



## TERMS OF REFERENCE

### *THE EWACC PROJECT - CHIEF TECHNICAL ADVISOR*

#### *(NATIONAL CONSULTANT)*

**A. Project Title:**

*Economy-Wide Integration of Climate Change Adaptation and Disaster Risk Management to Climate Vulnerability of communities in Samoa (EWACC) Project*

**B. Project Description or Context and Background:**

The project “Economy-wide Adaptation to Climate Change (EWACC)” implemented by the Government of Samoa in collaboration with UNDP became operational in November 2014. The objective is to address expected impacts of climate change on lives, livelihoods, and assets of vulnerable communities in Samoa.

The US\$12.3 million project, funded by the Global Environment Facility’s Least Developed Countries Fund (LDCF), contributes to overcoming barriers to climate change adaptation by strengthening institutional capacity within the government; enhancing inter-ministerial coordination of climate change adaptation; promoting the inclusion of climate change concerns into development strategies across all sectors; climate-proofing of communities’ physical assets; introducing more climate-resilient livelihoods options; and sharing lessons learned and best practice on climate change adaptation across the Pacific region.

The Implementing Entity is the Ministry of Natural Resources and the Environment in Samoa. Responsible parties include the Ministry of Finance, Ministry of Women, Communities and Social Development, the Land Transport Authority and the UNDP.

The bulk of the LDCF resources in Component 2, aimed to enhance the resilience of communities as first responders of climate change-induced hazards. This component focuses on flood-protection infrastructure interventions, ecosystem-based adaptation approaches, resilient livelihoods support and revision and implementation of Disaster Risk Management plans for 100 villages. The results to date for this component include construction of segment 1 for Vaisigano flood protection wall, completed 17 villages covered with the Disaster Risk Management plans and an approximate of 470 beneficiaries in its improving livelihoods output activity works. The project also allocates resources to knowledge management and to ensure lessons learned and approaches about Climate Change Adaptation and Disaster Risk Management under EWACC are captured and shared at the regional and global level.

UNDP is recruiting a Chief Technical Advisor to provide technical and operational advisory support to the project management unit and the Government of Samoa focusing on providing strategic and technical guidance to the interventions mainly under Components 2 and 3 of the EWACC project for the remaining 15 months of the project due to be completed in November 2021. The



CTA must have strong expertise in the areas of civil/water engineering, water resource management, climate change adaptation project management, disaster risk management, and community-based interventions.

**C. Scope of Work:**

The Chief Technical Advisor (CTA) will be responsible for providing strategic direction and overall technical backstopping to the project and MNRE (Climate Change & GEF Division, Disaster Management Office and Water Resources Division (WRD)) in the implementation of activities as defined in the project document.

The partnerships with other project partners such as Land and Transport Authority (LTA), Ministry of Women, Community and Social Development, Ministry of Works, Transport and Infrastructure, and all other Government responsible parties, and to guide the PMU in the final phases of the project with special focus on overall project progress towards the final terminal evaluation of EWACC.

He/She will work with the CC & GEF Division and report to UNDP to provide advice to the project management team and other consultants hired within the project in collaboration with the main executing partners namely WRD and LTA for the related project activity works.

He/She shall evaluate and provide comments to, and endorse the acceptance of, the results and deliverables of the pertinent project activities, particularly on the level of achievement/realization of the committed targets of the project

The scope of work for the consultant will include, but not necessarily be limited to, the following key activities:

**A. Provide technical advice and support for effective project implementation**

- Provide technical expertise and strategic guidance to all project components with the remaining key activities for the EWACC project, providing quality control of interventions, and support the Project Manager in the coordination for planned activities for the remaining timeframe of the project. These include:
  - Provide technical supervisory function as follows: Peer review and provide technical guidance for Hydraulic modelling for catchments namely, Gasegase River, Loimata o Apaula and Fuluasou River;
  - Provide technical guidance and oversee on behalf of the project the work of consultants and sub-contractors, helping to ensure the timely delivery of expected outputs;
  - Provide technical advice on protection works planned for the three other catchments targeted by the project;
  - Support to communications/knowledge products, including reviewing activities under knowledge management and provide advice to ensure lessons learned on CCD/DRM are documented and shared;
  - Provide written reports, technical guidance and recommendations to PMU and project partners to increase delivery towards reaching the targets of the project;



➤ Advise and provide guidance to final activities including engagement in the Terminal Evaluation of the project. .

