## **Terms of Reference**

**Integration of climate change and safety education into the Diploma Programme of Malawi College of Fisheries.**

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| **Location:** | Lilongwe, with travel to project districts including Blantyre, Mangochi, Salima, , Nkhata Bay and Nkhotakhota |
| **Type of Contract:** | Firm/company/service provider  |
| **Languages Required:** | English  |
| **Duration of Initial Contract:** | 4 months  |

### **A. Project Title:**

### Saving Lives and Protecting Agriculture-based Livelihoods in Malawi: Scaling Up the Use of Modernized Climate Information and Early Warning systems (M-CLIMES)

##### **B. Project Description:**

The Government of Malawi, with the support from UNDP, has secured funding from the [Green Climate Fund](http://www.greenclimate.fund/home) (GCF) to scale up the use of modernized early warning systems (EWS) and climate information in the country. The project is working with communities in disaster prone and food-insecure districts to co-develop tailored weather- and climate-based agricultural advisories to be disseminated through ICT/mobile, print and radio channels. The project is also scaling up best practices in community readiness to respond to disasters and mitigate key risks. Community-based early warning system will be scaled up in flood-prone areas and capacities to use and respond to warnings will be strengthened at the national, district and community levels.

The M-CLIMES project is being implemented in 21 districts by the Department of Disaster Management Affairs (DODMA) in collaboration with the Department of Climate Change and Meteorological Services (DCCMS), Department of Water Resources (DWR), Department of Agricultural Extension Services (DAES), Department of Fisheries (DoF), and the National Smallholder Farmers Association of Malawi (NASFAM).

The project has three expected outputs;

1. Expansion of observation networks that generate climate-related data to save lives and safeguard livelihoods from extreme climate events
2. Development and dissemination of products and platforms for climate-related information/services for vulnerable communities and livelihoods
3. Strengthening communities’ capacities for use of EWS/CI in preparedness for response to climate related disaster

**C. Background and objectives of the assignment:**

The fishing sector is impacted by a number of factors such as overfishing, use of destructive fishing gears, removal of aquatic weeds due to trawling along the shores as well as unsustainable farming practices that lead to an increase in surface run-off and soil erosion. In recent years, the reduced water levels in Lake Malawi has an adverse impact on aquatic life. Fishing communities have also reported that inclement weather conditions in the lake often result in loss of lives and livelihoods. In the recent years, inclement weather including strong winds (easterly (Mwera) and north easterly (Mpoto), high waves, lighting and stormy weather have had a catastrophic effect leading to loss of lives livelihood. Furthermore, there are limited information to forewarn the fishing communities about inclement weather. Fishing communities, especially people who are engaged in fishing at times get caught in bad weather which lead to accidents such as capsizing and sinking of boats and drowning of fishers and fishing crew.

In the above context the project is supporting the development and dissemination of appropriate warnings and advisories for fishing communities of Mangochi, Salima, Nkhata Bay and Nkhotakhota around Lake Malawi. The project intends to reach 30,000 people engaged in fishing including fishermen, fish processors and fish traders. To ensure long term sustainability of the project, the Community Outreach Unit (COU) based at Malawi College of Fisheries will play a crucial role in the production and dissemination of weather advisories. Malawi College of Fisheries plays an important role in capacitating aquaculture and fisheries management students that are both in-service and pre-service. It is also mandated to provide trainings to user communities while aligning itself to a number of sectoral and national policies tools such as the National Fisheries and Aquaculture policy of 2016, the Malawi Growth and Development Strategy (MDGS III) among others. The College offers a diploma programme. However, the existing curriculum has limited information on climate change and fishing safety aspects. Besides, the information is scattered and nascent. In the above context, UNDP is seeking expressions of interest from qualified institutions in Malawi to review the diploma programme offered by Malawi College of Fisheries in order to integrate climate change and safety education into it.

