



TERMS OF REFERENCE

Consultancy for National Consultant for Provincial Coordination, East New Britain- IC/PNG/047-2022

Office/Unit/Project	UNDP PNG CO with main focus on Building Resilience to Climate Change in Papua New Guinea Project
Project location	East New Britain Province, Papua New Guinea
Duty Station	Kokopo, East New Britain
Type of Contract	Individual Contractor
Post Level	National Consultant
Languages required:	English
Duration of Initial Contract:	79 working days over a period of 10 months (dependent on demand for services and subject to satisfactory performance)
Expected starting date	July 2022

1. Project 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.

2. Duties and Responsibilities

This role is with the UNDP Team and works closely with the BRCC PMU at CCDA and at the regional level with the Regional Climate Change Committee and the Autonomous Bougainville Government including other key Government stakeholders and UN Agencies on a daily basis to ensure project activities are implemented in a more consultative and coordinated manner.

3. Scope of Work

In fulfilling the above objectives, the Provincial Coordinator must cover following scope of work:

- Lead and support in the Inception Workshop at the Regional level to ensure the Regional Stakeholders are aware of the project in the region including its target communities
- Lead and Support Provincial and Community Consultations on the implementation of the BRCC project
- Establish networks at the regional, district and the community level for the ease of project implementation
- Lead in preparation for regional and community level workshops, trainings, meetings, consultations and visits
- Develop regional level work plans including community level visits and actions in alignment with the overall Project Annual Work Plan
- Develop and share project progress reports with the Project Management Team at UNDP
- Closely monitor the progress of activities against the Approved Annual Work Plan at the provincial and regional level
- Document issues and risks that has potential impact on the project implementation and share with UNDP Project Team and PMU at CCDA for the options for solutions and decisions; Lead and support in the research and publication of necessary reports and documents relating to the project
- Provide necessary technical support and strengthen the Provincial Climate Change Committees (PCCCs) established in the Provinces as a mechanism to coordinate Provincial level climate change interventions
- Create better relationship and linkage with the regional disaster risk reduction/management agencies including regional Disaster Directorate;
- Facilitate exchange and learning sessions at the regional level
- Provide support in communications and visibility of the project in communication and consultation with the provincial counterparts and UNDP Project Team
- Monitor and report on the progress of the project management and implementation in line with the Project’s Resources and Results Framework (RRF), the UNDP Country Programme Document (CPD) and the United Nations Development Assistance Framework (UNDAF).

4. Reporting of Duties:

The Provincial Coordinator will work under the supervision of Project Manager in consultation with the Chief Technical Advisor (CTA) who is the Team Leader and the Deputy Team Leader of the Project.

5. Key Deliverables and Schedule of Payment

Reporting period and key milestones	Due Date	Payment Percentage	Review and Approvals
Payment upon submission and acceptance of <ul style="list-style-type: none"> • 1 SGF training completion report on SGF applications and investment plans for ENB sites • 1 workshop completion report in formulating, facilitating and mainstreaming climate change adaptation plans into the LLG, district and provincial development plans • ENB PAC meeting minutes on Submission and acceptance of 8 SGF applications • 1 training completion report on Disaster Management Committees established and training for target LLGs in ENB 	31 August 2023	20%	BRCC Team Leader
Payment upon submission and acceptance of <ul style="list-style-type: none"> • 1 training completion report on emergency response training (drills and simulation training) at 3 target sites in ENB • 1 resource assessment report of fisheries ecosystems and food security for target sites in ENB • Completion training report on reef and coastal management and other food security • Completion report 3 home gardens demonstrated (as adaptation measures against climate change) in identified target communities • Completion report on 3 mangrove forest rehabilitation demonstrated. 	31 January 2023	30%	BRCC Team Leader
Payment upon submission and acceptance of <ul style="list-style-type: none"> • Completion report on 3 watershed rehabilitation demonstrated in communities adjoining target vulnerable islands. • Completion report of 9 food processing and preservation initiatives piloted in nine island communities (with 50% women participation). • 3 LMMAs established, registration of LMMAs and LMMA management plans. 	31 March 2023	40%	BRCC Team Leader

Payment upon submission and acceptance of <ul style="list-style-type: none"> • Completion report for all approved subprojects for target sites in ENB • Final sustainability report detailing long-term plan to sustain progress and maintain infrastructure for target sites in ENB. 	15 April 2023	10%	BRCC Team Leader
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6. Institutional Arrangement

