

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Date: 15 August 2022

Country: NIGERIA

Description of the assignment: Consultant for providing technical expert services of a **Disaster Risk Reduction – Climate Change Expert and Team Leader**

Project name: Sahel Resilience Project

Consultancy Title : Disaster Risk Reduction – Climate Change Expert and Team Leader

Period of assignment/services (if applicable): 120 days over a period of eight months September 2022 – April 2023

Proposal should be submitted by email to rcd.soumissions@undp.org no later than **29 August 2022 @12:00 pm GMT**, with the reference of the procurement notice **RFP/UNDP/DHR/SRP/003/2022**.

Any request for clarification must be sent by standard electronic communication to the e-mail rcd.infos@undp.org. **The procurement team** will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

The overarching objective of developing the Regional Resilience Strategy for West Africa is to provide guidance to ECOWAS Commission, its Member States and other stakeholders for strengthening institutional and community resilience to shocks and stresses in the region. With a focus on vulnerable populations, the Regional Resilience Strategy for West Africa aims to provide a short, medium- and long-term strategic and programmatic framework that suggests prioritized needs and mechanisms for coordinating action that can anticipate, prepare for, respond to, recover from and withstand shocks and stresses at regional, national and community level.

For detailed information, please refer to the ToRs

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

In this role, the team leader, who will also be the DRR-climate change expert will guide the task force in developing the Regional Resilience Strategy for West Africa and be its penholder. The role will include providing strategic and technical leadership and oversight to the Task Force, in consultation with the ECOWAS Commission to achieve the following specific objectives of the Regional Resilience Strategy for West Africa:

- Define the vision, guiding principles and objectives for resilience programming in the West Africa region.
- Identify the priority areas for action and their strategic implementation for building resilience within the national sectoral development policies, national strategies, plans and programmes of ECOWAS Commission and its Member States.
- Put forth strategies for improving institutional and financing mechanisms and identify technical capabilities necessary in ECOWAS Commission and its Member States for enhancing resilience in region against multiple threats that it is exposed to.

A. Expected Outputs and Deliverables

- (i) review and finalize the thematic areas and guidelines for the strategic oversight and technical coordination mechanisms for sectors at the regional and national levels through a consultative process.
- (ii) provide bi-weekly briefings to the Director of Humanitarian and Social Affairs and Head of the Disaster Risk Reduction Unit, ECOWAS Commission, and UNDP Project Manager on the status and progress of the preparation of the Regional Resilience Strategy for West Africa.
- (iii) deliver consultation workshops and presentations of the strategy for technical validation and feedback.

For detailed information, please refer to Annex 1

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Academic qualifications

- Advanced university degree (Master's degree or equivalent) relevant to climate change and DRR (disaster risk management, natural resource management, environmental sciences)
- A PhD in the above thematic field is desirable.

Experience

- Minimum of 15 years of demonstrable experience in policy development and programming on climate change, disaster risk reduction and resilience.
- Experience and proven track record in providing technical advisory to national governments and inter-governmental bodies on strategy, policy and programme development and policy change related to climate change and disaster risk reduction. This includes experience in effective stakeholder engagement and multistakeholder consultative processes.
- Robust project management skills in working with international organizations, bilateral development organizations, CSOs or the private sector including experience in leading teams.

- Extensive knowledge on the concept of resilience and vulnerability, climate change and disaster risk reduction.
- Research experience in climate change, disaster risk reduction and resilience.
- Demonstrated experience in effective stakeholder engagement and management, including participatory multistakeholder consultative processes for the development of policies and programmes for resilience building.
- Experience in working with Regional Economic Communities in Africa, especially with ECOWAS Commission, is an added advantage.
- Robust knowledge of and demonstrable experience in data collection methods, data management methods and data analysis using a range of methods (quantitative, qualitative and mixed methods).

Language

- Excellent written and verbal skills in English; proficiency in another ECOWAS language is desirable.

Professional Competencies

- **Professionalism:** Ability to plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges and remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively and demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues and partners to achieve deliverables for assessment.
- **Planning and organizing:** Develops clear goals that are consistent with agreed work deliverables for the assignment; identifies priority activities and allocates appropriate amount of time and resources for completing work; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules.

Managerial Competencies

- **Leadership:** establishes and maintains relationships with a wide range of people to understand perspectives and gain their support and has led multi-sectoral teams.
- **Conflict resolution:** anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Working with multiple partners:** Ability to establish effective working relations in a multicultural team environment and cultivate productive relationships with Government partners and other stakeholders.

