

Terms of Reference

Consultancy for Deputy Team Leader (PNG Nationals Only) - IC/PNG/011-2020

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| Location: | Port Moresby, Papua New Guinea (with travel to the Project Target Provinces namely East New Britain, Manus, Milne Bay, Morobe and Autonomous Region of Bougainville (AROB) as and when required based on the needs). |
| Type of Contract: | Individual Contract (IC) |
| Project: | Building Resilience to Climate Change in Papua New Guinea |
| Languages Required: | English with Tok Pisin highly desirable. |
| Starting Date: | 01 August 2020 |
| Duration of Initial Contract: | Up to 261 working days from 01 August 2020 to 31 July 2021 with possibility of extension. |

Background

Papua New Guinea (PNG) is one of the pilot countries selected to participate in the Pilot Programme for Climate Resilience (PPCR). The PPCR is funded under the Strategic Climate Fund (SCF), a multi-donor Trust Fund, this provides financing through the multilateral development banks to support programmes in selected pilot countries. The goal of the PPCR is to help countries transform toward a climate resilient development path, consistent with national poverty reduction and the Sustainable Development Goals.

PNG's Strategic Program for Climate Resilience (SPCR) was designed through a broad-based consultative process. The SPCR seeks to achieve transformational change by supporting the implementation of PNG's national strategies to facilitate "climate compatible development."

The overall outcome of the SPCR is to enhance PNG's resilience to climate change. This will be achieved through improved access to resources, knowledge and climate resilient infrastructure at the national and sub-national levels.

In seeking this transformation, the SPCR will address key impediments facing PNG 's current efforts to implement its national strategies. These include:

- Inadequate resources (human, technical, financial) at national, provincial, district and community levels to mainstream climate change risk management.
- Inadequate knowledge for mainstreaming climate change risk management in key sectors (e.g. food security, health, critical infrastructure) and in the national/provincial/district budget processes.
- Poorly designed infrastructure that is susceptible to climate change impacts.

The Government of PNG obtained a SCF-PPCR grant from the Asian Development Bank to implement the “Building Resilience to Climate Change Project.” The Project will help PNG implement the SPCR by mainstreaming climate resilience into development planning and addressing national priorities that focus on vulnerable communities.

The Project targets approximately 16,829 people of 24 Islands and Atolls located in East New Britain, Manus, Milne Bay, Morobe and the Autonomous Region of Bougainville (AROB). The Deputy Team Leader will support:

- Increased resilience of the communities to the impacts of climate change and climate variability.
- Improved capacities of vulnerable islands/atoll communities, government agencies, and civil society to plan and respond to the impacts of climate change.

The Project has three outputs. These are:

- Output 1: Climate change and vulnerability assessments carried out and adaptation plans developed for target communities.
- Output 2: Sustainable fishery eco-systems and food security investments piloted in 9 vulnerable island and atoll communities.
- Output 3: Enabling frameworks for climate-resilient infrastructure and early warning and communication network extended.

The Deputy Team Leader will work under the supervision of the Project’s Team Leader. The position will provide much needed support to the Project team which is comprised of various experts. Project activities will be delivered over approx. 18 months.

Duties and Responsibilities

The Deputy Team Leader will provide proactive leadership in supporting key tasks as specified in this Terms of Reference (TOR) in line with the project document translated into the Project’s annual work plans, including any other tasks deemed necessary by UNDP. The Deputy Team leader will assist the Team Leader in the implementation of activities in the five target provinces including effective communication with the national and sub national stakeholders and Project beneficiaries. In doing so, the Deputy Team Leader will establish strategic linkages and networks at national and subnational levels for the effective and efficient implementation of the Project.

The Deputy Team Leader will specifically:

- Assist in providing technical support during the Project’s mobilization stage including planning and implementation.

- Establish contacts and network with key stakeholders at the national and provincial levels to provide timely inputs and assistance as and when required for the efficient delivery of the Project's outputs.
- Provide technical advice and guidance to provincial stakeholders including District Development Authorities, target communities and the Project team.
- Undertake field visits to target Provinces including the islands and atoll communities as and when required.
- Lead inception workshops with the stakeholders at the national and provincial levels.
- Supervise technical experts to ensure activities are implemented on a timely manner as planned.
- Assist the Team Leader in communicating relevant and critical information with key implementing partners and other Project stakeholders including Project Steering Committee (PSC) members through UNDP.
- Together with the Team Leader, and in consultation with the BRCC Project Management, prepare and conduct PSC meetings as and when required.
- Closely monitor the progress of activities against the approved annual work plan and ensure all activities are on track and within budget.
- Identify and document issues and risks that are related to the Project and design mitigation measures against risks.
- Lead and provide technical support to Provincial Climate Change Committees (PCCCs) established in provinces to oversee, make decisions and coordinate climate change interventions at the provincial level.
- Provide inputs into results produced by the Project before they finalized and endorsed by the respective national and subnational authorities.
- Lead by providing an oversight role in management and procurement of necessary materials and equipment deemed necessary to support the implementation of the Project by adhering to the standards and process as agreed by UNDP.
- Provide technical advice and support on the operational functioning of Provincial Advisory Committees (PAC's) in the four (4) provinces and AROB.

