

Terms of Reference (TOR)

Ref: PN/FJ/084/20

GIS Specialist – Community Profile and Detailed Damage Assessment, and Database Development

Job Title:	GIS Specialist for the preparation of Community Profile Assessment georeferenced database
Proposed start date:	20-Sept-2020
Proposed end Date	01 November 2020
Type of Contract:	Individual contract – International
Supervisor:	RESPAC project Manager
Languages Required:	English
Duration of Contract:	2 months

Consultancy Proposal (CV & Financial proposal Template) should be uploaded on UNDP Jobshop website (https://jobs.undp.org/cj_view_jobs.cfm) no later than, 17th Sep 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

1. Daily rate to be inclusive of Medical insurance cost for the duration of the contract
2. Selected Candidate will be required to submit a proof of medical insurance prior to issuance of contract
3. 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.

A. BACKGROUND

The NDMO requires updated baseline data to promptly and effectively intervene at village/settlement and household level. This information will be consolidated from in Community Profile Assessments, which should include all the elements needed for disaster preparedness and response; e.g. social aspects (e.g. population, health, education, housing, accessibility) as well as essential resources (e.g. evacuation centres, communication, water and sanitation, power supply). The COVID 19 – as well as other major events, such as TC Winston and, more recently, TC Harold – has reflected the relevance and urgency of working with accurate, timely and practical data sets for decision making and information dissemination.

To that end, under the guidance of the RESPAC Project Manager and in close collaboration with the Fiji National Disaster Management Office (NDMO), the GIS Specialist will provide technical assistance and develop a georeferenced Community Profile Assessment database linked to Detailed Damage Assessment (DDA) methods. The georeferenced database may entail an easy-to-use application, that enables NDMO focal points to collect data, and should be aligned with the NDMO cartographic database(s), in order to produce interactive maps and GIS displays.

Once the georeferenced database is designed and tested, the GIS Specialist will prepare a User Manual and will train NDMO GIS team and NDMO focal points to ensure its immediate utilisation and subsequent updating and adjustments when required.

B. OBJECTIVES AND MAIN ACTIVITIES:

- ❑ Design of a georeferenced database able to contain essential information at village and household level for disaster management purposes
 - Review and provide advice to the NDMO requirements for the preparation of Community Profile Assessments
 - Prepare database in Microsoft Access to consolidate the primary information, compatible to ESRI ArcGIS; e.g. layers, fields, attributes
 - Prepare separate data tables according to the different layers of information agreed with NDMO; e.g. population, disaster preparedness, communication, electricity, water supply, housing, health, education, agriculture, forestry, environment and accessibility
 - Differentiate multiple modules in the organisation of the required information; e.g. GIS Layer Village and GIS Layer Houses
- ❑ Development of an easy-to-use mobile data collection application that permits to capture data in the field (with no internet connection) and then upload it to the database by registered users. This will include both baseline and Detailed Damage Assessment (DDA) related data.
 - Prepare mobile data collection application that can be used by mobile phone or tablet, even with limited or no connection to internet
 - Prepare criteria for different user rights in the database at village/settlement, provincial and national level, including for the upload of data from the various levels
 - Prepare database forms to facilitate data collection by NDMO focal points during field visits, in case the application is not available
 - Prepare an importation/exportation module that permits to send or upload the information collected at community level
- ❑ Produce set of GIS displays and interactive maps that will enable different users access to layers of information and produce tailored reports

- Review the NDMO geographic database and identify the base maps to be linked to the georeferenced database (e.g. tsunami or river flooding maps, hydrographic and topographic maps, roads maps, critical infrastructure such as clinics, police, bridges etc.)
 - Connect the georeferenced database with the NDMO cartographic database
 - Prepare pre-defined set of GIS display according to the main NDMO needs, and the possibility of displaying interactive maps according to tailored needs
- Enhance the NDMO capacities for managing, updating and making adjustments to the georeferenced database
- Prepare a User Manual including the instruction to manage and manipulate the georeferenced database, the mobile data collection application and the GIS display module
 - Train NDMO team and focal points in all the aspects of the database management and data collection
 - Prepare a final report with potential needs for NDMO capacity strengthening in this area

C. Expected Outputs

- Detailed implementation plan inception report agreed to by NDMO and UNDP
- Georeferenced database for Community Profile Assessment
- Mobile data collection application to capture primary data at community level
- GIS display module to produce tailored interactive maps
- User Manual and NDMO team trained in the utilization of the georeferenced database
- Field test of the developed tools with trained NDMO or relevant persons

D. Timeframe

Forty-five (45) days of advisory is required over a period of 2 months, starting the 20th Sept 2020.

ACTIVITIES		ESTIMATED NUMBER OF DAYS
Design of the georeferenced database for both Baseline and DDA Data	Home base	15
Development of an easy-to-use mobile data collection application	Home base	10
Produce set of GIS displays and interactive maps	Home base	10
Prepare a User Manual that will permit the utilization of the georeferenced database	Home base	5
Train NDMO team and focal points	Suva	5
TOTAL NUMBER OF DAYS		45

Payment for Services

Deliverable	Payment term
Deliverable 1: Georeferenced database able to contain essential information at village and household level	1/3 of contract value
Deliverable 2: Easy-to-use mobile data collection application that permits to capture data in the field	1/3 of contract value
Deliverable 3: Set of GIS displays and interactive maps	1/3 of contract value
Deliverable 4: User manual and training report	

E. Required Skills and Experience

Education

- Minimum MSc in Disaster Risk Management, Environment, Geography, Agriculture/Forestry, Urban Planning, or relevant

Experience

- At least 10 years of progressive working experience in information management;
- At least 10 years of experience in designing and building linked databases;
- At least 10 years of well-rounded experience in GIS in multiple sectors;
- At Least 5 years of experience in designing capacity development and training;
- Experience in working across Government Departments;

Language requirements

- Fluency in written and spoken English is required

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:

- responsive/compliant/acceptable, and
- 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.

- Minimum MSc in Disaster Risk Management, Environment, Geography, Agriculture/Forestry, Urban Planning, or relevant 20%
- At least 10 years of progressive working experience in information management, 15%
- At least 10 years of experience in designing and building linked databases, 15%
- At Least 5 years of experience in designing capacity development and training, 10%
- Experience in working across Government Departments; 10%

Proposal Submission

Offerors must send the following documents:

- CV including names/contacts of at least 3 referees;
- A cover letter indicating why the candidate considers himself/herself suitable for the required consultancy;
- References/links to the past evaluation reports conducted;
- A brief methodology on how the applicant will approach and complete the assignment; and
- Completed template for confirmation of Interest and Submission of Financial Proposal.

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted.

Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual may sign an Individual Contract with UNDP or request his/her employer to sign a Reimbursable Loan Agreement (RLA) on their behalf by indicating this in the Offerors letter to Confirming Interest and Availability.

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee (Daily fees to include IC's medical insurance costs), travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. 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 the IC wish to travel on a higher class he/she should do so using their own resources

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.

For any clarification regarding this assignment please write to procurement.fj@undp.org.

Women candidates are encouraged to apply.

The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu