



TERMS OF REFERENCE

Ref: PN/FJ/086/20

Consultancy Title: Baseline Assessment Consultant

Project Name: Addressing Climate Vulnerability in the Water Sector (ACWA) Project

Duty Station: Remote support from Home Base.

Duration of the Contract: 40 days. Consultancy commencing no later than **19 October 2020** and completion by **11 December 2020**.

Consultancy Proposal (CV & Financial proposal Template) should be sent via email etenderbox.pacific@undp.org no later than, 7th October 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.*
4. *Failure to submit all the mandatory documents to the designated email (etenderbox.pacific@undp.org) will result in disqualification.*

Objective:

The objective of this consultancy is to provide technical support in the preparation and conduct of the survey, analysis of survey data and writing the report to validate the project baselines set out in the project document.

Background:

The ACWA project supports the Government of Republic of the Marshall Islands (GoRMI) in adapting to increasing climate risks, particularly more frequent and extreme droughts, which impact the country's drinking water supply. Communities and the households in RMI primarily rely on a single water resource and supply system, which makes them highly vulnerable to risks of water shortages and drought. Despite previous water related investments, the people of RMI still do not have year-round access to safe freshwater supply for drinking, cooking hygiene and sanitation, particularly under droughts lengthened through climate change impacts.

The project will improve household and community rainwater harvesting and storage structures to increase resilience of water supply in all outer islands and atolls accounting for approximately 28% of RMI's population, including 7,630 (49%) women, currently at risk. The project will also secure groundwater resources from contamination due to inundation caused by wave overtopping of seawater.

The project will strengthen the technical capacities of national and subnational institutions and key stakeholders for sustaining and replicating project results.

The proposed project leverages domestic financing (USD 6.12 million in cash) to meet baseline water requirements to provide an essential though non-revenue generating public good. The project aligns with GoRMI's key climate change and specifically with water sector policies and strategies and has been developed through extensive consultation with the national and local government units, Non-Government Organizations (NGOs), Community-Based Organizations (CBOs) and beneficiary communities. The proposed project is aligned with RMI's NDC and country work programme to the GCF. The project will be implemented following UNDP's direct implementation modality (DIM) with GoRMI's Environmental Protection Authority (EPA) as the lead executive for the project.

The GCF funds will be used to improve existing rainwater harvesting systems for 158 community buildings and 2,529 households across 77 rural communities in the 24 local government jurisdictions in the outer atoll and islands. The water gap will be closed by installing new community storage tanks, new community roof catchment systems and improving existing rainwater harvesting systems for community buildings and households. Rainwater harvesting system improvements will increase the RWH system efficiency to at least 70% at households and 80% at community buildings. Existing gutters and downpipes will be renewed with high quality materials including larger round pipework 150mm in diameter. The improvements will include first flush diverters and insect screens, for improved water quality. These improvements will provide an additional 11,302m³ of water to achieve the baseline drought, as well as 9,161m³ of water to meet the climate change induce drought.

The international consultant will work with the RMI Environment Protection Agency (EPA) in developing the study approach and provide support through the conduct of the study.

Scope of work/Expected Output:

The project will hire an international consultant to provide technical support in the validation of the baselines for the project. Due to the travel ban, the consultant will be working from home base and will provide support remotely. The consultant is expected to deliver on the following:

Deliverable 1: Design a methodology including survey questionnaire that will be used in the ground survey that will be undertaken in all the 77 villages in the 24 islands.

Deliverable 2: Provide guidance to the team during the conduct of the survey, including pre-survey, during survey and post survey reviews/discussions.

Deliverable 3: Assess and analyze the survey results and provide a report on the baselines (as indicated in the project document) and to clearly articulate the new baselines based on the survey outcome.

Expected Output and Deliverables:

The expected deliverables from this consultancy are outlined in the table below:

No.	Deliverables/Outputs	Estimated Complete	Duration	to	Location
1	Design a methodology and questionnaire survey tool for use in the survey to validate the baselines.	10 days			Home Based
2	Provide guidance to the team prior to, during and after the conduct of the survey	5 days - During the duration of the survey			Home Based
3	Assess and analyze the survey results and provide a report on the validity of baselines and to clearly articulate the new baselines based on the survey outcome.	25 days after the survey			Home Based

Supervision/Reporting

The incumbent will work under the supervision of the Project Manager and RSD Team Leader at UNDP Pacific Office in Fiji. All deliverables will be approved by the National Designated Authority, RMI EPA and Project Manager before payment is made to the consultants. The consultant will be operating remotely from home and is expected to provide own resources during the assignment period.

Requirement for Qualifications & Experience

Qualifications:

- Minimum Bachelor's degree in Water Engineering (preferable), Development Studies, environmental science, natural resource management or related field and/or at least 5 years of relevant experience.

Experience:

- Minimum of 5 years of demonstrable experience in project management, especially in undertaking project formulation and project support;
- Proven experience in undertaking similar work in developing countries, particularly in small island states with similar challenges to the Pacific island contexts.
- Have practical experience working in atoll, especially water security/resource management in island communities in the Pacific Islands;
- Good understanding of water security issues in the Marshall Islands.
- Proven experience in establishing good working relationships with a broad range of stakeholders (local communities, government, private sector, financial institutions, civil society, NGOs, etc.)
- Previous experience in supporting community-based development and participatory processes is desirable.
- Previous experience in water resource management is essential
- Knowledge on and work experience in the RMI is advantageous.
- Demonstration of Strong networks amongst government, NGO's and other stakeholders
- Previous experience undertaking similar consultancies for development agencies including UNDP
- Ability to operate in different cultural settings and with variety of stakeholders who are culturally sensitive.

Language Requirements:

- Fluency in English - both written and oral.

Compliance with UN Core Values:

- Demonstrates integrity by modelling UN values and ethical standards
- Promotes the vision, mission and strategic goal of UNDP

- Displays cultural, gender, race, nationally and age sensitivity and adaptability
- Treats all people fairly and without favoritism

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
- 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.

No	Evaluation Criteria	Points
1	Minimum Bachelor's Degree Water Engineering (preferable), Development Studies, environmental science, natural resource management or related field	10%
	Experience:	
2	Have experience of the environmental challenges especially on water security issues and problems encountered in the Marshall Islands.	20%
3	Proven experience in undertaking similar work in developing countries, particularly in small island states with similar challenges to the Pacific island contexts. Have an understanding of the environmental challenges especially on water security issues and problems encountered in the Pacific region.	15%
4	Proven experience in working with the Green Climate Fund and good working relationships with a broad range of stakeholders (local communities, government, private sector, civil society, NGOs, etc.)	15%
5	Previous experience in supporting community-based development and participatory processes	10%
	Total Technical Evaluation	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%

Payment Schedule: All payments will be authorized by the Deputy Team Leader RSD, UNDP Pacific Office in Fiji in close consultation with the Director of OEPPC, Project Manager and Deputy Project Manager of the project.

No.	Deliverables/Outputs	Estimated Timeline	Amount (%)
1	Signing of contract and submission of workplan		20%
2	Submission of questionnaire tool/Completion of the survey		40%
3	Analysis of questionnaire and submission of report of updates baselines.		40%

Proposal Submission

Offers 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;
- 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.

Failure to submit all the mandatory documents to the designated email (etenderbox.pacific@undp.org) will result in disqualification.

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