TERMS OF REFERENCE

A. Project - Third National Communication And First Biennial Update Report

| Job title: | Database Developer |
| Contract type: | Individual Contract (IC) – National Consultant |
| Duty Station: | Apia, Samoa |
| Period of contract: | 4 months (September – December 2022), not exceeding 40 working days |
| Contracting Authority: | United Nations Development Programme |

B. BACKGROUND:

In accordance with its commitments as a non-Annex I Party and as mandated by Article 12 of the UNFCCC and subsequent CoP decisions, Samoa will prepare and submit its Third National Communication (TNC) and First Biennial Update Report (FBUR) to the Conference of Parties (CoP) of the UNFCCC. The project is implemented by UNDP on behalf of Samoa via the Ministry of Natural Resources and Environment. The project aims to update the information provided regarding national circumstances, inventories of greenhouse gases (GHG), policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt, and promote increased awareness and understanding of critical importance of climate change to its sustainable development. The project will also increase the national technical and institutional capacities in preparing the NC/BUR and assisting the Government to integrate climate change issues into sectoral and national development priorities that directly contribute to achieving the Sustainable Development Goal 13: Climate Action.

The implementation of the project objectives will support Samoa’s preparation of a high quality National Communication and Biennial Update Report to be submitted to the UNFCCC in a timely manner. The project will take a learning-by-doing approach, to the extent possible taking into account limited staffs trained on best practices to monitor and manage findings/information from TNC and BUR project. In this way, the project intends to catalyze the institutionalization of knowledge among the national participating experts and partner institutions involved in the development of National Communication and Biennial Updated Report, in particular to improve quality control and quality assurance of the findings from reports including inventory data.

One of the key objective under component 2 of the project is the institutionalize of MRV (Monitoring, Verification and Reporting) systems for GHG Inventory under NC/BUR activities.

The Ministry of Natural Resources and Environment has requested UNDP to engage an individual local expert who will develop a database for GHG Inventory and other climate change related information for
the project. The Database Developer will work under the guidance of the Project Coordinator, in close coordination with the Ministry.

**C. SCOPE OF WORK:**

The Database Developer will work closely with TNC-BUR Project Management Unit as well as various technical experts on greenhouse gas (GHG), climate, IT, under the overall guidance of UNDP Multi-Country Office, in close coordination with the Ministry of Natural Resources and Environment (MNRE), on the following:

1. Review existing methodology developed for GHG Inventory and other climate change related information database, and propose changes as necessary to refine the methodology.
2. Design & Prototyping:
   - Review and complete design and prototype partially developed for new database on mitigation and adaptation information.
3. Development & Coding:
   - System – develop, review with client, amend and finalize.
   - Translate design requirements into reliable and user-friendly solutions using appropriate technologies, languages, and tools within defined standards.
   - Analysis of system requirements for climate change mitigation and adaptation in Samoa.
4. Installation & Deployment:
   - Submission of web and MySQL database codes
   - Install System
   - Develop user manual
   - Train and transfer knowledge and information to team members to ensure the team operates efficiently.
   - Operations & Maintenance

*Note: By performance of each above points, the materials/reports should be submitted to Project Management Unit (PM) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the Project Coordinator.*

*Please refer attached methodology (Annex-A) for details including the flow and system requirements.*

**D. EXPECTED OUTCOMES AND DELIVERABLES AND PAYMENT SCHEDULE:**

All payments will be done upon submission of each deliverable and acceptance by UNDP, in consultation with Government of Samoa (GoS). The payment will be done in instalments as detailed below:
<table>
<thead>
<tr>
<th>Key Deliverables</th>
<th>Description</th>
<th>Percentage of total Price (Weight for Payment)</th>
<th>Due Date</th>
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<tr>
<td><strong>Upon approval by UNDP of the following:</strong></td>
<td>• Updated inception report • Inception report including workplans, timelines, based on the review of current methodology.</td>
<td>10%</td>
<td><strong>12th September 2022</strong></td>
</tr>
<tr>
<td><strong>Upon approval by UNDP of the following:</strong></td>
<td>• Review designs partially developed. • Consult with project team and experts on design system requirements. • Prepare design &amp; prototyping requirements. • Finalize design as per feedback from project team. • Project Management.</td>
<td>30%</td>
<td><strong>30th September 2022</strong></td>
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<td><strong>Upon approval by UNDP of the following:</strong></td>
<td>• Completion of coding and analysis of system requirements. • Translate design requirements into reliable and user-friendly solutions using appropriate technologies, languages, tools within defined standards. • Submit a comprehensive analysis report to reflect details of system requirements for database developed including but not limited to the following – auto logout, backup and restore,</td>
<td>30%</td>
<td><strong>7th November 2022</strong></td>
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The Individual Consultant is expected to state in the financial proposal a lump sum amount (only in Samoan Tala) to cover all activities in the TOR. A breakdown of costs is required using the Financial Template for submission (Annex III).

