCF funded project is executed by UNDP and in close partnership with the Government of Tuvalu, given its extensive experience in implementing climate change adaptation projects globally.

DUTIES AND RESPONSIBILITIES

Scope of work

The project is managed by a 7 member Project Management Unit team, three of whom are based in Tuvalu and four in Suva. The project has a Chief Technical Advisor responsible for the coastal resilience infrastructure component of the project.

Under the direct supervision of the Team Leader - Resilience and Sustainable Development, the Project Management Specialist shall provide technical and project management support towards the management and implementation of the TCAP project. The consultant is anticipated to support the Project Manager in providing a technical oversight across all project management and implementation tasks.

The consultant will be home-based. Should there be an unforeseeable travel, the IC and hiring unit should agree on the manner in which travel expenses (most economical and direct route), terminals and DSA are reimbursed prior to the travel. Travel will only be required to Tuvalu and Fiji.

Expected Outputs and Deliverables

- Provide effective Project Management support to the PMU Team and UNDP
- Support on Technical Oversight of the project

Effective Project Management Support

- Provide support to aspects of project implementation and management, collaboratively with the National Project Manager, as required;
- This position will focus on (in collaboration with the National Project Manager and PMU):
 - Developing a MYWP and Budget;
 - Developing quarterly work plans and advising on AWP 2020 amendments; o Supporting the further review of the Procurement Plan for 2020;
- Provide other needy support to project implementation and management; • Ensure compliance with UNDP's financial and operational procedures; • Monitoring and Evaluation support: o Development of a M&E plan for the project

o Preparations for the mid-term evaluation

Technical oversight

- Provide support to the implementation of the project activities apart from the coastal infrastructure component through strategic, technical and management guidance to the PMU. This includes particularly those activities relating to the following components of the project:
 - Capacity needs strategy and action plan
 - Long-term human resource capacity development (scholarships) o Island Strategic Plan process
 - Inter-governmental fiscal transfer process o Sustainable climate resilient financing mechanism
 - Community monitoring and evaluation o Gender Strategy and Action Plan o Stakeholder engagement plan and process
 - Participatory video process
- Support with the development of relevant TORs for the relevant project activities
- Review the technical outputs emerging from the ongoing and planned technical consultancies supporting the above-mentioned project activities
- Liaise with UNDP and other development partners on progress, where required;
- Provide support to the management and oversight of the project activities, where required;
- Provide input in the updating of the risk log;
- Provide general reporting support to the National Project Manager;
- Provide leadership in identifying solutions to address project management related issues;

Knowledge Management

- Identify, and communicate lessons learned that are useful to the PMU team;
- Share knowledge on good project management practices and promote a knowledge sharing and learning culture;
- Promote identification and synthesis of best practices and lessons learned from Project implementation, for organizational sharing and learning;
- Provide guidance to the PMU regarding record-keeping and document management
- Support by providing strategic and technical guidance to the implementation of the Communications Strategy

Duty Station

The consultant will be home-based. Should there be an unforeseeable travel, the IC and hiring unit should agree on the manner in which travel expenses (most economical and direct route), terminals and DSA are reimbursed prior to the travel. Travel will only be required to Tuvalu and Fiji.

Institutional Arrangement*Reporting*

The Consultant will report to the Team Leader Resilience & Sustainable Development at UNDP Pacific Office and require close coordination with the Regional Technical Specialist – CCA from UNDP Bangkok Regional Hub and the National Project Manager of TCAP.

Resources to be provided

Office space and internet access to be made available if on site in Fiji or Tuvalu.

Assistance regarding arrangements for any training, meetings or workshops with stakeholders shall be provided by UNDP.

Resources

The consultant is required to provide for his/her own computer.

REQUIRED SKILLS AND EXPERIENCE

- 1) Masters or equivalent in International Development / Project Management / Environmental Management or related field
- 2) At least 5 years of relevant experience in managing and implementing development projects;
- 3) Experience with climate change adaptation, sustainable development, community-based projects/interventions
- 4) Experience with project design, monitoring and evaluation
- 5) Experience in small island developing states (SIDS) and the Pacific is an advantage;
- 6) Experience with UNDP is preferred, UN or other international development agencies is an advantage

Language requirements: Fluency in English, both written and oral

PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**Daily Fee**

Consultant shall quote an all-inclusive Daily Fee for the contract period (12 days per month for 6 months). The term “all-inclusive” implies that all costs (professional fees, communications, consumables, any insurance, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal.

Travel

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 UNDP and the Individual Consultant, prior to travel and will be reimbursed. UNDP will provide suitable reimbursement at UNDP rates. UNDP shall 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 his/her own resources.

Payments

Payments shall be done based on actual days worked, and upon verification of completion of deliverables and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

EVALUATION METHOD AND CRITERIA

Individual consultants will be evaluated based on the following methodology:

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, 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 - 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 as a validation process.

Technical Evaluation Criteria

The candidates meeting the minimum requirement will be assessed on the following basis:

Criteria	Points	Percentage
Qualifications		10%
Masters or equivalent in International Development / Project Management / Environmental Management or related field	10	
Experience		
At least 5 years of relevant experience in managing and implementing development projects;	15	

Experience with climate change adaptation, sustainable development, community-based projects/interventions	5	60%
Experience in small island developing states (SIDS) and the Pacific;	10	
Experience with project design, budgeting, work planning, monitoring and evaluation	10	
Experience with UNDP is preferred, UN or other international development agencies is an advantage	15	
Experience and familiarity with the Green Climate Fund	5	
Technical Criteria		70%
Financial Criteria		30%
Total		100%

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.

3) Proposed preliminary work plan (covering deliverables /key activities)

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.

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?cur_rgn_id_c=RAS) no later than, 29th June 2020 (Fiji Time). Any proposals received after this date/time will not be accepted

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Women candidates are encouraged to apply