## TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Services/Work Description:</th>
<th>Examine, Report on and Make Recommendations for Establishing and/or Strengthening the Flood Interagency Coordinating Mechanism in Trinidad and Tobago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Community Flood Early Warning Systems (CFEWS) in Trinidad and Tobago</td>
</tr>
<tr>
<td>Duty Station:</td>
<td>Port of Spain, Trinidad and Tobago</td>
</tr>
<tr>
<td>Type of contract:</td>
<td>Individual Contract</td>
</tr>
<tr>
<td>Starting Date:</td>
<td>June 2022</td>
</tr>
<tr>
<td>Duration of Assignment:</td>
<td>4 months</td>
</tr>
<tr>
<td>Language(s) Required:</td>
<td>English</td>
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### 1. Background

The Government of Trinidad and Tobago through the Joint Select Committee on Land and Physical Infrastructure has acknowledged and recognized that strengthening governance is a critical issue. There is a need for closer collaboration amongst entities responsible for flood alleviation and control of major river basins. The key requirements of an EWS is that there is the institutional mechanism in place to strengthen detection, monitor, analysis, forecasting and warning dissemination and communication. It should also be noted that one of the key requirements of an early warning system is to have an institutional mechanism in place to strengthen detection, monitoring, analysis, forecasting and warning dissemination and communication. These agencies are further challenged by their lack of capacity to support the work that is required to effectively manage floods. A further challenge is that there is a lack of capacity in some of these institutions to support the work that is required to effectively manage floods. For example, the report of the Joint Select Committee on Land and Physical Infrastructure indicated that there is “lack of data or inadequate data,” “lack of finance,” and “lack of expertise.”

There have been many interventions at the community and national levels towards measurably reducing vulnerability to natural hazard and the adverse impacts of climate change in Trinidad and Tobago. This has been done through significant physical prevention and mitigation works, strengthening emergency preparedness and early warning systems. The Community Flood Early Warning System (CFEWS) Project strengthens community and national capacities for generating impact-based flood early warning and effectively plan and execute anticipatory actions. In partnership with key national implementing partners, including the Office of Disaster Preparedness and Management (ODPM), the project aims to strengthen governance and planning with national flood preparations and management. The ODPM serves as the coordinating and monitoring body for disaster risk management in Trinidad and Tobago.

Reducing vulnerability requires coordination and delineated roles and responsibilities among national partners and can be achieved through sound well-defined mechanisms, evaluation of
existing functions, clear roles, and responsibilities with practical, implementable short, medium and long-term recommendations. Therefore, establishing governance structures to plan and manage resources for flood preparedness, mitigation and management is important to reducing risk and losses in communities and across national stakeholders. While there has been considerable progress with expanding communications and equipment in Early Warning Systems, there are still challenges across agencies involved in flood management and ambiguity with their roles and responsibilities to fulfill their mandate and this Consultancy will address these gaps.

2. Objectives
The objectives of this consultancy are to:

- Conduct a stakeholder analysis by examining inter alia the existing roles and responsibilities across key stakeholders with a view to clarifying and streamlining roles and responsibilities for more effective flood management in both islands.
- Conduct research and report on the challenges, gaps and bottlenecks in information sharing across key government institutions in both Trinidad and Tobago, and make recommendations to address these gaps.
- Conduct institutional mapping exercise to identify the challenges faced by relevant government agencies and departments involved in flood management on each island and propose streamlined roles and responsibilities for same.
- Identify short, medium and long-term recommendations for the implementation by a sustainable flood interagency coordinating mechanism.
- Conduct a tabletop exercise to test the draft Standard Operating Procedures and identify gaps, test and strengthen recommendations.

3. Scope of Work
The consultant shall conduct the following actions:

1) Develop and submit, a Comprehensive Interagency Flood Management Coordinating Report for Trinidad and Tobago, including appropriate governance and organisational distinctions specific to each island.

2) The Plan should:
   a. Identify the gaps and challenges in information sharing across key government institutions responsible for flooding.
   b. Include a stakeholder analysis, outlining existing roles and responsibilities and recommendations to strengthen effective coordination and collaboration for the management of floods.
c. Outline Standard Operating Procedures for information sharing and management for key players involved in flood management in Trinidad and Tobago.
d. Include a Roadmap outlining the short, medium and long-term recommendations for implementation by national partners.

3) Conduct at least one (1) tabletop exercise and at least one (1) after action review (AAR) to test, review and update the SOPs.

4. Key Tasks & Deliverables

The contractor will be responsible for the following:

Produce a detailed report outlining the key deliverables and milestones for the duration of the Activity and how he/she will execute the assignment based on the review of the available literature and the interpretation of the Terms of Reference.

Prepare and submit a 1st Draft of the Comprehensive Interagency Flood Management Coordinating Report, including:

i. Gaps and challenges identified in information sharing across key government agencies.

ii. Stakeholder Analysis Report - Analysing stakeholder roles and responsibilities with a view to clarify and streamline for more effective coordination and collaboration for the management of floods.

iii. Outlining Standard Operating Procedures currently being followed, with recommendations to improve same.

iv. A draft RoadMap to implement recommendations based on preliminary findings.

Facilitate at least one (1) tabletop exercise to test, review and update the proposed standard operating procedures and at least one (1) after-action review (AAR) of the tabletop session.