### E. INSTITUTIONAL ARRANGEMENT:

The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and with the Technical Advisor at the UNDP HQ.

- Ensures timely and quality execution of works described in the Terms of Reference;
- Ensures unconditional carrying out of requirements of the IC;
- Agrees some results given in the ToR and reports to project manager.

The consultant shall be equipped with adequately functioning personal laptop/computer and mobile phone, and other hardware along with reliable Internet connection, required for the completion of the assignment.

### F. DURATION AND TIMEFRAME OF THE WORK:

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<th>Activity</th>
<th>Description</th>
<th>Percentage</th>
<th>Date</th>
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<tr>
<td>Installation and deployment of the database</td>
<td>• System is fully installed.&lt;br&gt;• Submit web code &amp; MySQL code to the project team.&lt;br&gt;• Develop user manual&lt;br&gt;• Train users and project team – One week In-person training for approximately 30 participants.&lt;br&gt;• Operations and Maintenance.</td>
<td>30%</td>
<td>30th November 2022</td>
</tr>
</tbody>
</table>
The total duration of the contract is of approximately 4 months (September–December 2022). The total level of effort should not exceed 40 working days.

G. DUTY STATION:

Apia, Samoa

- **COMPETENCIES:**

Corporate Competencies:
- Demonstrates commitment to the UNDP and Government of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

- **Knowledge Management and Learning**
  - Shares knowledge and experience
  - Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills
  - Strong analytical and trouble shooting skills
  - Strong communication, time management, and organization skills
  - Must be self-motivated, demonstrate grace under pressure and possess the ability to work well independently as well as within a team

- **Development and Operational Effectiveness**
  - Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and logistics for project implementation.
  - Focuses on result for the client and responds positively to feedback
  - Consistently approaches work with energy and a positive, constructive attitude
  - Remains calm, in control and good humored even under pressure
  - Demonstrates openness to change and ability to manage complexities
  - Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment

H. QUALIFICATIONS:

- **Education Qualifications:**
  - Bachelor’s degree or equivalent professional experience in computer science or related fields.

- **Experience:**
Minimum of 3 years of combined and relevant experience in database development & maintenance

In-depth understanding of data management (e.g., permissions, recovery, security, and monitoring)

Knowledge of software development and user interface web applications Experience working with Net Framework, JavaScript, HTML and Oracle.

Experience in development of front-end users’ requirements

Other requirements:

- Fluency in English is mandatory.
- It is desirable that the candidate holds necessary license(s) for all software required to carry out the work.

I. EVALUATION CRITERIA:

- 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 100 points. Only the 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, a detailed cost breakdown must be provided in the format of the Financial Proposal Template. (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 Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria):

- A minimum of 3 years of combined and relevant experience in database development & maintenance (10 points)
- Proven experience in data management (e.g. permissions, recovery, security, and monitoring). (30 points)
- Knowledge of software development and user interface web applications – Net Framework, JavaScript, HTML and Oracle. (20 points)
- Proven experience in development of front end-users requirements (30 points)
- Full proficiency in English both written and verbal including ability to review and edit the required project documentation. (10 points)
J. **RECOMMENDED PRESENTATION OF PROPOSAL:**

Please use the template available (Letter of Offer to complete financial proposal in Annex 1).

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by 6th September 2022. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment;
- **3 professional references most recent**;
- **Completed Letter of interest and availability** specifying the available date to start and other details and **Financial Proposal** with breakdown cost specifying the daily rate and other expenses, if any.

Applicant receiving the Highest Combined Score and has accepted UNDP’s General Terms and Conditions will be awarded the contract.

**Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).**

K. **ANNEXES TO THIS TERMS OF REFERENCE:**

1. Annex A – Methodology for GHG Inventory System
2. Annex I - Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC
3. Annex II – P11 Form
4. Annex III – Financial Template
5. Annex IV – UNDP General Terms and Conditions for Individual Contractors