

TERMS OF REFERENCE



Empowered lives.
Resilient nations.

Location	Honiara, Solomon Islands
Application deadline	23 rd July 2021
Type of Contract	Individual Contractor
Post Title	National Consultant on Development of National Emergency Response Team Handbook
Languages required:	English and Pidgin
Duration of Initial Contract:	1 August- 30 October 2021

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 consolidate 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.

This assignment is related to output number one of this project and focuses on the development of the handbook for the Solomon Islands National Emergency Response Team (NERT).

The NERT is the rapid deployment mechanism under the National Disaster Management Plan 2018 operational arrangements. It is the field deployment component of the National Emergency Operations Centre (NEOC) located in the National Disaster Management Office with the main goal to support disaster response coordination. The NERT currently has 35 trained members and has done deployed 10 rotations so far to support the COVID-19 response in Solomon Islands.

The first NERT training was held in September 2019 to train participants from the government ministries, non- government organizations and the private sector. The training materials used were developed using the UN Disaster Assessment and Coordination (UNDAC) System which focuses on the Onsite Operations Coordination Centre (OSOCC) methodology.

Under the guidance and supervision of the Project Manager, the Individual Contractor will work closely with the NDMO and the NERT training working group to support the development of the NERT handbook based on the UNDAC handbook and the National Disaster Management Plan 2018.

DUTIES AND RESPONSIBILITIES

Scope of Work

The main objectives of this assignments are as follows:

- To gather and consolidate relevant information materials that for the NERT manual from national and international sources.
- To align the existing National Operational Arrangements of the National Emergency Centre to with the OSOCC methodology and identify the relevant topics for the NERT handbook.
- Develop the outline of the handbook in consultation with the NERT Working Group and seek their endorsement.
- Develop the full details of the contents of the NERT handbook based on the agreed outline.

Expected Outputs and Deliverables

Expected outputs /deliverables	Payment milestones	Deadline
Draft NERT Handbook with relevant contents is developed.	50%	30 September 2021
Final Draft of NERT Handbook completed.	50%	30 October 2021

Institutional Arrangement

The Consultant will report to the Project Manager, DRM Project and work in close collaboration with the Director NDMO or his designate. A small committee/working group will be formed under the auspices of NDMO to review the NERT Handbook. Reports of the Consultant shall be submitted in alignment with the specified deliverables which will be reviewed by the committee/ working group on NERT training. Any delay in reaching the deliverables should be communicated in advance of the specified due dates to the DRM Project Manager.

The Consultant is required to provide his/ her own resources to support the timely delivery of required products. The Consultant will mainly work from the NDMO premises however must maintain close communication with Project Manager, DRM Project. UNDP will hold copyright of assignment deliverables.

Duration of the Work

- This engagement is anticipated to commence on 1 August 2021. The estimated end date is 30 October 2021

Duty Station

- The NERT Consultant will be based at the NEOC, NDMO Office in Honiara but is required to consult with UNDP's DRM Project Team on a regular basis.

COMPETENCIES

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;
- Ability to work under pressure and tight deadlines;
- Good understanding of disaster response structure of Solomon Islands
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE**Educational Qualifications:**

- Master's degree in disaster/ emergency management, humanitarian action, social sciences
- Or Bachelor's degree with 2 additional years of relevant experience will also be considered for this assignment.

Experience

- At least 5 years of experience in active disaster/ emergency management sector especially with national government.
- Experience in developing training/ workshop materials in disaster/ emergency management
- Experience in working with international teams in large scale disasters especially in emergency operations centres
- Good understanding of disaster management arrangement in Solomon Islands; and
- Experience in consolidating/developing government reports based on multi- stakeholder consultations and input would be an advantage.

Language requirements

- Fluency of English language is required;
- Knowledge of Solomon Pidgin would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **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 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 First draft of the NERT Handbook: 50% of total contract amount
- Deliverable 2 Final draft of the NERT Handbook: 50% of total contract amount

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the Information officer 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 Information Officer, prior to travel and will be reimbursed.

Evaluation Method and Criteria

Individual consultants will be evaluated based on the **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: Education qualification – **5 points**
- Criteria 2: At least 5 years of experience in active disaster/ emergency management sector especially with Solomon Islands Government. - **20 Points**
- Criteria 3: Experience in developing training/ workshop materials in disaster/ emergency management- **20 points**
- Criteria 4: Experience in working with international teams in large scale disasters especially in emergency operations centres – **15 points**
- Criteria 5: Experience in consolidating/developing government reports based on multi-stakeholder consultations and input – **10 points**

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

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.
- **Financial proposal**, as per template provided in Annex II. Note:

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

8/7/2021