Terms of Reference

IC/PNG/055-2022 General Coordination Officer for Highlands Humanitarian Hub

Duty station: Mt. Hagen

Services/Work Description: Technical support to enhance sub-national general coordination for PNG national response to violence in Highlands (PNG national only)

Project: Humanitarian Advisory Team Project

Languages Required: English

Starting Date: 15 September 2022

Duration of Contract: 5 months

Background and Context

Between May and July 2022, violence escalated in parts of the Highlands region. The presence of security personnel in the conflict-affected areas is limited, tensions remain high, and outbreaks of new violence could continue at least through the end of the August. The areas believed to have the greatest humanitarian needs are Porgera, Laiagam, and Kompiam districts in Enga province; Magarima district in Hela province; and Nipa district in Southern Highlands province.

The National Disaster Centre Director has requested the UN Resident Coordinator and the Disaster Management Team to coordinate international and non-governmental assistance for the humanitarian response. He also requested the Police Commissioner, who is coordinating election-related security in the Highlands, that a humanitarian corridor be established to allow for the safe delivery of essential relief goods and services. The Commissioner has identified a coordinating focal point but acknowledges that security forces are limited in capacity.

To address these critical needs, a multisectoral humanitarian response is required in five districts—across camp coordination and camp management, shelter, and non-food items (CCCM/Shelter/NFI); water, sanitation, and hygiene (WASH); protection, especially gender-based violence (GBV) and child protection (CP); food security; education; and health, including sexual and reproductive health.

The Highlands Humanitarian Hub, based in Mt Hagen, has been activated for the local coordination of this response. Its current membership includes the Highlands provincial disaster coordinators, faith-based and non-governmental organizations, and private sector entities operating in the Highlands region. For this response, CARE and Baptist Union are facilitating overall coordination of the hub.

Objectives

Under the supervision of the Humanitarian Coordination Specialist and coordinating with the security coordination officer and logistics coordination officer, provide general coordination support for humanitarian assistance operations in the Highlands provinces of Enga, Hela, and Southern Highlands.

Scope of work, responsibilities, and descriptions of the proposed work

Under the overall supervision of Humanitarian Coordination Specialist, the General Coordination
Officer is expected to:

1. Organize and facilitate regular and ad hoc meetings of the Highlands Humanitarian Hub; participate in work groups, meetings, consultations with other agencies and partners with the aim of improving humanitarian and emergency relief-related matters.

2. Support in monitoring analysing and reporting on humanitarian developments in the hub area of coverage, in support to the clusters and DMT.

3. Support the collection of information to improve information products such as who does what where database and inter-agency reports.

4. Support in liaising with provincial and local authorities and humanitarian partners at the sub-national level to triangulate humanitarian information and effectively identify and map humanitarian needs and response activities.

5. Prepare or contribute to the preparation of various written reports including access monitoring reports, response monitoring and gap analysis.

6. Review and provide advice on issues related to safeguarding humanitarian principles and ensuring the effective delivery of humanitarian assistance.

7. Prepare briefing materials and presentations providing up-to-date analysis on trends and developments on the humanitarian situation in the country or in specific governorates.

8. Monitor and analyze access constraints and liaise with the authorities to facilitate humanitarian access for the humanitarian community.

9. As appropriate, help organize and/or participate in coordinated assessment missions to build consensus on humanitarian needs and priorities.

10. Participate in selected cluster meetings and supports outreach to international and national NGOs and faith-based organizations.

11. Maintains a network of local contacts among key stakeholders, including de facto authorities and the humanitarian community.

**Key outputs and deliverables**

The contract will be for a total of 5 months from 15 September 2022 to 15 February 2023 and will result in the following deliverables:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deliverables</th>
<th>Outcomes/Indicators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting coordination</td>
<td>• Organize and facilitate regular and ad hoc meetings of the hub</td>
<td>• Meeting notes</td>
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<td></td>
<td>• Participate in other meetings, work groups, consultations as needed</td>
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<tr>
<td>Monitoring and reporting</td>
<td>• Ensure that hub members and partners have updated the 4Ws fortnightly, in a timely manner</td>
<td>• Fortnightly inputs to the 4W</td>
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<td></td>
<td>• Report on developments in the humanitarian situation, including access, gap analysis,</td>
<td>• Reports on updates of the humanitarian situation</td>
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<td></td>
<td></td>
<td>• Inputs to other information products</td>
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</table>
**Key milestones or deliverables**