Prepare and submit final Comprehensive Interagency Flood Management Coordinating Report.

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Timeline</th>
<th>Terms of Payment</th>
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<tbody>
<tr>
<td>Inception Report</td>
<td>13 June 2022</td>
<td>10% of total contract</td>
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<tr>
<td>Approved First Draft of Interagency Flood Management Coordinating Report</td>
<td>08 July 2022</td>
<td>25% of total contract</td>
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<tr>
<td>Satisfactory Tabletop Exercise</td>
<td>29 July 2022</td>
<td>20% of total contract</td>
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<tr>
<td>Approved After-Action Review</td>
<td>12 August 2022</td>
<td></td>
</tr>
<tr>
<td>Approved Final Report (Comprehensive Interagency Flood Management Coordinating Report) including Roadmap</td>
<td>23 September 2022</td>
<td>45% of total contract</td>
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5. **Qualifications and Competencies**

The contractor shall meet the following minimum requirements:

- MSc Degree in environmental science, development studies, disaster risk management, social sciences, or related field, and a minimum of 5 years experience in disaster risk management, reduction, and resilience planning, or other relevant areas of experience or related areas;
- OR
- BSc Degree in environmental science, development studies, disaster risk management, social sciences, or related field, and a minimum of 7 years experience in disaster risk management, reduction, and resilience planning, or other relevant areas of experience or related areas;
- A minimum of three (3) years’ combined experience conducting stakeholder analysis, developing technical plans and conducting tabletop exercises;
- Experience with disaster governance would be an asset.
- Knowledge of the national contexts of both Trinidad and Tobago will be an asset.
- Demonstrated leadership and management experience working with senior government officials;
- Strong interpersonal skills and the ability to communicate and work well with diverse people;
- Excellent written communication skills in English.

6. **Reporting Requirements and Confidentiality**

This project is being executed by a Project Team based at the UNDP TTCO with the oversight of a Project Steering Committee comprised of representatives of key organizations including donors and the public sector. The Contractor will report directly to the Project Manager (CFEWS). In addition, he/she is expected to meet as necessary (either virtually or in person, as appropriate) with the Project Team.

At the end of the contracted time period, the Contractor shall submit all project outputs to the Project Manager, which will be assessed for validity, quality and completeness of produced material, and should be in the desired format mutually agreed upon by the Contractor and Project Team. Once approved, all outputs become the property of the UNDP to utilise and disseminate as deemed necessary. Project material provided to, or produced by, the Contractor shall not be shared until the final version is approved and released to the public by the UNDP, or by the Contractor acting on specific instructions and permission from the UNDP.

7. **Evaluation Criteria**

Method: Highest total score of weighted desk review and financial criteria: The price proposals of all consultants, who have attained a minimum 70% score at the Desk Review, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Desk Review and Financial criteria as follows: 70% Desk Review criteria, 30% Financial criteria.
Table 1: Criteria for Desk Review

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Relevance of Education</td>
<td>40</td>
</tr>
<tr>
<td>Years of Relevant Experience</td>
<td>60</td>
</tr>
<tr>
<td>Additional Qualifications:</td>
<td>20</td>
</tr>
<tr>
<td>Experience with disaster governance would be an asset.</td>
<td></td>
</tr>
<tr>
<td>Knowledge of the national contexts of both Trinidad and Tobago will be an asset.</td>
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<tr>
<td>Demonstrated experience working with senior government officials;</td>
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<tr>
<td>Demonstrated ability to communicate and work well with diverse teams;</td>
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<tr>
<td>Excellent written communication skills in English.</td>
<td></td>
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<tr>
<td>Total</td>
<td>120</td>
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Once the candidate has attained a score of at least 70% on the desk review, based on the requirements in the Terms of Reference, only then will the financial proposal be evaluated.

The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.

The following formula (cumulative analysis) is used to determine the financial scoring:

\[ p = y \left( \frac{\mu}{z} \right), \]

Where:

- \( p \) = points for the financial proposal being evaluated
- \( y \) = maximum number of points for the financial proposal
- \( \mu \) = price of the lowest priced proposal
- \( z \) = price of the proposal being evaluated

8. Application Requirements

Interested individual contractors must submit the following documents/information to demonstrate their qualifications:

- Curriculum vitae (CV);
- Cover letter
- UNDP’s Standard Letter of Confirmation of Interest and Availability;
- References: Contact details of 3 references;
- Describe in writing, two instances for each of the following:
  - Demonstrated experience working with senior government officials;
  - Demonstrated ability to communicate and work well with diverse teams (examples can include, but are not limited to, consultations, stakeholder meetings etc);
• Financial Proposal: UNDP’s financial Proposal template should be completed and must indicate the all-inclusive fixed total contract price, supported by a breakdown of costs

9. Additional requirements for recommended contractor:

The recommended Individual contractor below age 65 is required to submit a statement of good health and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. Medical examination not required.

The recommended Individual contractor aged 65 and older is required to submit a statement of good health signed by a recognized physician and a copy of his/her medical insurance prior to commencement of services in any offices or premises of UNDP, or before engaging in any travel required by UNDP, or connected with the performance of the Contract. The medical examination shall be paid by the consultant.

The applicant must commit to following all relevant COVID protocols during the conduct of this consultancy.