- Approximately 79 days spread into various intermittent assignments. Maximum working days over the 10-month period would be 79. However, UNDP does not warrant that any quantity of services will be purchased during the term of the Framework Agreement as this will depend on forthcoming needs;
- IC as a Framework agreement is non-exclusive (i.e. it does not prohibit UNDP from entering into another such framework agreement with other individuals or entities).
- The Framework Agreement will be for a fixed all-inclusive daily fee;
- Once the Framework Agreement is signed, if there is a specific assignment, the focal person(s) at UNDP would contact, by email, the Consultant informing them of specific deliverables and timeline;
- Thereafter a Purchase Order (PO) will be raised. Financial commitments will only be established each time the services are requested within the scope of the Framework Agreement through the transmitted email and purchase order;
- The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment;
- Payments will be made upon submission of a detailed timesheet and certification of payment (COP) form and acceptance and confirmation by the supervisor on days worked and outputs delivered.

7. Duration of the Work

- The total of 79 days over the ten months.
- For this agreement, 79 days is defined as 10 months from signing the contract. It does not particularly mean calendar months.

8. Duty Station

- The duty station will be Kokopo, ENB.
- The IC will be required to report on a requirement based on the contract administrator or be present at a schedule agreed earlier, including reporting frequency.

9. Qualifications and Experiences

Education

- At least Master's degree in Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area.
- At least Bachelor's degree 7 years experience (in lieu of a Masters degree) in Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area.

Experience:

- At least 5 years of experience in environment, climate change, disaster risk reduction, emergency response or humanitarian coordination within international organizations (in particular working in Papua New Guinea is highly desirable).
- At least 5 years' experience in environment, climate change and disaster risk reduction with a most reputable or an international organization.

- At least 5 years of experience in programme/project planning and management is desirable.

Competencies

- High level of computer literacy is essential (in particular word processing, publishing and presentation software). Knowledge of environment, climate change and disaster risk reduction are an asset;
- Exceptional communication, presentation, inter-personal and networking skills;
- Be task oriented and able to work independently;
- Demonstrate high level of gender sensitivity and advocate for gender equality;
- Be able to work effectively in a high pressure, occasionally stressful environment;
- Ability to quickly establish and maintain effective working relations with people of different cultural backgrounds;
- Proven communication and report writing skills;
- Ability to negotiate and reach understanding or agreement in a most challenging environment;
- Able to work in challenging and stressful conditions;
- Possess commitment to teamwork;
- Demonstrate openness to change and ability to manage complexities;
- Respond positively to critical feedback and differing points of view;
- Fluent written and spoken English.

10. 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
Qualification		20%
<ul style="list-style-type: none"> • At least Masters degree in Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area. 	20	
<ul style="list-style-type: none"> • At least Bachelor's degree 7 years experience (in lieu of a Masters degree) in Climate Change, Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or a related area. 		

Experience		50%
<ul style="list-style-type: none"> At least 5 years of experience in environment, climate change, disaster risk reduction, emergency response or humanitarian coordination within international organizations (in particular working in Papua New Guinea is highly desirable). 	20	
<ul style="list-style-type: none"> At least 5 years' experience in environment, climate change and disaster risk reduction with a most reputable or an international organization 	20	
<ul style="list-style-type: none"> At least 5 years of experience in programme/project planning and management is desirable. 	10	
Technical Criteria		70%
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- P11 form** using the template provided by UNDP which indicates all experience from similar projects, as well as the contact details (email and telephone number) with at least three (3) professional references;
- A technical proposal** outlining the proposed methodology and approach for completing all the tasks outlined in the TOR.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template 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.
- Financial proposal**, as per template provided in Annex II. Note: National consultants must quote prices in **PGK**.

11. Price Proposal and Schedule of Payments

- The Consultant shall quote an all-inclusive Daily Fee for the contract period. The term "all-inclusive" implies that all costs (professional fees, communications, consumables, etc.) that the IC could incur in completing the assignment are already factored into the daily fee submitted in the proposal. Payments shall be made on a monthly basis based on actual days worked, upon verification of completion of deliverables (CoP) and approval by the IC's supervisor of a Time Sheet indicating the days worked in the period.

12. Travel;

For this particular assignment, UNDP does not require any travel. If travel is required, UNDP will process the travel separately as per UNDP travel rules and responsibilities. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel in a higher class, he/she should do so using their own resources.

13. Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than **11 July 2022**. 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 will not be considered or will result in disqualification of proposal.

For any clarification regarding this assignment please write to UNDP on procurement.pg@undp.org

Approved by: [Linda Kapus-Barae](#)