<table>
<thead>
<tr>
<th>Delivery of 4 weekly coordination meeting notes, inputs to 4Ws, inputs to situation reports, any other briefing documents</th>
<th>Due Date</th>
<th>Payment Percentage</th>
<th>Review and Approvals</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 October</td>
<td>20%</td>
<td>Humanitarian Coordination Specialist</td>
<td></td>
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<tr>
<td>Delivery of 4 weekly coordination meeting notes, inputs to 4Ws, inputs to situation reports, any other briefing documents</td>
<td>15 November</td>
<td>20%</td>
<td>Humanitarian Coordination Specialist</td>
</tr>
<tr>
<td>Delivery of 4 weekly coordination meeting notes, inputs to 4Ws, inputs to situation reports, any other briefing documents</td>
<td>15 December</td>
<td>20%</td>
<td>Humanitarian Coordination Specialist</td>
</tr>
<tr>
<td>Delivery of 4 weekly coordination meeting notes, inputs to 4Ws, inputs to situation reports, any other briefing documents</td>
<td>15 January</td>
<td>20%</td>
<td>Humanitarian Coordination Specialist</td>
</tr>
<tr>
<td>Delivery of final report, 4 weekly coordination meeting notes, inputs to 4Ws, inputs to situation reports, any other briefing documents</td>
<td>15 February</td>
<td>20%</td>
<td>Humanitarian Coordination Specialist</td>
</tr>
</tbody>
</table>

| 100% |  |

**Institutional arrangements**

The work will be undertaken over a period of September 2022 to February 2023 by the General Coordination Officer. The contractor will work closely with the Highlands Humanitarian Hub and particularly the Security Coordination Officer and the Logistics Coordination Officer, as well as the responding organizations to ensure effective coordination and prioritization of activities.

**Resources provided**

The consultant may be required to work remotely and to conduct planned travel. The HAT project will be responsible also for providing office space (as needed), laptop, phone, and travel-related expenses.

**Duration of the assignment**
The duration of the assignment is from 15 September 2022 to 15 February 2023.

**Duty station**

The duty station for this assignment is Mt Hagen. Travel within the Highlands provinces of Enga, Hela, and Southern Highlands, as well as to Port Moresby will be required.

**Education**

- A first-level university degree (bachelor’s degree or equivalent degree) plus 5 years’ experience with progressive responsibilities OR advanced degree (master’s degree or equivalent) plus 3 years’ experience with progressive responsibilities.

**Experience**

- Minimum 3 years in coordinating multiple organizations in complex humanitarian environments
- Has the ability to read understand and provide analytical assessments of any humanitarian situation
- Be able to establish and maintain good rapport with partner organizations, local governments, security forces, and other interlocutors in a standalone environment
- Be able to work in a standalone environment without close supervision
- Have a valid national driving license
- Can work together with colleagues from different cultural backgrounds without prejudice
- Prior experience in the Pacific context is desirable.
- Prior experience with the UN system or an international NGO is desirable

**Language requirements**

- Fluency in English is required
- Knowledge of local languages is desirable.

**Corporate competencies**

- Proven coordination, advocacy, and strategic engagement/negotiation skills, including donor relations.
- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and treats all people fairly without fear or favor

**Functional competencies**

- Excellent oral, written, and presentation skills in English
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines
- Ability to quickly adapt to change, and to remain calm under pressure
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment

**Payment modality**

Payment of the individual contractor will be made based on the actual number of days work, deliverables accepted, and upon certification of satisfactory completion by the manager.
Technical evaluation criteria

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.

<table>
<thead>
<tr>
<th>Criteria Qualification</th>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A first-level university degree (bachelor's degree or equivalent degree) plus 5 years’ experience with progressive responsibilities OR advanced degree (master’s degree or equivalent) plus 3 years’ experience with progressive responsibilities</td>
<td>10</td>
<td>50%</td>
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<table>
<thead>
<tr>
<th>Experience</th>
<th>Points</th>
<th>Percentage</th>
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<td></td>
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<thead>
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<th>Competencies</th>
<th>10%</th>
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<tbody>
<tr>
<td>• Proven coordination, advocacy, and strategic engagement/negotiation skills, including donor relations.</td>
<td>4</td>
</tr>
<tr>
<td>• Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.</td>
<td>2</td>
</tr>
<tr>
<td>• Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively</td>
<td>2</td>
</tr>
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<td>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and treats all people fairly without fear or favor</td>
<td>2</td>
</tr>
</tbody>
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Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

a) Duly executed Letter of Confirmation of Interest and Availability using the template provided by UNDP, which can be accessed from this [UNP PNG](https://example.com)
**Procurement page**

b) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;

c) P11/ Updated CV

d) 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.

**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 instalments 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 of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

**Travel**

Duty travel both within the area of operations and occasionally to Port Moresby will be required as agreed to with the Humanitarian Coordination Specialist.

Please be aware that current UN policy does not permit unvaccinated personnel to travel.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

**Submission Instructions**

Completed proposals should be submitted to procurement.png@undp.org no later than 20th of September 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 may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.
Note:
Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.

Financial proposal should be on provided format (i.e Annex 3-OFFEROR’S LETTER TO UNDP);
Firms are not eligible for this consultancy assignment (open only for national individual consultants).
Incomplete application will not be considered, it will be disqualified automatically.
Please complete the Statement of Health form and submit along with proposal

ANNEXES:
ANNEX 1 – TERMS OF REFERENCE
ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS & CONDITIONS
ANNEX 3 – FINANCIAL PROPOSAL TEMPLATE
ANNEX 4 – P11 ICs FORM

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.