

Terms of Reference

Consultancy for Humanitarian Advisory Team Project - PALM Data Entry and Trainer IC/PNG/13-2021

Location:	Port Moresby
Type of Contract:	Individual Contract (National)
Project:	Humanitarian Advisory Team Project
Languages Required:	English
Starting Date:	June 2021
Duration of Contract:	June to July 2021

Background and Context

Papua New Guinea – home to 50% of the population of the Pacific region – faces a variety of challenges with humanitarian consequences as a result of regular natural disasters (earthquakes, volcanoes, landslides, frost, drought, tsunamis), conflicts, civil strife and governance issues. The hazard profile of Papua New Guinea comprises frequent localized disasters affecting specific communities and regions although there have also been less frequent large-scale disasters such as the 2015/16 El Niño-induced drought and frost and the 2018 Highlands Earthquake. National and sub- national capacities for and investment in disaster risk management remain weak. There is broad variation in national, provincial and local capacities to plan for and effectively respond to humanitarian emergencies. The need to strengthen co-ordination and communication between national and provincial institutions responsible for humanitarian planning, preparedness, response and recovery, remains a priority.

Following the departure of UN OCHA from Papua New Guinea in June 2015, UNDP assumed the role of humanitarian response coordination in addition to its overall responsibility to conduct operational activities for disaster mitigation, prevention and preparedness. This humanitarian response coordination role includes contingency planning, managing information sharing and coordination of international humanitarian partners' interventions. It is the focal point for emergencies within the UN System and provides secretariat support to the UN Resident Coordinator, UN Country Team, Disaster Management Team, Inter-Cluster Coordination Group and, as appropriate, the National Disaster Centre.

In this context, the Humanitarian Advisory Team Project is recruiting a National Consultant to assist with humanitarian stockpile mapping through the PALM (Pacific Logistics Mapping) platform. The tool is designed to collect information on prepositioned stock levels across the country and provide a visual overview to enhance decision making for disaster responders.

TOR Objectives

Develop and deliver training on the use of the PALM stockpile mapping platform and its value as a preparedness tool to collect and visualise information on prepositioned stock levels across the country including stock data entry.

Scope of Work/Specific Tasks

Under the overall supervision of Humanitarian Coordination Specialist, the consultant is expected to:

1. Input data entry on information on prepositioned stock levels across the country and

2. Provide training on the use PALM platform.

Deliverables

The consultancy will be for a total of 21.75 days from June 2021 to July 2021 and will result in the following deliverables:

1. Complete all data entry as required and
2. Deliver training on the use of PALM platform.

Key milestones or deliverables	Due Date	Review and Approvals
Payment upon submission and acceptance of report on successful completion of deliverables 1 and 2	30/06/21	Humanitarian Coordination Specialist

Reporting and Payment Terms

The assignment will cover the period June to July 2021. The assignment workplan will be discussed and agreed with the supervisor. Payment will be made once all deliverables are completed.

The consultant may be required to work remotely. The HAT project will be responsible for providing laptop and internet connection.

Education:

- At least a first level university degree. Bachelor's degree in Information Technology (IT) and Geographic Information System (GIS) is highly preferred.

Experience:

- More than 3 years of experience in areas pertaining to IT and GIS especially on database management and usage of various platform or application;
- Have experience working on Humanitarian or Disaster Risk Management Programmes.

Language Requirements:

- Fluency in written and spoken English is essential. Ability to write reports and make presentations, etc.
- Knowledge of Pidgin would be an asset.

Corporate Competencies

- Demonstrates integrity by modelling the UN values and ethical standards.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and
- Treats all people fairly without fear or favor.

Functional Competencies

- Excellent oral, written and presentation skills in English;
- Strong Interpersonal skills in terms of supporting experienced Government personnel in country.
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively;
- Ability to quickly adapt to change, and to remain calm under pressure; and
- Proven cross-cultural communication and the ability to function effectively in an

international, multicultural environment.

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:

- a) Responsive/compliant/acceptable, and
 - b) b) 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.

Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none">At least a first level university degree. Bachelor's degree in Information Technology (IT) and Geographic Information System (GIS) is highly preferred	10	
Experience		50%
<ul style="list-style-type: none">More than 3 years of experience in areas pertaining to IT and GIS especially on database management and usage of various platform or application.	15	
<ul style="list-style-type: none">Have experience working on Humanitarian or Disaster Risk Management Programmes	15	
<ul style="list-style-type: none">Have experience working on Humanitarian or Disaster Risk Management Programmes	15	
<ul style="list-style-type: none">Ability to write reports and make presentation	20	
Competencies		10%

<ul style="list-style-type: none"> • Demonstrates integrity by modelling the UN values and ethical standards. • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and • Treats all people fairly without fear or favor • Excellent oral, written and presentation skills in English; • Strong Interpersonal skills in terms of supporting experienced Government personnel in country. • Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively; • Ability to quickly adapt to change, and to remain calm under pressure; and • Proven cross-cultural communication and the ability to function effectively in an international, multicultural 	1 1 1 2 2 1 1 1	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which **can be accessed from this [UNP PNG Procurement page](#)**
- b) **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;
- c) **P11/Updated CV**
- 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 stipulate that arrangement 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 instalments 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, living expenses, and number of anticipated working days).

Travel

The consultant will not be required to travel. UNDP Humanitarian Advisory Team project staff will provide necessary support in coordinating meetings with relevant stakeholders

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org with mandatory email subject: Consultancy for Humanitarian Advisory Team Project - PALM Data Entry and Trainer – no later than 03 May 2021. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

Name: Milka Okiddy
Designation: Operations Manager
Organization: UNDP PNG CO
Date: _____