# TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Location</th>
<th>Honiara, Solomon Islands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application deadline</td>
<td>20th July 2021</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Title of the post</td>
<td>Senior National Consultant Information and Knowledge Management</td>
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<tr>
<td>Languages required</td>
<td>English</td>
</tr>
<tr>
<td></td>
<td>Solomon Islands Pidgin an advantage</td>
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<tr>
<td>Duration of Initial Contract</td>
<td>Six (6) Months</td>
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## BACKGROUND

The UNDP Country Office in the Solomon Islands is implementing a range of projects in support of Sustainable Development Goals and the National Development Strategy 2020-2035 one of which is related to Disaster Risk Management. Disaster Risk Management cuts across almost every Sustainable Development Goals particularly goals number 1, 11 and 13. UNDP’s project on Integrated Approach to Disaster Risk Management in Solomon Islands supports Strategic Goal Number Four of the NDS which calls for environmentally sustainable with effective disaster risk management, response and recovery.

UNDP is embarking on two-year project in partnership with the Ministry of Environment Climate Change Disaster Management and Meteorology to have an integrated approach to addressing disaster management and disaster risk reduction. The DRM Project’s overall goal focuses on having increased national capacity to anticipate hazards, withstand the impacts, recover from, and better inform development as well as reducing risks associated with human and natural hazards to sustain development gains. The project has three main outputs which consist of the following:

- i) institutional capacity development, coordination, planning and policy advisory support to consollicate the establishment of a robust and resilient Solomon Islands disaster risk management system that also considers climate change and sustainable development.

- ii) scale up of support to strengthening sub-national governance and operational arrangements to enhance community resilience.

- iii) strengthening of linkages between climate and disaster risk reduction and sustainable development through better information and knowledge management system for planning and decision-making.

The focus of this consultancy is linked to Output three which aims to build a robust information and knowledge management for decision making. This output aims to address the following issues:

- Widely scattered data and information for decision-making in Disaster Risk Reduction and Disaster Management amongst agencies dealing with different hazards, N-DC Sector Committees, NGOs, and Provinces.
- Information about hazards events, exposure, vulnerability and the impacts of disasters are not systematically collected and stored.
- Different methodologies and tools are used for disaster risk information
- Agreed standards for baseline data or structured metadata are lacking.
- Limited analysis is done to understand the trends, spatial and temporal of potential risks and their impacts.
- Disaster risk information is not systematically used for policy and decision-making in disaster risk management.
- Dedicated capacity and skill development in information and knowledge management are lacking as well as communication.

The purpose of this assignment is to provide technical support to the DRM project in the establishment and implementation of an information and knowledge management system for DRR and DM to address various aspects of the issues mentioned above. This assignment is complementary to the work of UNITAR’s Commonsensing project on enabling policy makers to have access to Earth Observation Data.

Considering the above, the project seeks an experienced national Information and Knowledge Management consultant who can work with the NDMO, the project team and the stakeholders defined under the disaster management plan to achieve the objectives of the project.

**DUTIES AND RESPONSIBILITIES**

**Scope of Work**

The Consultant will be required to provide technical support to the project team and MECDM particularly NDMO to develop the information and knowledge management system, structure and process including but not limited to:

**Understanding of Policy and Legislative Framework on data and information sharing**
- Liaise with the international consultant on the approaches and methodology for establishing a robust information and knowledge management system for NDMO and the N-DOC Sector Committee to support decision-making.
- Assess the existing legislations, policies, agreements, and memorandum of understanding on access to relevant DRM data and provide recommendations to the project team and NDMO for stakeholder engagement.

**ICT Infrastructure and Software**
- Assess required ICT infrastructure, software, capacity needs of NDMO to sustain a robust information and knowledge management.

**Coordinated Assessments and Information Management**
- Review of the Initial Damage Assessment guidelines, assessment process and data collection forms.
- Review of the Detailed Sector Assessment guidelines and process.
- Work with the Climate Change Division on conducting of Integrated Vulnerability Assessments and related report.
- Link the findings of the Integrated Vulnerability Assessment to preparedness efforts of N-DOC Sector Committees and climate/disaster risk reduction initiatives.
- Work with NDMO and other division of MECDM on developing knowledge products.
- Support the development of Post Disaster Needs Assessment framework.

**Capacity Building**
- Training of NDMO staff on the use of information and knowledge management system.
- Training of N-DOC Sector on use of information management based on response program cycle and coordinated assessment process.
- Training of Assessment and Information Management Functional team on developing sector specific Common Operational Datasets (CODs) and Fundamental Operational Datasets (FODs).
- Conduct training on use of Geographic Information Technology in Disaster Risk Reduction (GIT4DRR).