##### **D. Scope of Work:**

The scope of the assignment includes review the curriculum of Malawi College of Fisheries in order to integrate climate change and safety education s into its diploma/pre-service courses. The selected firm will work with the Fisheries College and relevant stakeholders at different levels to review the curriculum and make necessary changes to the curriculum and /or develop appropriate modules and train teachers at the College in the use of newly curriculum/modules. The revised course/modules should include, but not limited to climate change and its impact on the fisheries sector; climate change and weather hazards affecting safety at the lake; factors affecting small-scale fishers adaptation towards the impacts of climate change; climate change vulnerability; adaptation and resilience; enhancing adaptive capacities of fishing communities; barriers to adaptation; and moving from policy to action.

Consultations should involve relevant institutions including the following;

* Department of Climate Change and Metrological Services
* Department of Environmental Affairs
* Ministry of Agriculture and Food Security
* Department of Water Resources
* LUANAR (Aquaculture and Fisheries Department)
* MZUNI (Departments of Fisheries, Forestry, Water)

The selected firm is expected to;

* jointly with DoF and Malawi College of Fisheries and other relevant stakeholders agree on the scope, criteria and methodology for the desk review of diploma curriculum reform;
* In consultations with DoF form and lead a technical working group (TWG) with appropriate representation from relevant stakeholders to ensure ownership and participation in the process;
* In consultations with DoF facilitate the development Terms of References (ToR) and work plan for the TWG;
* Review the diploma course with the TWG;
* develop a set of curriculum/modules on climate change and safety education that are inclusive, innovative and gender sensitive;
* ensure participation of relevant stakeholders (including community consultation) in the process of development of climate change and safety education related standards and topics through consultations and consolidate their inputs in the revised curricula/module;
* revise the recommendations and comments made submit the final package of the revised curriculum/modules with climate change and safety education to Department of Fisheries and Malawi College of Fisheries; and
* train the Malawi Fishing College teachers on the revised curriculum/modules.

The selected firm shall come up with a detailed methodology that should, at a minimum propose;

* + The criteria to be used for the review of the existing curriculum and development of the proposed curriculum/module.
	+ A methodology for consultations with key stakeholders at national and local levels.
	+ A data collection and analysis plan from various stakeholders including community members, beach village committees and other relevant organizations.

##### **D. Deliverables:**

The contractor is expected to produce the following:

1. Inception report including a work plan for undertaking the assignment;
2. Establishment of a technical group for the curriculum review;
3. A report on the review of existing curriculum that also scopes out the proposed/new curriculum on climate change and safety education;
4. Submission revised draft curriculum/ modules on climate change and safety education related standards and topics;
5. Submission of final package of the revised curriculum/modules on climate change and safety education (revised based on the feedback from the partners; and
6. Training of the teachers in the Malawi College of Fisheries in the revised curriculum/module.

**E. Institutional Arrangement**

The selected firm will report to the Project Coordinator, M-CLIMES project and shall work directly with the Department of Fisheries. The firm is expected to work hand in hand with the relevant stakeholders in executing his/her responsibilities.

**F. Duration of the Work**

The expected duration of the assignment is for 4 months.

**G. Duty Station**

Lilongwe including travel to project districts in the Central region including Lilongwe, including Blantyre, Mangochi, Salima, Nkhata Bay and Nkhotakhota.

## **E. Deliverables and schedule of payments**

A Lump Sum Amount payable modality is envisaged upon submission of deliverables and acceptance/approval by UNDP CO for each identified task (reflected in the agreed and signed specific TOR). The lump sum amount is inclusive of all the costs related to the assignment.

Payments are based upon **output** (i.e. upon delivery of the goods and/or services specified in each deliverable of the TOR). All planned costs related to this project must be specified in the proposal.