- Provide guidance to ensure that technical outputs and deliverables by the project meet the highest standards.
- Develop a sustainability/exit strategy for the project.

**B. Provide technical assistance for effective project management and monitoring:**

- Assist the Project Manager in the review and update of Monitoring and Evaluation Framework and monitoring tools for the project and monitoring the technical quality of project M&E systems (including AWP, indicators and targets);
- Assist the Project manager in the evaluation of results and impact of the Project Results Framework to date;
- Assist and provide advice in the review of the Procurement Plan for the remaining period of the EWACC project
- Assist the Project Manager in defining the necessary coordination mechanisms at the national and regional level for efficient completion of the project activities;
- Provide guidance to the Project Manager in relation to preparation of the Project Implementation Review (PIR), technical reports, quarterly progress and financial reports and the final project report for submission to UNDP, the GEF, other donors and Government Departments;
- Provide guidance to the PMU in updating the GEF Tracking tools prior to the Terminal Evaluation mission.

**D. Expected Outcomes and Deliverables:**

The CTA will be responsible for guidance and technical support to optimize the delivery of outcomes and outputs of the project towards its completion and Terminal evaluation until the closing of the project on 6<sup>th</sup> November 2021. Tasks are described in the scope of work above. This will include support to the PMU in reporting, monitoring and evaluation of the project.

Specific deliverables and their timeline are as follows: Inception assessment report on status of project activities and targets, including review of quarterly workplans with recommendations.

1. Support preparation and final submission of annual Project Implementation Reports (PIR) and Quarterly Progress Reports over the period.
2. Report on monitoring and evaluation Framework including recommendations on final means of verification for project targets
3. Exit and transition strategy for the EWACC project with the Climate Change and GEF Division of MNRE



4. Preparation and final submission of Project Implementation Report (PIR2020-2021) and Quarter Progress Reports over the period.
5. Preparation of Project Terminal Report in collaboration with EWACC PMU.

<b>Deliverables/Outputs</b>	<b>Estimated duration to complete</b>	<b>Target due dates</b>	<b>Review and Approvals</b>
Inception assessment report on status of project with recommendations	10 days	9 October 2020 or 4 weeks after beginning of contract	MNRE ACEO/UNDP ARR-ECC
EWACC Progress Quarterly Report (Q3-2020)	5 days	15 <sup>th</sup> October 2020	MNRE ACEO/UNDP ARR-ECC
Report on Monitoring & Evaluation Framework with recommendations	5 days	31 <sup>st</sup> October	MNRE ACEO/UNDP ARR-ECC
Revised EWACC project procurement plan (2020-2021)	5 days	31 <sup>th</sup> October 2020	MNRE ACEO/UNDP ARR-ECC
Exit and transition strategy for EWACC project – with workplan	10 days	15 <sup>th</sup> November 2020	MNRE ACEO/UNDP ARR-ECC
EWACC Progress Quarterly Report (Q4-2020)	5 days	15 <sup>th</sup> January 2021	MNRE ACEO/UNDP ARR-ECC
EWACC Progress Quarterly Report (Q1-2021)	5 days	15 <sup>th</sup> April 2021	MNRE ACEO/UNDP ARR-ECC
EWACC Progress Quarterly Report (Q2-2021)	5 days	15 <sup>th</sup> July 2021	MNRE ACEO/UNDP ARR-ECC
Project Implementation Report (PIR 2020-21)	5 days	9 <sup>th</sup> September 2021	MNRE ACEO/UNDP ARR-ECC
EWACC Progress Quarterly Report (Q2-2021)	5 days	15 <sup>th</sup> October 2021	



