

## TERMS OF REFERENCE

### PORTFOLIO: Energy, Environment and Climate Change

#### A. GENERAL INFORMATION

Titulo: Adapt the PDNA / disaster assessment guidelines for drought, urban and flash floods  
 Project: Building Capacities for Resilient Recovery-Phase II - 00108057  
 Type of Contract: Individual Contract- International consultant  
 Direct Supervisor: Energy, Environment and Climate Change Portfolio  
 Duty Station: Praia, Cabo Verde  
 Estimated Start Date: November 4<sup>th</sup> 2020  
 Duration: 38 working days

#### B. PROJECT DESCRIPTION OR BACKGROUND

In 2017, the Government of Cabo Verde formulated its first National Disaster Risk Reduction Strategy, recognizing resilient recovery and building back better as priorities to achieve disaster resilience and sustainable development. During Phase I of the “Building Capacities for Resilient Recovery” project, the government also elaborated an ex-ante disaster recovery framework (QRP) which was conceived as a planning tool for recovery preparedness. Designed as a “master plan” for recovery, the ex-ante recovery framework identified in advance institutional and financial arrangements to plan and implement timely, sustainable and effective responses for post-disaster recovery.

The national Disaster Risk Reduction (DRR) system is still largely focused on emergency response and preparedness. The National Civil Protection and Firefighters Service (SNPCB), placed under the authority of the Ministry of Internal Affairs, leads the current institutional framework for disaster management. The legal framework and the organizational structure of the current civil protection system does not provide a specific mandate in disaster risk mitigation, nor does it specify the roles and responsibilities of the civil protection in the pre/post-disaster recovery phase. As such, SNCB has been focusing its interventions in disaster preparedness and emergency response and currently has limited technical, financial and institutional capacities to assume other roles in the disaster risk management cycle.

National capacity limitations for developing a comprehensive approach to resilience and risk-reduction, including strengthening the resilience of communities, particularly women and children, are putting development gains at risk and perpetuating poverty and inequality.

Regarding disaster recovery, the review of past experiences has highlighted inefficiencies in the planning and managing of the recovery process, limiting the potential for resilience building and risk reduction.

Institutional mechanisms for disaster recovery are poorly defined and ad-hoc arrangements used to plan and implement previous processes have resulted in centralized decision-making, slow, short-term and ineffective responses to the recovery challenges. Post-disaster interventions have often been uncoordinated and partial,

favoring reconstruction of infrastructure to restore minimum access to basic service and housing rehabilitation over socio-economic and human recovery needs. Ad-hoc responses have not allowed to seize the favorable political environment when a disaster hits, such as focusing on building back better, addressing inequalities and tackling the root causes of development problems that exacerbate vulnerability to natural hazards.

Phase II of the “Building Capacities for Resilient Recovery” seeks to strengthen national capacities and systems to plan and manage the recovery process. Output 1 of the project specifically aims to improve the enabling environment for recovery by formulating National Disaster Recovery Guidelines that will enhance institutional arrangements and streamline mandates for recovery in the country.

### **C. PURPOSE**

Effective and timely post disaster needs assessments, PDNA, are critical to inform Government’s recovery efforts in the aftermath of disaster events. PDNAs provide information upon the effects and impacts in different sectors and identify recovery needs based on which governments can plan recovery and mobilize resources. The PDNA adaptation for disaster assessment guidelines for drought, urban and flash floods is a complementary tool that facilitates recovery planning and implementation. The consultant should use as reference the existing general and sectoral PDNA guidelines.

### **D. SCOPE OF WORK**

The international consultant will support the Ministry of Internal Affairs (MAI) through the National Civil Protection and Firefighters’ Service (SNPCB) and the Project Management Unit (PMU) to carry out and complete the program that comprises the National Disaster Recovery Guidelines for Cabo Verde, especially to:

