

Terms of Reference

Consultancy for a Food Security, National Expert, IC/PNG/058-2021

Location:	Port Moresby, Papua New Guinea (with travel to the Project Target Provinces namely East New Britain, Manus, Milne Bay, as and when required based on the needs)
Type of Contract:	National Individual Contract (IC)
Project:	Building Resilience to Climate Change in Papua New Guinea
Languages Required:	English and Tok Pisin
Starting Date:	18 October 2021
Duration of Initial Contract:	109 days from 18 October 2021 to 31 March 2021 with possibility of extension.

Background

Papua New Guinea (PNG) is one of the pilot countries that was selected to participate in the Pilot Programme for Climate Resilience (PPCR). The PPCR is part of the Strategic Climate Fund (SCF), a multi-donor Trust Fund within the Climate Investment Funds (CIF) and provides financing through the multilateral development banks to support programmes in the selected pilot countries. The goal of the PPCR is to help countries transform to a climate resilient development path, consistent with national poverty reduction and sustainable development goals.

With technical support provided by the ADB (financed under the first phase of PPCR), the PNG's Strategic Program for Climate Resilience (SPCR) was designed and developed through a broad-based consultative process. The SPCR seeks to achieve transformational change by supporting implementation of PNG national strategies to make PNG's development investments climate resilient or to facilitate "climate compatible development" on PNG's own terms.

The overall outcome of the SPCR is the enhancement of PNG's resilience to climate change through improved access to resources, knowledge, and tools and climate resilient infrastructure at the national, sector, district, and community levels. These are the prerequisites for effective social development, food security, and overall poverty reduction. In PNG, the SPCR will support achievement of these key pillars for climate resilient development.

In seeking this transformation, the SPCR will address key impediments facing PNG's current efforts to implement its national strategies. These include:

- inadequate resources (human, technical, financial) at national, provincial, district, community, and sector levels to mainstream climate change risk management
- inadequate knowledge and tools for mainstreaming climate change risk management in key sectors (food security, health, critical infrastructure) and in the national/provincial/district budget processes; and
- poorly designed infrastructure that is susceptible to climate change impacts.

The Government of PNG obtained a SCF-PPCR grant from the Asian Development Bank to implement the “Building Resilience to Climate Change” (BRCC – the project). The project will help the PNG implement the SPCR by mainstreaming climate resilience into development planning and addressing country priorities that focus on vulnerable communities.

The project targets approximately 16-829 people of 24 Islands and Atolls located in East New Britain, Manus, Milne Bay, Morobe and the Autonomous Region of Bougainville (AROB). The key information about the project are as follow:

- **Impact:** Increased resilience of the communities to the impacts of climate change and climate variability.
- **Outcome:** Improved capacities of vulnerable islands/atoll communities, government agencies, and civil society to plan and respond to the impacts of climate change.
- **Outputs:** The project has three outputs as follows:
 - **Output 1:** Climate change and vulnerability assessments carried out and adaptation plans developed for target communities
 - **Output 2:** Sustainable fishery eco-systems and food security investments piloted in 9 vulnerable island and atoll communities
 - **Output 3:** Enabling framework for climate-resilient infrastructure and early warning and communication network extended.

UNDP has been successfully awarded a contract to support Climate Change and is seeking a Food Security Expert to lead in conducting assessments on the impacts of climate change on food security sector. This also require appropriate plans to address the impacts of climate change on this sector. The Food Security Expert will work with other team of experts in direct communication and consultation with the Deputy Team Leader under the supervision of the Team Leader who is the Chief Technical Advisor to the Project. The position will provide leadership with expertise and technical skills and knowledge in the Food Security sector by implementing the related activities required as per the approved Annual Work Plan. The Food Security Expert will be responsible for leading the implementation of key activities under Food Security sector at the Provincial and community levels contributing to the achievements of Output 1 and Output 2 of the Project.

