

## TERMS OF REFERENCE

<b>Location</b>	Honiara, Solomon Islands
<b>Application deadline</b>	25 September 2020
<b>Type of Contract</b>	Individual Contractor
<b>Consultancy Title</b>	Solomon Islands Resilient Development Technical Adviser (National Consultant)
<b>Project Name</b>	Governance for Resilient Development in the Pacific
<b>Languages required:</b>	English
<b>Duration of Initial Contract:</b>	Up to a maximum of 240 working days within 12-month period (30 September 2020 – 30 September 2021)

## BACKGROUND

The Governance for Resilient Development in the Pacific (Governance for Resilience) project works with Pacific governments to ensure that countries adapt their decision making and governance systems towards more resilient development. The projects theory of change rests on a core assumption that Pacific Island people will be more resilient to the impacts of climate change and disasters if countries manage all development through a risk informed approach. This is consistent with the Framework for Resilient Development in the Pacific which calls for the ‘mainstreaming’ of climate and disaster risk treating risk management as fundamental to all development decisions.

The Governance for Resilience project has three outcomes areas: 1) government planning and financing systems enable gender and socially inclusive risk-informed development; 2) country oversight and accountability systems require gender and socially inclusive risk-informed development; and 3) regional organizations, policies and practices are actively supporting gender and socially inclusive risk-informed development.

The project is being delivered by the United Nations Development Programme (UNDP) Pacific Office, in partnership with the Australian Department of Foreign Affairs and Trade (DFAT), Korea International Cooperation Agency (KOICA), the New Zealand Ministry of Foreign Affairs and Trade (MFAT), and Swedish International Development Cooperation Agency (SIDA). It is a 5-year project working across all Pacific countries. It is the second phase of the DFAT funded, UNDP implemented Pacific Risk Resilience Programme (PRRP).

The Solomon Islands Resilient Development Technical Adviser will directly contribute to the achievement of overall outcomes and outputs of the Governance for Resilient Development in the Pacific (Gov4Res) project by designing, coordinating and supporting delivery of all project activities in the Solomon Islands. The Adviser will be responsible for working with stakeholders from national and

sub-national levels, across government, the private sector, UN agencies and with CSOs to identify entry points and deliver support to risk informed development in Solomon Islands.

The consultant will be Honiara based, and will be required to have a thorough understanding of existing systems of national and subnational governance and capacities in the country, as well as the aptitude to coordinate and negotiate with a number of different government stakeholders.

## DUTIES AND RESPONSIBILITIES

### Scope of work/Expected Output

The overall responsibilities of the assignment are to:

#### **Provide strategic advice to government and lead project initiatives and activities in Solomon Islands**

- Identify project entry points for risk informing planning and budgeting, particularly partnering with Ministry of Finance and Treasury and Ministry of National Planning and Development Coordination
- Provide high-level technical assistance and advice to national counterparts and their institutions on risk informing development in relation to strategic planning, legal and regulatory frameworks, planning and budgeting, sub-national planning, public financial management and sectoral activities to support realisation of risk informed development
- Support development of the provincial climate change resilience building concept, in partnership with Ministry for Environment (MECDM) and Ministry of Provincial Government and Institutional Strengthening (MPGIS)
- Lead UNDP support to MPGIS on the Provincial Capital Development Fund and associated local government financing opportunities
- Analyse and conduct research on Solomon Islands climate and development financing and provide strategic guidance on the preparation of project annual work plan, annual report and other documents of the project

#### **Coordinate resilience and risk informed development initiatives across sectors in partnership with government gender and social inclusion focal points**

- Support and coordinate with government counterparts to integrate risk (including CCDRM and gender and social inclusion) into sectoral projects, including infrastructure and agriculture
- Identify any capacity development needs with regard to gender equity and social inclusion, and design and facilitate capacity development initiatives to mainstream GESI in conjunction with CCDRM activities.

#### **Provide training and capacity building for project staff and partners**

- Identify, design and lead capacity building initiatives and training packages on risk informed development for project stakeholders and government focal points
- Identify or create training materials and training manuals that are contextualised and appropriate for project team and partners

#### **Provide support to United Nations COVID-19 longer term recovery activities in Solomon Islands**

- Provide support and input to UNDP COVID-19 socio-economic impact assessment for Solomon Islands
- Identify opportunities and linkages between COVID-19 recovery packages, broader SIG development goals and risk informing development

### Contribution to UNDP Activities

- Provide advice and support to the UNDP Pacific Office and Solomon Islands teams more broadly