**Expected Outputs, Deliverables and Timelines:**

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<thead>
<tr>
<th>Expected outputs /deliverables</th>
<th>Payment milestones</th>
<th>Deadline</th>
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<tr>
<td>1. <strong>Inception Report is submitted</strong>: An inception report which includes a summary of context information needs of NDMO and the N-DOC Sectors including current state Common and Fundamental Operational Data Sets to support sector preparedness and response, ICT infrastructure required to support data and information storage, challenges of accessing/ sharing data, and proposed way forward.</td>
<td>15%</td>
<td>27th August 2021</td>
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<tr>
<td>2. <strong>Integrated Vulnerability Assessment</strong> data and products for assessments supported by UNDP is conducted and report is submitted.</td>
<td>15%</td>
<td>24th September 2021</td>
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<tr>
<td>3. <strong>Initial Damage Assessment Guidelines and Training Report of N-DOC Sectors is revised, and report is submitted</strong>: Revised Initial Damage Assessment Guidelines outlining process and forms developed. Training of N-DOC sector committees and Provincial Disaster Officers in the IDA process and coordinated assessment is conducted.</td>
<td>15%</td>
<td>29th October 2021</td>
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<td>4. <strong>File and Data Management Manual is developed; Workshop is conducted and report is submitted</strong>: Data structure and road map for collection of Common Operational Datasets, baseline data and past disaster impact data/ information collected including procedures for storage and retrieval of data developed. Conduct a stakeholder consultation workshop to discuss the development of IKM and provide report</td>
<td>25%</td>
<td>10th December 2021</td>
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<td><strong>Information and Knowledge Products such as</strong> Risk profiles, humanitarian profiles, risk products, dashboards and other knowledge products are developed and training for N-DOC sectors is conducted.</td>
<td>20%</td>
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<td>Final Report on the implementation of the IKM outlining achievements, challenges, gaps and recommendations for next steps is drafted and submitted and presentation to NDMO and DRM Project team conducted.</td>
<td>10%</td>
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**Institutional Arrangement**

The Consultant will report to the Project Manager, DRM Project and work in close collaboration with Director NDMO or his designate. Reporting by the Consultant will be aligned to the deliverables. The Consultant should ensure timely identification of potential risks to implementing the assigned tasks and convey any potential delays in deliverables. The reporting format will be further discussed between the DRM Project Manager, NDMO Director and the Consultant.

Although the Consultant will be required to provide their own laptop, UNDP will provide additional IT support whenever required to ensure that the outputs are delivered in timely manner. The Consultant will mainly work from the NDMO premises however must maintain close communication with the UNDP’s DRM Project Team. UNDP will hold the copyright of the assignment deliverables.

**Duration of the Work**

The Consultant is expected to commit, on a full-time basis, to a period between 1 August 2021 and 21st January 2022.

**Duty Station**  
This consultancy is based in Honiara, Solomon Islands.

**COMPETENCIES**

- Demonstrates commitment to the UN’s mission, vision and values;  
- Demonstrates sound judgment, diplomacy and sensitivity to confidential matters;  
- Openness to change and the ability to receive/integrate feedback;  
- Ability to plan, organize, implement and report on work;  
- Ability to work under pressure and tight deadlines;  
- Demonstrates integrity and ethical standards;  
- Innovative forward-thinking, positive, constructive attitude to work; and  
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.  
- Excellent communication skills
REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Bachelor's degree in information science, Information Technology, Geographic information system/geospatial technology, or any other related fields.

Experience

- A minimum of five (5) years of professional experience in developing database, GIS-based tools and research in natural disasters, climate/disaster risk awareness, risk assessment, disaster impact assessments, planning, policy or related fields.
- Experience in excellent technical skills in Geographic Information System and Remote Sensing.
- Experience in developing disaster impact assessment methodology and guidelines.
- Experience to facilitate interactive and participatory trainings and workshops with diverse stakeholders across different sectors.
- Prior work experience with the international organizations at international level or natural disasters, disaster risk awareness and assessment related projects.
- Experience in the management of multi-disciplinary teams and studies of complex technical nature.

Language requirements

- Fluency of English language is required.
- Knowledge of Solomon Islands Pidgin is considered an asset.

Price Proposal and Schedule of Payments

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, 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 and as per below percentages:

- **Deliverable 1: Inception Report** -15%
- **Deliverable 2: Integrated Vulnerability Assessment Data and Report**. -15%
- **Deliverable 3: Revised Initial Damage Assessment Guidelines and Training Report of N-DOC Sectors** -15%
- **Deliverable 4: Data Structure and Road Map Developed and Workshop Report** -25%
- **Deliverable 5: Information and Knowledge Products** -20%
- **Deliverable 6: Final activity report of the assignment** -10%

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**

Individual consultants will be evaluated based on the following methodology:

**Cumulative analysis**

The award of the contract shall 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 set of weighted technical criteria (70%), and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

**Technical Criteria for Evaluation (Maximum 70 points)**

**Criteria 1** – Relevant education. **Maximum 5 points.**

**Criteria 2** – Minimum of 5 years working experience in developing database, GIS-based tools and research in natural disasters, climate/ disaster risk awareness, risk assessment planning and disaster impact assessments. **Maximum 10 points.**

**Criteria 3** – Experience and excellent technical skills in Geographic Information System and Remote Sensing. **Maximum 15 points**

**Criteria 4** – Experience in developing disaster impact assessment methodology and guidelines. **Maximum 10 points**

**Criteria 5** – Proven experience to facilitate interactive and participatory trainings and workshops with diverse stakeholders across different sectors. **Maximum 10 points.**

**Criteria 6** – Prior work experience with the international organizations at international level on natural disasters, disaster risk awareness and assessment related projects. **Maximum 10 points.**

**Criteria 7** – Experience in the management of multi-disciplinary teams and studies of complex technical nature. **Maximum 10 points.**

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

Shortlisted candidates shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

**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.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
• Financial proposal, as per template provided in Annex II. Note: National consultants must quote prices in SBD.

Applications should be submitted to the following email address procurement.sb@undp.org
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

Vini Talai
Project Manager, Disaster Risk Management Project