Terminal Evaluation and Final Project Terminal Report	20 days	30 <sup>th</sup> October 2021	MNRE ACEO/UNDP ARR-ECC
<p><b>E. Institutional Arrangement:</b></p> <p>Consultant will be based in Samoa for the duration of the contract. The consultant will be based in GEF and Climate Change Division in the Ministry of Natural Resources and Environment (MNRE) that will also provide logistical support and services to the contractor.</p> <p>The hired consultant will be under the supervision of the ACEO GEF&amp;CC and work closely with the MNRE GEF and Climate Change Division (EWACC Project Management Unit) and UNDP MCO.</p> <p>The CTA will provide Monthly progress reports. The CTA shall submit a work plan to be approved at the beginning of each month specifying the deliverables and the required workdays to deliver. At the end of each month, a brief report presenting the actual deliverables produced and workdays used, shall be prepared and submitted to the EWACC Project Management Unit and UNDP Samoa MCO. These documents (work plan and monthly report) will be discussed at the end of each month and will be used as the basic supporting documents for the monthly remuneration payment.</p> <p>All reports and documentation will be shared with the ACEO GEF&amp;CC and the UNDP MCO in a timely manner and outputs/deliverables will be reviewed within a week of reception for certified approval/acceptance</p>			
<p><b>F. Duration of the Work</b></p> <p>The assignment is expected to last for a period of 15 months and to cover a total of 150 working days. The expected starting date for the contract is 14<sup>th</sup> September 2020 or within 2-weeks of contract signing. The official end date of the contract for the CTA will be 30<sup>th</sup> November 2021.</p>			
<p><b>G. Duty Station:</b></p> <p>Consultant will be based in Samoa.</p>			
<p><b>H. Qualifications of the Successful Contractor and Technical evaluation criteria:</b></p> <p><b>Education:</b></p> <ul style="list-style-type: none"> <li>At least a master’s degree in Civil Environmental engineering or related degree <b>(20 points)</b>;</li> </ul> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>Minimum 10 years’ experience climate change adaptation/environmental science, water resources management and infrastructure <b>(15 points)</b></li> </ul>			



- In-depth and proven knowledge and experience in the area implementation of development initiatives, engineering and procurement and programmes relating to climate change adaptation, including substantial knowledge of climate change adaptation measures and climate proofing of infrastructure in coastal/riparian zones, including impacts on environment related to human development and poverty reduction; **(15 points)**
- Demonstrated experience on environmental issues, climate change impacts, challenges and resilience building opportunities particular to Pacific Small Island Developing States, and/or developing countries **(10 points)**
- Proven practical experience of Results Based Management (RBM), with sound knowledge on LogFrame and Project Cycle Management (PCM); **(15 points)**
- Strong skills in M & E and excellent communication, analysis and writing skills; **(15 points)**
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English **(10 points)**

**I. Scope of Price proposal & Schedule of Payments:**

The financial proposal shall specify an all-inclusive daily fee including all foreseeable expenses to carry out the assignment. The CTA will be require to submit a Monthly Report (including timesheet with dates and number of working days effectuated in the period), which will serve as the basis for payment.

The maximum number of working days over that 15 month period is 150 working days.

The schedule of payment is monthly upon review and approval of the Monthly report and specific deliverables for that month, as per section D above. Refer to table below.

<b>Deliverables</b>	<b>Estimated Number of Working days</b>	<b>Schedule for payment (due date)</b>
Monthly Report on advisory tasks, including Inception assessment report on status of EWACC project activities and achieved targets with recommendations.	15 days	9 <sup>th</sup> October 2020 or 20 working days from start of contract
Monthly Progress Report on advisory tasks, including Report on monitoring and evaluation Framework including recommendations and and Exit Strategy and Transition with workplan	15 days	6 <sup>th</sup> November 2020 or 40 working days from start of contract