Other skills

- Knowledge of technical cooperation and development issues is an advantage.
- Fully proficient in Word, Excel, PowerPoint, Email and internet.
- Excellent verbal and presentation skills. Proficient in Word, Excel, PowerPoint, Email and internet.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Letter of confirmation of interest and availability duly completed using the template provided by UNDP
2. Technical proposal:
 - (i) Explaining why they are the most suitable for the work
 - (ii) Provide a brief methodology on how they will approach and conduct the work (if applicable)
3. Financial proposal that indicates the fixed total price of the all-inclusive contract, supported by a breakdown of costs, according to the model provided. If an offeror is employed by an organization/company/institution and expects his employer to charge a management fee in the process of making available to UNDP under the Repayable Loan Agreement (RLA), the offeror **must** indicate this at this stage and ensure that all these costs are duly incorporated into the financial proposal submitted to UNDP
4. Personal CV or P11 including all past experience in similar projects and at least 3 references.

5. FINANCIAL PROPOSAL

- **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 installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown on this lumpsum amount (including costs of internet and communication as required to perform his/her duties as per the ToR, and the number of working days).

No.	Deliverable	Percentage of total amount for each deliverable (USD)
1	Complete and consolidated inception report , including chapter/sections on DRR and climate change	10%
2	A situational analysis report consolidating findings from all themes including DRR and climate change	10%
3	A stakeholder consultation report with key findings and highlights from consultations in all themes including DRR and climate change	20%
4	A consolidated report on the findings from an exploration of ways to build and strengthen institutional and community resilience to shocks and stresses in the region with regards to all themes in the strategy, including climate change and DRR.	
5	A consolidated draft of Regional Resilience Strategy for West Africa with chapters from all themes including on DRR and climate change	30%
6	Final revised version of the Regional Resilience Strategy for West Africa that addresses all feedback, and includes an executive summary, preface, and chapters from all themes including on DRR and climate change	30%
7	Relevant sections in PowerPoint presentations as necessary for at least deliverables 1 – 6.	(Included in respective deliverables 1 – 6)

		100% (approximately 100 days)
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Travel:

The costs of travel, for achieving the results of this assignment as outlined in the ToR and as agreed through prior consultation with the ECOWAS Commission's Directorate of the Humanitarian and Social Affairs and the UNDP Sahel Resilience Project manager, will be covered by the UNDP in accordance with its rules and regulations. Therefore, travel cost should not be included in the financial proposal.

6. EVALUATION

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following methodologies:

- 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 weight is 70%
- ❖ Financial criteria weight is 30%

Only candidates obtaining a minimum of 70 points would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	100
<ul style="list-style-type: none"> ▪ Criterion a. Technical proposal demonstrates an understanding of the scope of work, comprehensive methodology/approach appropriate for developing a regional strategy through a multistakeholder participatory/consultative approach, and organization and completeness of the technical proposal. 		50 pts
<ul style="list-style-type: none"> ▪ Criterion b. Advanced university degree (Master's degree or equivalent or higher, e.g. PhD) relevant to climate change and DRR (disaster risk management, natural resource management, environmental sciences, or relevant discipline). 		10 pts
<ul style="list-style-type: none"> ▪ Criterion c. Minimum of 15 years of demonstrable experience in policy development and programming on climate change, disaster risk reduction, and resilience. 		10 pts
<ul style="list-style-type: none"> ▪ Criterion d. Experience and proven track record in providing technical advisory to national governments and inter-governmental bodies on strategy, policy and programme development related to climate change, disaster risk reduction and resilience. This includes experience in effective stakeholder engagement and multistakeholder process. This also includes experience in leading teams. 		10 pts
<ul style="list-style-type: none"> ▪ Criterion e. Robust project management skills and experience in leading teams 		5 pts
<ul style="list-style-type: none"> ▪ Criterion f. A strong research experience in climate change, disaster risk reduction and resilience. This includes robust knowledge of and demonstrable experience in data collection methods, data management methods and data analysis using a range of methods. 		5 pts

<ul style="list-style-type: none"> ▪ Criterion g. Experience working on climate change, disaster risk reduction and resilience with an international, regional or multilateral organization and CSOs; experience working with Regional Economic Communities in Africa, especially with ECOWAS Commission is an added advantage. Excellent written and verbal skills in English (French is desirable, Portuguese an asset). 		5 pts
<ul style="list-style-type: none"> ▪ Criterion h. Fluency in written and verbal English 		3 pts
<ul style="list-style-type: none"> ▪ Criterion i. Fluency in another ECOWAS language 		2 pts
Financial (Lower Offer/Offer*100)	30%	30 pts
Total Score	Technical Score * 70% + Financial Score * 30%	

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 4- SAMPLE CONTRACT



TOR_Team
Leader-CC-DRR_ECO\



PSU_%20Individual%
20Contract_Offerors%



AC_Anti-Fraud_Gener
al Conditions of Contr



PSU_%20Individual%
20Contract_Individual