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| **Deliverable/ activities** | **Indicative timeline \*** | **Proposed Payment (%)** |
| **1. Inception report:** Completion of an Inception workshop and submission of inception report following preliminary consultations with different stakeholders and desk review. The inception report needs to clearly identify potential problems and bottlenecks of the assignment, as well as possible solutions and a revised work plan after consulting with relevant stakeholders. | 15 days from contract signature | 20% |
| **2.** Submission of a report detailing the proposed curriculum to be developed highlighting all the key tasks and all objectives should be delivered.  | 45 days from contract signature | 20% |
| **3.**  Submission new draft curriculum/ modules on climate change and safety education related standards and topics; | 60 days from contract signature  | 20%  |
| **4.** Submission of final package of the revised curriculum/modules  | 100 days from contract signature | 20% |
| **5. A** training report and teaching materials targeting for the teachers on the revised curriculum | 120 days from contract signature | 20% |

*\*Payment will be based on acceptance of the deliverable by UNDP (and not submission) based on inputs from key relevant stakeholders (i.e. government and regional agencies).*

## **F. Expertise Required**

The consultant (Firm) must meet the following minimum requirements:

* Legal status recognized by the Government of the Republic of Malawi, enabling the organization to perform the above-mentioned tasks under the laws of Malawi.
* 5 years of work experience preferable ;
* Strong capacity and experience in planning and logistics
* Strong knowledge in fisheries, climate change and curriculum development.
* Strong interpersonal skills and a team-oriented spirit

The successful firm must comprise of the following professionals with adequate experience and qualifications as mentioned below. The bidder can propose additional experts and the value addition of the proposed experts in the assignment. In the technical proposal, the consultant must also indicate the proposed staff and qualifications for each of the three key managerial positions based on the following minimum requirements:

**1. Team Leader and Curriculum Development specialist**

* Advanced degree (or equivalent) in Education or Public Policy (or a related field) from a recognised and reputable institution.
* 8 years’ experience in curriculum review and development or related field.
* Extensive experience in stakeholder engagement and community liaison.
* Extensive experience in providing advice and recommendations in the development of curricula for higher education
* Proven ability to work under pressure and meet deadlines.
* Proven knowledge on gender issues in the fishing sector
* Excellent writing and oratory skills in English and Chichewa
* Ability to write reports, make presentations in English.

**2. Climate Change Specialist**

* Advanced degree (or equivalent) in climate change/meteorology (or a related field) from a recognised and reputable institution.
* 5 years’ experience in developing weather advisories/information systems.
* Experience in teaching or curriculum development or similar assignments.
* Extensive experience in community engagement.
* Proven ability to work under pressure and meet deadlines.
* Excellent writing and oratory skills in English and Chichewa
* Ability to write reports, make presentations in English

**3. Fisheries Specialist**

* Advanced degree (or equivalent) in fisheries (or a related field) from a recognised and reputable institution.
* 5 years’ experience in fishing sector.
* Extensive experience in community engagement and stakeholder consultations
* Experience in teaching or curriculum development or similar assignments
* Proven ability to work under pressure and meet deadlines.
* Excellent writing and oratory skills in English and Chichewa
* Ability to write reports, make presentations in English

**G. Scope of Price Proposal and Schedule of Payments**

A *Lump Sum Amount* payable modality is envisaged upon submission of deliverables and acceptance/approval by UNDP CO for each identified task (reflected in the agreed and signed specific TOR). The lump sum amount is inclusive of all the costs related to the assignment. Payments are based upon output, i.e. upon delivery and acceptance of the services specified in the ToR. All planned costs related to this consultancy must be specified in the proposal by contractor for this assignment. The bidding price proposal should include the following categories of budget:

* + 1. Professional fees (This should include the types and number of staffs hired)
		2. Travel (including the pilot survey and living allowances during the survey)
		3. Questionnaire printing
		4. Data collection and analysis
		5. Meeting/workshop costs
		6. Others (specify)

**H. Recommended Presentation of Offer**

Interested and qualified consulting firms are invited to apply. The consultants must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicants key members CV.
2. A financial proposal breaking down cost for each operational line and professional fees.
3. Contacts (email and phone) of 3 former clients or referees.
4. A detailed list of similar assignments (copies of these may be requested as necessary) that the consultant has conducted in the past.