Monthly Progress Report on advisory tasks, including Revised EWACC project procurement plan (2020-2021) and draft 2021 AWP	10 days	4 <sup>th</sup> December 2020 or 60 working days from start of contract
Monthly Progress Report on advisory tasks, including Fourth Quarter Progress Report of the EWACC project	15 days	1 <sup>st</sup> January 2021 or 80 working days from the start of contract
Monthly Progress Report on advisory tasks.	5 days	29 <sup>th</sup> January 2020 or 100 working days from the start of contract
Monthly Progress Report on advisory tasks.	5 days	26 <sup>th</sup> February 2020 or 120 working days from the start of the contract
Monthly Progress Report on advisory tasks, including 2021 First Quarter Progress Report of the EWACC project	10 days	26 <sup>th</sup> March 2021 or 140 working days from the start of the contract
Monthly Progress Report on advisory tasks, including updated GEF Tracking Tools for EWACC for TE	5 days	23 <sup>rd</sup> April 2021 or 160 days working days from the start of the contract
Monthly Progress Report on advisory tasks.	5 days	21 <sup>st</sup> May 2021 or 180 working days from start of the contract
Monthly Progress Report on advisory tasks.	5 days	18 <sup>th</sup> June 2021 or 200 working days from the start of the contract
Monthly Progress Report on advisory tasks, including Second Quarter Progress Report of the EWACC project for 2021	10 days	16 <sup>th</sup> July 2021 or 220 working days from the start of the contract
Monthly Progress Report on advisory tasks.	5 days	13 <sup>th</sup> August 2021 or 240 working days from the start of the contract
Monthly Progress Report on advisory tasks, including and Project Implementation Report (PIR2020-2021)	15 days	10 <sup>th</sup> September 2021 or 260 working days from the start of the contract



Monthly Progress Report on advisory tasks including review of terminal evaluation of EWACC project (including management response) and Final Project Terminal Report with status of exit strategy, and Third Quarter Progress Report	20 days	31 <sup>st</sup> October 2021 or 320 working days from the start of the contract
Final CTA report as monthly progress report.	10 days	30 <sup>th</sup> November 2020 or 300 working days from the start of the contract.
<b>TOTAL</b>	<b>150 days</b>	

The financial proposal shall specify an all-inclusive daily fee including all foreseeable expenses to carry out the assignment.

All envisaged travel costs must be included in the financial proposal. 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 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, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed based on provision of supporting documentation.

#### **J. Recommended Presentation of Proposal:**

Complete proposals must be submitted by **7 September 2020** electronically via email: [procurement.ws@undp.org](mailto:procurement.ws@undp.org). Please indicate **'THE EWACC PROJECT - CHIEF TECHNICAL ADVISOR'** in the subject of email application. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Letter of interest and availability** specifying the available date to start and other details (Annex II)
- **CV or P11 form** indicating all past experience from similar projects, as well as the contact details (email and telephone number) and **at least three (3) professional references** (most recent)
- **Statement of capabilities addressing the evaluation criteria** of why the you consider yourself the most suitable for the assignment,
- **Financial Proposal** specifying the daily rate in US Dollars and other expenses, if any (Annex II)





Queries about the consultancy can be directed to the UNDP Procurement Unit  
[procurement.ws@undp.org](mailto:procurement.ws@undp.org)

**ANNEXES:**

**ANNEX I - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX II - [Offeror's letter to UNDP Confirming Interest and Availability](#)**

**ANNEX III - [P11 Form](#)**

**K. Criteria for Selection of Best Offer**

- 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%;
- Only the top 3 candidates that have achieved a minimum of 70 points (70% of 100 points) from the review of education, experience and language will be deemed technically compliant and considered for the financial bid;
- The financial proposal shall specify an all-inclusive lump sum 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.

**L. Annexes to the TOR**

1. [EWACC Project Document](#)
2. [EWACC Mid-term Review Report](#)

**M. Approval**

**This TOR is approved by :** *[indicate name of Approving Manager]*

Signature \_\_\_\_\_  
 Name and Designation \_\_\_\_\_  
 Date of Signing \_\_\_\_\_