No	Expected outputs /deliverables	Payment	Due date
1	Identify project entry points for risk informing planning and budgeting, particularly partnering with Ministry of Finance and Treasury and Ministry of National Planning and Development Coordination	8%	
2	Provide high-level technical assistance and advice to national counterparts and their institutions on risk informing development in relation to strategic planning, legal and regulatory frameworks, planning and budgeting, sub-national planning, public financial management and sectoral activities to support realisation of risk informed development	8%	
3	Support development of the provincial climate change resilience building concept, in partnership with Ministry for Environment (MECDM) and Ministry of Provincial Government and Institutional Strengthening (MPGIS)	9%	
4	Lead UNDP support to MPGIS on the Provincial Capital Development Fund and associated local government financing opportunities	8%	
5	Analyse and conduct research on Solomon Islands climate and development financing and provide strategic guidance on the preparation of project annual work plan, annual report and other documents of the project	8%	
6	Support and coordinate with government counterparts to integrate risk (including CCDRM and gender and social inclusion) into sectoral projects, including infrastructure and agriculture	9%	
7	Identify any capacity development needs with regard to gender equity and social inclusion, and design and facilitate capacity development initiatives to mainstream GESI in conjunction with CCDRM activities	8%	
8	Identify, design and lead capacity building initiatives and training packages on risk informed development for project stakeholders and government focal points	8%	
9	Identify or create training materials and training manuals that are contextualised and appropriate for project team and partners	9%	
10	Provide support and input to UNDP COVID-19 socio-economic impact assessment for Solomon Islands	8%	

11	Identify opportunities and linkages between COVID-19 recovery packages, broader SIG development goals and risk informing development	8%	
12	Provide advice and support to the UNDP Pacific Office and Solomon Islands teams more broadly	9%	

**Payment Terms:**

- Fees to be paid based on monthly invoice submitted by consultant with progress report of outputs certified by UNDP.

**Institutional Arrangement**

- The consultant will report to the UNDP Governance for Resilient Development in the Pacific Project Manager and the UNDP Country Manager, Solomon Islands (in liaison with the Head of the Resilience and Sustainable Development Unit, Solomon Islands)
- The consultant will be provided with temporary working space in the UNDP Solomon Islands Office, as and when necessary. The consultant is responsible for his/her own computer but can use UNDP Solomon Islands printing facilities as well as internet access as needed, while on the UN premises.

**Duration of the Work**

- Expected duration of work is max 240 working days over 12 months.
- Commencement and ends dates of assignment: 30 September 2020 to 30 September 2021.

**Duty Station**

- IC will be required to report regularly and be present at UNDP Country Office during the work

**COMPETENCIES**

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

## REQUIRED SKILLS AND EXPERIENCE

### Educational Qualifications:

- Minimum Master's Degree in science, governance, development, community development or discipline relevant to environmental management, disaster risk management and/or climate change.

### Experience

- Minimum ten years of experience on issues of governance, development, sub-national governance, sustainable development, and/or resilience, climate change and disaster risk reduction, particularly in the Solomon Islands.
- Familiarity with development planning particularly National Sustainable Development planning processes and linkages with sectoral and sub-national planning
- Technical expertise, knowledge and programming skills relating to climate change and disaster risk management, including vulnerability analysis and assessment tools, and mainstreaming climate change and disaster risk management into national development plans, policies and budgetary processes
- Extensive knowledge on addressing risks from a community development perspective
- Excellent writing and drafting skills and experience of providing policy advice at the regional or national level
- Knowledge and background in issues concerning gender, persons with disabilities and other marginalized groups
- Understanding of cultural and socio-economic context and development challenges in Solomon Islands

### Language requirements

- Excellent command of the English and Solomon Islands Pijin languages, spoken and written.

### Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **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, 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 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.

## Evaluation Method and Criteria

### 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 where technical criteria weighs 70% and financial criteria/ proposal weighs 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.

No.	Criteria	Weighting
1	Minimum Master Degree in science, governance, development, community development or discipline relevant to environmental management, disaster risk management and/or climate change.	5
2	Minimum ten years of experience on issues of governance, development, sub-national governance, sustainable development, and/or resilience, climate change and disaster risk reduction, particularly in the Solomon Islands	20
3	Familiarity with development planning particularly National Sustainable Development planning processes and linkages with sectoral and sub-national planning	10
4	Technical expertise, knowledge and programming skills relating to climate change and disaster risk management, including vulnerability analysis and assessment tools, and mainstreaming climate change and disaster risk management into national development plans, policies and budgetary processes	10
5	Extensive knowledge on addressing risks from a community development perspective	10
6	Excellent writing and drafting skills and experience of providing policy advice at the regional or national level	5
7	Knowledge and background in issues concerning gender, persons with disabilities and other marginalized groups	5

8	Understanding of cultural and socio-economic context and development challenges in Solomon Islands	5
	TOTAL	70

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

#### Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into **one (1) single PDF document** as the application only allows to upload maximum one document:

**Letter of Confirmation of Interest and Availability** using the template provided in Annex II.

**Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.

**A cover letter** indicating why the candidate considers himself/herself suitable for the required consultancy.

**Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in United States Dollars (USD).

#### Note:

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.

Incomplete proposals may not be considered.

#### Annexes

Annex I - [Individual IC General Terms and Conditions](#)

Annex II – [Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to [procurement.sb@undp.org](mailto:procurement.sb@undp.org)