**I. Criteria for Selection of the Best Offer**

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation as follows;

Technical criteria weight – 70 %

Financial criteria weight – 30 %

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| Summary Criteria  | Weight | Max. Point  |
| Technical (based on Technical proposal) | 70% |  |
| Bidder’s qualification, capacity and experience |  | 300 |
| Proposed Methodology, Approach and Implementation Plan |  | 300 |
| Management Structure and Key Personnel |  | 400 |
| Total points |  | 1000 |

The proposer who received 70% of the total technical point will be consider for the financial evaluation. The detail technical points are follows.

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| **Section 1. Bidder’s qualification, capacity and experience** | **Points obtainable** |
| 1.1 | Reputation of Organization and Staff Credibility / Reliability / Industry Standing  | 80 |
| 1.2 | General Organizational Capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls, extent to which any work would be subcontracted | 70 |
| 1.3 | Relevance of specialized knowledge and experience on similar engagements done in the region/country | 70 |
| 1.4 | Quality assurance procedures and risk mitigation measures | 50 |
| 1.5 | Organizational Commitment to Sustainability (mandatory weight)-Organization is compliant with ISO 14001 or ISO 14064 or equivalent – 20 points-Organization is a member of the UN Global Compact -5 points-Organization demonstrates significant commitment to sustainability through some other means- 5 points, for example internal company policy documents on women empowerment, renewable energies or membership of trade institutions promoting such issues | 30 |
| **Total Section 1** | **300** |

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| **Section 2. Proposed Methodology, Approach and Implementation Plan** | **Points obtainable** |
| 2.1 | Understanding of the requirement: Have the important aspects of the task been addressed in sufficient detail? Are the different components of the project adequately weighted relative to one another? | 50 |
| 2.2 | Description of the Offeror’s approach and methodology for meeting or exceeding the requirements of the Terms of Reference | 50 |
| 2.3 | Details on how the different service elements shall be organized, controlled and delivered  | 50 |
| 2.4 | Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement | 50 |
| 2.5 | Assessment of the implementation plan proposed including whether the activities are properly sequenced and if these are logical and realistic | 50 |
| 2.6 | Demonstration of ability to plan, integrate and effectively implement sustainability measures in the execution of the contract  | 50 |
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| **Total Section** **2** | **300** |

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| **Section 3. Management Structure and Key Personnel** | **Points obtainable** |
| 3.1 | Composition and structure of the team proposed. Are the proposed roles of the management and the team of key personnel suitable for the provision of the necessary services? |  | 60 |
| 3.2 | Qualifications of key personnel proposed |  |  |
| 3.2 a | **Team Leader and Curriculum Development specialist** |  | 120 |
|  | Advanced degree (or equivalent) in Education or Public Policy (or a related field) from a recognised and reputable institution | 30 |  |
| 8 years’ experience in curriculum review and development or related field | 30 |
| Extensive experience in stakeholder engagement and community liaison; providing advice and recommendations in the development of curricula for higher education | 20 |
| Proven ability to work under pressure and meet deadline; and knowledge on gender issues in the fishing sector  | 20 |
| Excellent writing and oratory skills in English and Chichewa; Ability to write reports, make presentations in English | 20 |
| 3.2 b | **Climate Change Specialist** |  | 110 |
|  | Advanced degree (or equivalent) in climate change/meteorology (or a related field) from a recognised and reputable institution. | 25 |  |
| 5 years’ experience in developing weather advisories/information systems. | 25 |
| Experience in teaching or curriculum development or similar assignments. | 20 |
| Extensive experience in community engagement | 20 |
| Excellent writing and oratory skills in English and Chichewa; Ability to write reports, make presentations in English | 20 |
| 3.2. c | **Fisheries Specialist** |  | 110 |
|  | Advanced degree (or equivalent) in fisheries (or a related field) from a recognised and reputable institution. | 25 |  |
| 5 years’ experience in fishing sector. | 25 |
| Extensive experience in community engagement and stakeholder consultations | 20 |
| Experience in teaching or curriculum development or similar assignments | 20 |
| Excellent writing and oratory skills in English and Chichewa; Ability to write reports, make presentations in English | 20 |
| **Total Section 3**  | **400** |

**J. Annexes to the TOR**

* M-CLIMES Project document

**K. Approval**

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

Signature

Name and Designation

Date of Signing