**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE** 

**REF: ZMB/IC/2021/OO5**

Date: 21-May-2021

**Country: Zambia**

**Description of the assignment:** Consultancy for Strengthening the Capacity of Zambia Meteorological Department (ZMD) in Generation, Analysis and Modelling of Climate Information, Particularly on the Use of Modelling System for Agricultural Impacts of Climate Change (MOSAICC).

**Project name**: The Strengthening Climate Resilience of Agricultural Livelihoods in Agro-Ecological Regions I and II in Zambia (SCRALA) project.

**Period of assignment/services (if applicable): 4 Months or 88 Working days**

**Proposed Start & End Dates: 05-Jun-2021 to 30-September-2021**

Proposal should be submitted by email to [procurement.zm@undp.org](mailto:procurement.zm@undp.org)

**no later than Friday 28-May-2021, 17.00 pm** (*deadline*).

Any request for clarification must be sent via e-mail indicated above. *The UNDP Zambia Procurement Unit* will upload responses to the queries to the link below:

[https://procurement-notices.undp.org](https://procurement-notices.undp.org/view_notice.cfm?notice_id=66327)

An explanation of the query will be uploaded without identifying the source of inquiry, to all consultants.

**1. BACKGROUND**

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| The **Strengthening Climate Resilience of Agricultural Livelihoods in Agro-Ecological Regions I and II** in Zambia (SCRALA) project, **implemented by the Ministry of Agriculture**, intends to strengthen the resilience to climate change risks of vulnerable smallholder farmers in the country’s Agro-Ecological Regions I and II.  The project will achieve this by taking a value chain approach, addressing risks posed across key stages of the value chain – planning, inputs, production, and post-production. The major risk across all stages of the value chain is climate-induced shocks. Therefore, the project will focus on enhancing the understanding of climate risks in these regions and support the generation and provision of quality and consistent weather and climate services, agriculture and water advisories as well as early warning information and will involve strengthening stakeholder collaboration.  Recent developments have seen an increase in the number and availability of free satellite and reanalysis data platforms providing weather and climate datasets which can easily be downloaded. However, the datasets acquired at a global scale have a coarse resolution and are associated with different types of errors; more common are systematic errors. There is need for evaluation, verification, and validation by comparing with the long-term station data and apply different statistical approaches in correcting the errors before they are adopted and used at a local scale. Weather and climate global gridded datasets are widely used to compliment the dotted local station data.  In view of the foregoing, **the Ministry of Agriculture** in collaboration with its appointed responsible party, **Zambia Meteorological department** would like to engage a consultant in strengthening capacity of ZMD staff on the use of MOSAICC and develop command line based statistical computing handling of very big datasets and aid in generating and dissemination of location specific weather and climate information.  The activity will also aid in improving accuracy and usability of seasonal weather and climate information from global models. Corrected and verified weather and climate datasets will be used as input in the Modelling System for Agricultural Impacts of Climate Change (MOSAICC). This is aimed at improving the quality and accuracy of tailored agricultural advisories and also compliment products and services Zambia Meteorological Department has been producing for the small holder farmers. |

**2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK**

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| The consultant will give reports for each task upon completion of the task at prescribed times. The consultant will submit reports in electronic format for review and comments. The consultant will submit the final reports in electronic and printed versions, which will account for correction, omissions and other issues raised during the review. The expected deliverables will include among others the following:  **Deliverable 1: Inception report**  This report will outline plans and timelines with milestones. The report will provide a comprehensive roadmap, for this undertaking agreed upon by ZMD. The submission of the report is **1 week** after signing the contract.  **Deliverable 2: Report Data preparation for the MOSAICC Platform**  This report will outline the data preparation. It will include all tasks under Data Preparation giving details of how Forecasts, Rainfall estimates and reanalysis datasets were analyzed. The report will include statistical metrics to indicate the performance of each evaluated dataset.  **Deliverable 3: Report on training of Staff on generation of Information**  This report will have all the training undertaken to build capacity and skills in the ZMD, WARMA and Ministry of Agriculture staff to conduct data analysis using the WABAL, AQUACROP and STREAM models under the MOSAICC Platform. The report will also have manuals outlining and guiding out to perform tasks in MOSAICC and ho to generate agro-meteorological information. The report will also include how tasks under generation of information section were conducted.  **Deliverable 4: Completion Report**  The completion report will combine all the reports submitted taking into accounts corrections, concerns raised, omissions and any other deficiencies brought up by staff and management of ZMD, WARMA and MoA**.**  **For detailed information, please refer to Annex 1-Terms of Reference** |