Deliverables

Working with a range of implementing partners including the national Government, Provincial Administrations and civil society, the Deputy Team leader will support the Team Leader with the delivery of:

- The Project's inception workshop, to be conducted in Port Moresby.

- Climate Change Vulnerability Assessments (CCVAP) undertaken in targeted island and atoll communities.
- Successfully completed workshops on mainstreaming CCVAPs into LLGs, Districts, Provincial and Regional Development Plans.
- Facilitated training on reef coastal management and food security initiatives at community levels in East New Britain, Milne Bay and Manus Provinces respectively.
- Locally Managed Marine Areas (LMMAs) that are established and registered in East New Britain, Manus and Milne Bay Provinces respectively.
- Home gardens that are established, adaptation measures demonstrated with food processing and preservation initiatives in place for targeted islands and atoll communities of East New Britain, Manus and Milne Bay Provinces respectively.
- Training on Small Grants Funding (SGF) to support communities deliver tangible climate adaptation measures, including small scale infrastructure.
- Emergency response training conducted in selected islands and atoll communities with disaster management with community response plans and climate change adaptation plans developed and used.
- Disaster Management Committees in selected islands and atoll communities and 24 associated disaster response strategies.
- Lessons learnt workshops at the provincial and national levels with documentation and sharing of success stories.

| Reporting period and key milestones | Report due | Payment Percentage | Review and Approvals |
|--|-------------------|---------------------------|--|
| Payment upon submission and acceptances of progressive report for the month of August and work plan for remaining 11 months | 31/08/2020 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of September and work plan for remaining months of the contract. | 30/09/2020 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of October and updated work plan for remaining months of the contract. | 31/10/2020 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of November and updated work plan for remaining month of the contract. | 30/11/2020 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of December and updated work plan for remaining month of the contract. | 31/12/2020 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of January and updated work plan for remaining month of the contract. | 31/01/2021 | 8% | UNDP Deputy Resident Representative or designate |

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| Payment upon submission and acceptances of progressive report for the month of February and updated work plan for remaining month of the contract. | 28/02/2021 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of March and updated work plan for remaining month of the contract. | 31/03/2021 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of April and updated work plan for remaining month of the contract. | 30/04/2021 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of May and updated work plan for remaining month of the contract. | 31/05/2021 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of June and updated work plan for remaining month of the contract. | 30/06/2021 | 8% | UNDP Deputy Resident Representative or designate |
| Payment upon submission and acceptances of progressive report for the month of July and updated work plan for remaining month of the contract. | 31/07/2021 | 12% | |

Resources Provided

UNDP BRCC Project in consultation with the BRCC PMU at CCDA and CCDA as the Executing Agency, will provide space at CCDA Office including other logistics services and DSAs on approved missions.

Education and experience

- At least Master's degree in Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area.

Experience:

- At least 7 years of experience in environment, climate change, disaster risk reduction, emergency response or humanitarian coordination within international organizations (in particular working in Papua New Guinea is highly desirable).
- At least 5 years' experience in environment, climate change and disaster risk reduction with a most reputable or an international organization
- Experience in programme/project planning and management is desirable.

Corporate Competencies

- High level of computer literacy is essential (in particular word processing, publishing and presentation software). Knowledge of environment, climate change and disaster risk reduction is an asset
- People management skills, especially ability to manage team of experts both National and International
- Exceptional communication, presentation, inter-personal and networking skills
- Be task oriented and able to work independently
- Demonstrate high level of gender sensitivity and advocate for gender equality
- Be able to work effectively in a high pressure, occasionally stressful environment
- Ability to quickly establish and maintain effective working relations with people of different cultural backgrounds
- Proven communication and report writing skills
- Ability to negotiate and reach understanding or agreement in a most challenging environment
- Able to work in challenging and stressful conditions
- Possess commitment to teamwork
- Demonstrate openness to change and ability to manage complexities
- Respond positively to critical feedback and differing points of view
- Fluent written and spoken English

- Be able to step in if the Team Leader is not available and must be able to fly out to the provinces if required and stay for longer time durations.

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, 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.

| Criteria | Points | Percentage | Comments |
|--|--------|------------|----------|
| Qualification | | 10% | |
| <ul style="list-style-type: none"> • Atleast Master's degree in Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area. | | 10% | |
| Experience | | 60% | |
| <ul style="list-style-type: none"> • Atleast 7 years of experience in environment, climate change, disaster risk reduction, emergency response or humanitarian coordination within international organizations (in particular working in Papua New Guinea is highly desirable). | | 20% | |

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| • At least 5 years' experience in environment, climate change and disaster risk reduction with a most reputable or an international organization | | 20% | |
| • Experience in programme/project planning and management is desirable. | | 20% | |
| Technical Criteria | | 70% | |
| **If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money. | | | |
| Financial Criteria – Lowest Price | | 30% | |
| Total | | 100% | |

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- 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, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- 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, 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

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 IC wish to travel on a higher class, they 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, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org with mandatory email subject: **Deputy Team leader Consultancy – IC/PNG/011-2020**, no later than **29th July, 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: Edward Vrkic

Title: Deputy Resident Representative

Date: 15th July 2020