- a. Evaluate a legal or official framework for assessing damages, losses and needs following a disaster event.
- b. Identify the sectors which are generally affected by disasters and for which the assessment needs to be undertaken.
- c. For each sector included in the PDNA, suggest agencies which need to support the exercise, the sources of baseline data, and methodology of collection of data for actual damages, losses and needs.
- d. Suggest a methodology for consulting government officials, community leaders and the affected people.
- e. Prescribe standard units, schedule of rates, and other parameters for estimating cost and value of damages and losses.
- f. Develop templates suited to national standards and practices for collecting data upon damages and losses.
- g. Review of existing post disaster assessment practice in the country, including a gap analysis between status and what is expected to be achieved regarding PDNA and drought, urban and flash floods adaptation.
- h. Identification of the national institution that would lead the adaptation process, including those key ministries/organizations that would support the process.
- i. Adaptation of the Disaster Recovery Framework considering four key elements that contribute to good recovery implementation, especially if they are adopted/agreed beforehand: policies, institutional coordination, financing mechanisms, implementation issues such as M&E, simplified procurement procedures and communication strategy, among others.
- j. Conduct Workshops and capacity building activities using the guidelines and tools developed.

**E. EXPECTED OUTPUTS / DELIVERABLES**

<b>Deliverable</b>	<b>Estimated Time to complete</b>	<b>Due Date</b>	<b>Review and Approval (<i>Indicate the title of supervisor</i>)</b>
Inception report covering a detailed workplan	3 days	November 9 <sup>th</sup> 2020	SNPCB / UNDP
Draft content of disaster assessment guidelines for drought, urban and flash floods	20 days	December 4 <sup>th</sup> 2020	SNPCB / UNDP
Mission progress report (5 days of mission in Cabo Verde – November 23 <sup>th</sup> to 27 <sup>th</sup> )	5 days	December 12 <sup>th</sup> 2020	SNPCB / UNDP
Final version of the disaster assessment guidelines for drought, urban and flash floods	10 days	February 15 <sup>th</sup> 2021	SNPCB / UNDP

**F. INSTITUTIONAL ARRANGEMENTS**

The consultant will work under the supervision of the Head of Energy, Environment and Climate Change Portfolio of UNDP-CO, and in close collaboration with the SNPCB/Project Coordinator and the project team. The Head of Energy, Environment and Climate Change Portfolio of UNDP-CO is in charge to approve/accept outputs and deliverables from the consultancy; decision will be based also on the positive evaluation on consultant performance made by the National Project Coordinator.

The UNDP-CO and the SNPCB/PMU will provide the International Consultant with the following, needed for effective and timely implementation of the assignment tasks:

- logistical support during the field missions.
- project related documentation.
- contact details of stakeholders.
- in site logistical support, including the organization of validation workshops and meetings.

The consultant is expected to provide his/her own computer.

The consultancy products have to be delivered in preferably Portuguese, in an electronic version. Consultancy reports, as well as other non-legal/non-regulatory documents, shall include an executive summary in English. The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

**G. DURATION OF THE WORK**

The consultancy is expected to start in November 4<sup>th</sup> and to be completed in February 15<sup>th</sup> 2020. It requires 38 working days to be carried out within an 85 days contract period. The duty station of mission will be Praia (Santiago Island), Cabo Verde.

After the deliveries of the products, a period of evaluation of the documents is scheduled for 15 days.

A mission to Cape Verde is planned for 5 days for direct contact with key institutions and a practical training in

relation to the adaptation of the PDNA in Cape Verde.

## H. DUTY STATION

Most of the work will be done at home (home-based), having required a mission to Praia, Cape Verde for 5 days

Travel;

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. 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.

As of March 11<sup>th</sup> 2020, The World Health Organization (WHO) declared COVID-19 a global pandemic as the new coronavirus rapidly spread to all regions of the world. Travel to the country has been restricted since 28<sup>th</sup> March 2020 and travel within the country is also restricted. If it is not possible to travel to or within the country for the consultancy, then the consultant should develop a methodology and approach that takes this into account. This may require the use of remote interview methods, extended desk reviews, data analysis, surveys and evaluation questionnaires. These approaches and methodologies should be detailed in the Inception Report and agreed with the Commissioning Unit.

If a data collection/field mission is not possible then remote interviews may be undertaken through telephone or online (skype, zoom etc.) arranged by the evaluation international consultant. If all or part of the consultancy is to be carried out virtually then consideration should be taken for stakeholder availability, ability and willingness to be interviewed remotely and the constraints this may place on consultant. These limitations must be reflected in the final report.

