



TERMS OF REFERENCE

EWACC PROJECT – NATIONAL CCA/DRM AND ENGINEERING CONSULTANT (IC2021/WSM/056)

A. Project Title:

Economy-Wide Integration of Climate Change Adaptation and Disaster Risk Management to Climate Vulnerability of communities in Samoa (EWACC) Project

B. Project Description or Context and Background:

The project “Economy-wide Adaptation to Climate Change (EWACC)” implemented by the Government of Samoa in collaboration with UNDP became operational in November 2014. The objective to address expected impacts of climate change on lives, livelihoods, and assets of vulnerable communities in Samoa.

The US\$12.3 million project, funded by the Global Environment Facility’s Least Developed Countries Fund (LDCF), contributes to overcoming barriers to climate change adaptation by strengthening institutional capacity within the government; enhancing inter-ministerial coordination of climate change adaptation; promoting the inclusion of climate change concerns into development strategies across all sectors; climate-proofing of communities’ physical assets; introducing more climate-resilient livelihoods options; and sharing lessons learned and best practice on climate change adaptation across the Pacific region.

The Implementing Entity is the Ministry of Natural Resources and the Environment (MNRE) in Samoa. Responsible parties include the Ministry of Finance, Ministry of Women, Communities and Social Development, the Land Transport Authority and the UNDP.

The bulk of the LDCF resources in Component 2, aimed to enhance the resilience of communities as first responders of climate change-induced hazards. This component focuses on flood-protection infrastructure interventions, ecosystem-based adaptation approaches, resilient livelihoods support and revision and implementation of Community Disaster and Climate Risk Management (CDCRM) plans for 100 villages. The results to date for this component include construction of segment 1 for Vaisigano flood protection wall, completed 17 villages covered with the Disaster Risk Management plans and an approximate of 470 beneficiaries in its improving livelihoods output activity works. The project also allocates resources to knowledge management and to ensure lessons learned and approaches about Climate Change Adaptation and Disaster Risk Management under EWACC are captured and shared at the regional and global level.

C. Duties and responsibilities:



The consultant will work closely with MNRE (Climate Change & GEF Division, Disaster Management Office and Water Resources Division (WRD)) to carry out the following tasks for the EWACC project within the remaining six months extension of the project (December 2021 – May 2022);

1. Monitor and verify drainage construction works for Site 16 at Falealili Street, Apia to ensure quality of works based on bill of quantities, design estimates and national legislation and standards on civil works
2. Monitor construction works to ensure that procedures, materials and equipment comply with approved bill of quantities, design estimates, specifications and UNDP social and environmental standards
3. Monitoring and verify CDCRM plans developed to ensure compliance and quality in line with National and project requirements and standards
4. Complete the End of Project Report including the sustainability/exit and transition strategy
5. Evaluate and provide comments to, and endorse the acceptance of, the results and deliverables of the pertinent project activities, particularly on the level of achievement/realization of the committed targets of the project

D. Expected Outcomes and Deliverables:

Deliverable	Deliverable due date
<i>Deliverable 1:</i> Submission of inception report and workplan for duration of assignment	December 21
<i>Deliverable 2:</i> a. Technical quality assurance report of Community Disaster Risk Management Plans (5 plans for Satoalepai, Faleapuna, Falefa, Fa'ala, Vaitoomuli) b. Technical QA report on drainage improvement construction works and supervision services (Dec 2021 – Jan 2022)	January 22
<i>Deliverable 3:</i> Technical quality assurance report of Community Disaster Risk Management Plans (10 plans for Vaegā, Pitonu'ū, Lotofaga - Lotofaga Matafaga, Vaiee – Safata, Saleilua – Falealili, Sauano Fagaloa, Saletele Fagaloa, Lotofaga (Lepa), Fagafau Samata i Tai)	February 22
<i>Deliverable 4:</i> a. Technical QA report on drainage improvement construction works and supervision services (including construction works acceleration) (Feb – Mar 2022) b. Draft End of Project Report including sustainability/exit and transition strategy	March 22



<i>Deliverable 5:</i> a. Technical quality assurance report of Community Disaster Risk Management Plans (10 plans for Samata i Uta, Fogatuli, Mauga, Samalaeulu, Gagaifolevao – Lefaga, Gagaifolevao - Faleaseela, Siufaga – Faasaleleaga 4, Vaovai Falealili, Patamea, Satalo Falealili) b. Technical QA report on drainage improvement c-onstruction works and supervision services at completion	April 22
<i>Deliverable 6:</i> Final End of Project Report including sustainability/exit and transition strategy	May 22
E. <u>Institutional Arrangement:</u> Consultant will be based in Samoa for the duration of the contract. The consultant will be based in the GEF and Climate Change Division in the Ministry of Natural Resources and Environment (MNRE) that will also provide logistical support and services to the contractor. The hired consultant will report to UNDP MCO, and work closely with the ACEO GEF&CC and MNRE GEF and Climate Change Division (EWACC Project Management Unit). All reports and documentation will be shared with the ACEO GEF&CC and the UNDP MCO in a timely manner and outputs/deliverables will be reviewed within a week of reception for certified approval/acceptance	
F. <u>Duration of the Work</u> The assignment is for 110 working days during the period of 6 months.	
G. <u>Duty Station:</u> Consultant will be based in Samoa.	
H. <u>Qualifications of the Successful Contractor:</u> Education: <ul style="list-style-type: none"> At least a master’s degree in Civil Environmental engineering or related degree Experience: <ul style="list-style-type: none"> Minimum 10 years’ experience climate change adaptation/environmental science, water resources management and infrastructure (Mandatory) At least 6 years proven knowledge and experience in the area implementation of development initiatives, engineering and procurement or programmes relating to climate change adaptation, including substantial knowledge of climate change adaptation measures and climate proofing 	



of infrastructure in coastal/riparian zones, including impacts on environment related to human development and poverty reduction; **(Mandatory)**