Objectives

The objectives of this consultancy role are as follow:

- i. Conduct Climate Change Vulnerability Assessment on Food Security Sector in the target Islands and Atoll Communities on the extent and time of Food insecurity
- ii. Identify Options to address food deficit periods

These will be done through:

- Proper Planning and Coordination at the national level with an identified Implementing Agency which is the National Agricultural Research Institute (NARI) with provincial partners such as Provincial Division of Agriculture and Livestock (DAL) and the Islands and Atoll districts and LLG personnel
- Establish contacts and network with key stakeholders at the national and provincial level to provide timely inputs and assistance as and when required for the efficient delivery of the activities as planned
- Provide technical advice, guidance and disseminate clear information to the sub national stakeholders (provincial authorities including Provincial Advisory Committees, district development authorities, target communities and the Project Team) on regular basis for information sharing to avoid misunderstanding and confusions
- Undertake field visits to the target Provinces including the Islands and Atoll communities to lead and implement activities as required.

Duties and Responsibilities

This role is with the UNDP Building Resilience to Climate Change (BRCC) Project Team comprised of Key Experts and Non-Key Experts and works closely with the BRCC Project Management Unit at CCDA and the Executing Agency (CCDA) at the National level including other key Government stakeholders. You are also required to work with other UN Agencies on daily basis to ensure the project activities are implemented in a more consultative and coordinated manner. The roles and responsibilities are as follow:

- Conduct a desk review (data collection and review of relevant, national, provincial priorities, plans, programs and reports)
- Conduct an analysis of household data sets for the 21 project sites to determine quality and relevance for use as baseline data and for resource mapping
- Carry out a resource assessment for the target islands for Output 2 initiatives in consultation with DAL and local LLG and district personnel
- Based on the farming systems, identified, highlight the periods of food insecurity for the local communities
- Identify proposed solutions to address periods of food insecurity
- Consult the communities on food security options and assist them in developing prioritized list of production, storage and processing interventions deemed technically feasible
- Pilot the implementation of selected techniques on the target Islands based on prioritized interventions
- Promote broader adoption amongst the communities by conducting exchange visits and field days as appropriate
- Describe the effects of the changes on the food supply and livelihood of the people based on their existing patterns of farming techniques

- Provide training to local communities in food production, processing and storage techniques
- Support local communities in representing their interests with higher echelons of government
- Communicate relevant and critical information with the Key Implementing Partner and the Project Team
- Closely monitoring the progress of food security sector activities against the Approved Annual Work Plan and ensure all activities are on track with implementation and within the given timeframe
- Identify and document issues and risks that are related to the implementation of the sector specific activities and design mitigation measures against each issues and risks and share with the Project Team
- Establish appropriate linkages at national and sub national level to leverage on existing resources as well as sharing available resources that in the long run contribute to produce required results as planned.

Deliverables

- Inception meeting with CCDA and UNDP to clarify the terms of reference, expectations, deliverables, and deadlines. The results of the inception meeting will be captured in an inception report.
- Conduct a desk review of relevant, national, provincial priorities, plans, programs, and reports including relevant field reports and published literature on food security. Scope of review to highlight the broader context of addressing food insecurity due to climate change in vulnerable island communities with a focus on past and current experiences in PNG, and what actions have been undertaken and lessons-learned from these experiences to inform this project.
- Conduct an analysis of household data sets for the 21 project sites to determine quality and relevance for use as baseline data and for resource mapping. A report is expected, outlining emerging trends and key recommendations based on the analyses.
- Conduct community level resource assessments investigating the health of fisheries ecosystems and food security at nine selected sites
- Conduct technical analyses to identify and prioritize solutions to food insecurity in nine selected sites. It is intended that the targeted communities will be assisted to prioritize more sustainable production, storage, and processing interventions
- Assess climate change impacts on home gardens in nine target communities and prioritize, through community level consultation, the most effective adaptation measures for home gardens rehabilitation
- Assess watershed rehabilitations sites and select three priority sites for support, based on cost-benefit analyses
- Develop and conduct training on prioritized adaptation measures against climate change for home gardens in nine selected sites and watershed rehabilitation in three sites
- Develop and conduct training on prioritized food processing and preservation initiatives identified to implement the validated food security plans