No stakeholders, consultants or UNDP staff should be put in harm's way and safety is the key priority.

A short evaluation mission may be considered if it is confirmed to be safe for consultants, stakeholders and communities, and if such a mission is possible within the schedule.

## I. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

- **Academic Background:** Masters' Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field
- **General Experience:** At least 10 years of relevant work experience in Disaster Risk Reduction, with a focus on recovery; Proven understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation
- **Specific Experience:** Experience in drafting guidelines, strategies, toolkits, specific on disaster assessment guidelines for drought, urban and flash floods;
- **Required Languages:** Proficiency in English or French, working knowledge of written and spoken Portuguese/ Spanish is required.
- **Other:** Experience in coordinating with a different range of stakeholders and mostly government counterparts; Experience in conducting similar assignments will be considered a strong asset Excellent communication, writing and inter-personal skills

## J. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS

Financial Proposal has to be supported by a breakdown of costs, as per template provided. Preferred Currency of Offer: United States Dollars (US\$). If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

### •Lump sum contracts

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

The expert will receive payment of fees subject to approval of the deliverables agreed upon in the Terms of Reference and approval of the respective Certificate of Payment by the immediate supervisor.

Signed contracts in the individual agreement mode do not entail any advance fees either at the contract start date or at the start of the specific consulting periods.

## K. RECOMMENDED PRESENTATION OF PROPOSAL AND OTHER RELEVANT INFORMATION

Applications should be submitted to the following email address: [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) indicating the following reference “International Consultant – Adapt the PDNA / disaster assessment guidelines for drought, urban and flash floods” by 28/10/2020, 04.30 pm Cabo Verde time.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV** and **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.
- c) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a **methodology**, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services [Note: this is optional for support services];
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

The selected consultant will have the obligation to:

- 1. Before any travel, obtain the security permits for traveling to the countries where the services will be required. These permits may be obtained at [www.undss.org](http://www.undss.org).

2. Have the contract signed by the country office and the expert before starting the work and before starting any travel. If the expert travels and starts the work without having signed the contract, the work and travel will be at the expert's own risk and responsibility.

3. All background compiled and deliverables produced by the expert are the property of the UN agency. The expert must obtain written permission from the UN agency to use all or part of the documents for any other consulting or work.

#### L. CRITERIA FOR SELECTION OF THE BEST OFFER

Individual consultants will be evaluated based on the following methodologies:

##### 1. Lowest price and technically compliant offer

*When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:*

- a) responsive/compliant/acceptable, and*
- b) offering the lowest price/cost*

*"responsive/compliant/acceptable" can be defined as fully meeting the TOR provided.*

##### 2. Cumulative analysis

*When using this weighted scoring method, the award of the contract should 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.*

*\* Technical Criteria weight;*


*\* Financial Criteria weight;*

*Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<u>Technical</u>	70%	70 points
<ul style="list-style-type: none"> <li>Masters' Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field</li> </ul>		15
<ul style="list-style-type: none"> <li>At least 10 years of relevant work experience in Disaster Risk Reduction, with a focus on recovery</li> </ul>		10
<ul style="list-style-type: none"> <li>Proven understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation</li> </ul>		10
<ul style="list-style-type: none"> <li>Experience in drafting guidelines, strategies, toolkits, specific on disaster assessment guidelines for drought, urban and flash floods</li> </ul>		10
<ul style="list-style-type: none"> <li>Experience in coordinating with a different range of stakeholders and mostly government counterparts/ Experience in conducting similar assignments</li> </ul>		10
<ul style="list-style-type: none"> <li>Previous experience in the region and in Cabo Verde, will be considered an asset</li> </ul>		10

• Proficiency in English or French,		2	
• knowledge of written and spoken Portuguese/ Spanish		3	
<u>Financial</u>	30%	30 points	
<b>M. ANNEXES to the TOR</b>			

**This TOR is approved by:**

Signature   
Name and Designation Maria Celeste Benchimol –Program Specialist  
Energy, Environment and Climate Change Portfolio

Date of Signing 13/10/2020