- Demonstrated experience on environmental issues, climate change impacts, challenges and resilience building opportunities particular to Pacific Small Island Developing States, and/or developing countries **(Desirable)**
- Proven practical experience of Results Based Management (RBM), with sound knowledge on LogFrame and Project Cycle Management (PCM); **(Preferred)**
- Strong skills in M & E and excellent communication, analysis and writing skills; **(Preferred)**
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English **(Mandatory)**

Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism, and;
- Demonstrable experience with GEF project implementation and/or evaluation with capacity development elements.

Functional Competencies

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner;
- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and able to handle confidential and politically sensitive issues in a responsible and mature manner;
- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback

I. Scope of Price proposal & Schedule of Payments:

Payment Method:

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, 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. Payment terms



around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract).

Deliverable	Deliverable due date	Payment schedule
Deliverable 1: Submission of inception report and workplan for duration of assignment	December 21	10% of contract amount
Deliverable 2: a. Technical quality assurance report of Community Disaster Risk Management Plans (5 plans for Satoalepai, Faleapuna, Falefa, Fa'ala, Vaitoomuli) b. Technical QA report on drainage improvement construction works and supervision services (Dec 2021 – Jan 2022)	January 22	20% of contract amount
Deliverable 3: Technical quality assurance report of Community Disaster Risk Management Plans (10 plans for Vaegā, Pitonu'ū, Lotofaga - Lotofaga Matafaga, Vaiee – Safata, Saleilua – Falealili, Sauano Fagaloa, Saletele Fagaloa, Lotofaga (Lepa), Fagafau Samata i Tai)	February 22	15% of contract amount
Deliverable 4: a. Technical QA report on drainage improvement construction works and supervision services (including construction works acceleration) (Feb – Mar 2022) b. Draft End of Project Report including sustainability/exit and transition strategy	March 22	20% of contract amount
Deliverable 5: a. Technical quality assurance report of Community Disaster Risk Management Plans (10 plans for Samata i Uta, Fogatuli, Mauga, Samalaeulu, Gagaifolevao – Lefaga, Gagaifolevao - Faleaseela, Siufaga – Faasaleleaga 4, Vaovai Falealili, Patamea, Satalo Falealili)	April 22	20% of contract amount



b. Technical QA report on drainage improvement construction works and supervision services at completion		
Deliverable 6: Final End of Project Report including sustainability/exit and transition strategy	May 22	15% of contract amount
Total		100%

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 based on provision of supporting documentation.

J. Recommended Presentation of Proposal:

Complete proposals must be submitted by **7 December 2021**. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **Letter of interest and availability** specifying the available date to start and other details (Annex I)
- **CV or P11 form** indicating all past experience from similar projects, as well as the contact details (email and telephone number) and **at least three (3) professional references** (most recent)
- **Statement of capabilities addressing the evaluation criteria** of why the you consider yourself the most suitable for the assignment,
- **Financial Proposal** specifying the daily rate in local currency and other expenses, if any (Annex III)

Kindly note you can upload only ONE document to the UNDP Jobs site link, search for the reference for this procurement on the site.

Queries about the consultancy can be directed to the UNDP Procurement Unit
procurement.ws@undp.org

K. Criteria for Selection of Best Offer

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 70 points. Only the top 4 candidates that have achieved a minimum of 70 points from the review of



education, experience and language will be deemed technically compliant and considered for financial evaluation;

- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Technical Evaluation scoring criteria:

- At least a master's degree in Civil Environmental engineering or related degree **(20 points)**;
- Minimum 10 years' experience climate change adaptation/environmental science, water resources management and infrastructure **(15 points)**
- In-depth and proven knowledge and experience in the area implementation of development initiatives, engineering and procurement and programmes relating to climate change adaptation, including substantial knowledge of climate change adaptation measures and climate proofing of infrastructure in coastal/riparian zones, including impacts on environment related to human development and poverty reduction; **(15 points)**
- Demonstrated experience on environmental issues, climate change impacts, challenges and resilience building opportunities particular to Pacific Small Island Developing States, and/or developing countries **(10 points)**
- Proven practical experience of Results Based Management (RBM), with sound knowledge on LogFrame and Project Cycle Management (PCM); **(15 points)**
- Strong skills in M & E and excellent communication, analysis and writing skills; **(15 points)**
- Fluency in English is a requirement, with sound written skills using plain English **(10 points)**

L. Annexes to the TOR

1. [EWACC Project Document](#)
2. [EWACC Mid-term Review Report](#)

M. Approval

This TOR is approved by : *[indicate name of Approving Manager]*

Signature _____

Name and Designation _____

Date of Signing _____