- Provide regular mentoring of provincial coordinators to manage the implementation and monitoring of the prioritized adaptation measures;
- Work Plan covering identified interventions in food security sector
- Food Security Options and farming techniques identified and prioritized in the target communities
- Implementation of Food Security Techniques in the target communities
- Training and demonstration of Food Production, processing and storage conducted in the target communities
- Lessons learnt workshops are conducted at the sub – national level with documentation of successes and way forward.
- Provide monthly progress reports to the UNDP and CCDA team.

Reporting period and key milestones	Report due	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of inception report (work plan and methodology) for the assignment.	20/10/2021	10%	UNDP BRCC Project Team Leader
Payment upon submission and acceptance of desk review report and analysis of household survey data.	31/10/2021	5%	UNDP BRCC Project Team Leader
Payment upon submission and acceptance 9 resource assessment reports on food security and fisheries.	30/11/2021	15%	UNDP BRCC Project Team Leader
Payment upon submission and acceptances of 9 training reports on reef and coastal management and other food security initiatives.	31/12/2021	15%	UNDP BRCC Project Team Leader
Payment upon submission and acceptance of completion report on 9 home gardens demonstration and 3 watershed rehabilitations.	31/01/2022	15%	UNDP BRCC Project Team Leader
Payment upon submission and acceptance of completion report on 9 mangrove rehabilitations and	28/02/2022	15%	UNDP BRCC Project Team Leader

Payment upon submission and acceptance of completion report on 9 food processing and preservation initiatives piloted.	25/03/2022	15%	UNDP BRCC Project Team Leader
Payment upon submission and acceptance of 6 monthly progress reports approved by UNDP.	31/03/2022	10%	UNDP BRCC Project Team Leader

Resources Provided

UNDP BRCC Project in consultation with the BRCC PMU at CCDA and CCDA as the Executing Agency in will provide space at CCDA Office including other logistics services and DSAs on approved missions.

Education and experience

- A Master's or Bachelor's degree in Tropical Agriculture, Natural Resource Management with practical experience on Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area.

Experience:

- 5 years of experience in Natural Resource Management especially in Tropical Agriculture with emphasis on farming and food security in line with environment, climate change, disaster risk reduction, emergency response within international organizations.
- At least 5 years of experience in quantitative, qualitative data collection methodology and data analysis including analysis of household data.
- Experience in programme/project planning and management in maritime communities in Papua New Guinea is highly desirable.

Corporate Competencies

Core Values:

- Respect for Diversity
- Integrity
- Professionalism

Core Competencies:

- Accountability
- Effective Communication
- Inclusive Collaboration

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) 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	Comments
Qualification		20%	
<ul style="list-style-type: none"> • A Master's or Bachelor's degree in Tropical Agriculture, Natural Resource Management with practical experience on Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area. 		20%	
Experience		50%	
<ul style="list-style-type: none"> • 5 years of experience in Natural Resource Management especially in Tropical Agriculture with emphasis on farming and food security in line 		20%	

with environment, climate change, disaster risk reduction, emergency response within international organizations.			
• At least 5 years of experience in quantitative, qualitative data collection methodology and data analysis including analysis of household survey data.		20%	
• Experience in programme/project planning and management in maritime communities in Papua New Guinea is highly desirable.		10%	
Technical Criteria		70%	
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.			
Financial Criteria – Lowest Price		30%	
Total		100%	

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Signed P11/CV**, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references
- 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
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template of Letter of Confirmation of Interest and Availability 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. 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

One return ticket is not envisaged for this assignment. 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, they 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.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than 19 October 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 may not be considered or may result in disqualification of proposal.

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

Approval

This TOR is approved by: Edward Vrkic
Deputy Resident Representative
UNDP PNG Country Office