**3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| The consultant with proven experience in the provision of meteorological, agriculture and water, products and services will carry out this assignment. The lead consultant should have excellent technical writing skills and in-depth knowledge and experience in meteorological services or agriculture and water services.  The ideal candidate/consultant for this assignment should meet the following minimum requirements:  **Consultant/Team Leader**   1. Master’s Degree (MSc minimum, PhD preferred) in meteorology, hydrology, Water Resource Engineering, Water Resources Management, or other closely related field. 2. Demonstrated (at least 7 years’) experience in mapping out climate relevant data sources and means of accessing data from various sources. 3. Strong knowledge of satellite rainfall estimate data, climate reanalysis data. 4. Experience in in using WABAL, AQUACROP, STREAM and the MOSAICC Platform, technology and innovations are an added advantage.   **Additional Competencies Required**   1. Proven experience with satellite data, agro-weather datasets, and big data will be an added advantage 2. Experience with Geographical Information Systems (QGIS, ESRI ArcGIS), and processing of satellite data will be an added advantage 3. High level written and oral communications skills in English. 4. Ability to organize and facilitate meetings, calls and documents that may require the input of multiple sources. 5. Proven ability to work both independently and as part of a team. 6. Concise and analytical skills. 7. Proficiency in the use of Microsoft office packages. |

**4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.**

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| Interested individual consultants must submit the following documents/information to demonstrate their qualifications:  1. Proposal:  (i) Explaining why they are the most suitable for the work  (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)  2. Financial proposal  3. Personal CV including past experience in similar projects and at least 3 reference**s** |

**5. FINANCIAL PROPOSAL**

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| * **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).  **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 |

**6. EVALUATION**

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| **6. EVALUATION**  Individual consultants will be evaluated based on the following methodologies:  *1. 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; [70%]*  *\* Financial Criteria weight; [30%]*  *Only applicants who scored at least 70% in the technical evaluation will be eligible for the assessment of their financial evaluation.* The evaluation will be made by desk review with the option of interviewing the candidate after the finalization of the process to make the final offer. The desk review will be performed against a set of criteria indicated in the table below as “Technical Evaluation”.   |  |  |  | | --- | --- | --- | | 1. | Consultant’s experience and capacity | 20% | | 2. | Strong familiarity with scope of work | 15% | | 3. | Quality of technical proposal | 15% | | 4. | Methodological approach | 15% | | 5. | Clarity of the proposed work plan | 15% | | 6. | Communication | 10% | | 7. | Country Context | 10% |  |  |  | | --- | --- | | **TOTAL 100%** |  |   Please note that financial evaluation will account for 30% of the weighed score as indicated in the table below.   | **Evaluation Method** | **Score** | **Comments** | | --- | --- | --- | | **Technical** | 70% | 70% as part of the overall grading of 100% | | **Financial** | 30% | The lowest offer will be awarded 30% while the other offers will be weighed against the lowest offer | | **Overall** | 100% | Only candidates scoring of at least 70% on its technical evaluation will have its financial offer assessed and cumulated. The candidate having the highest combined score will be awarded the consultancy. | |

**ANNEX**

**ANNEX 1- TERMS OF REFERENCES (TOR)**

**ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**

**ANNEX 3- OFFEROR’S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY**