



Terms of Reference
Individual Consultant to Formulate Recovery Strategy for Tayum, Abra

1. Project Title

Building Resilience in the Philippines

2. Background

An earthquake known as the “Northwestern Luzon Earthquake” happened on 27 July 2022 at 8:43 AM. According to the Philippine Institute of Volcanology and Seismology (PHIVOLCS), the earthquake magnitude was 7.0 with a 15 km depth. The highest intensity was intensity VII, based on the PHIVOLCS Earthquake Intensity Scale (PEIS), which is considered destructive. The said intensity was felt in the municipalities of Tayum, Bangued, Bucay, Bucloc, Danglas, Dolores, La Paz, Lagangilang, Licuan-Baay, Luba, Malibcong, Manabo, Peñarrubia, Pilar, Sallapadan, and San Juan in the province of Abra. The number of aftershocks recorded as of 4 August 2022 was 2,492.

The UNDP Country Office formulated interventions for the municipality of Tayum guided by the UNDP recovery policy of ensuring that development perspectives are introduced as early as possible in response and recovery cycles, including approaching recovery as an opportunity to reset development efforts onto more resilient, green, and equitable pathways. By undertaking assessments of multiple risks and vulnerabilities that communities may be exposed to and that could hinder the recovery process and their future development will contribute to strengthen local government capacities to prevent and mitigate adverse impacts from future crises. Forward looking, the CO will implement long-term recovery interventions that build or strengthen resilience and capacities and that help to lay the foundations for sustainable recovery and for a speedy return to longer term development pathways of the municipality of Tayum.

In this regard, the CO intends to help the municipality of Tayum in building back better and manage residual risks by identifying risks and mitigation measures, promoting resilient recovery, and reduction of risks. These recovery strategies will be implemented through the identification of risk-informed settlements areas in the municipality by utilizing various recovery tools such as Housing and Building Damage Assessment (HBDA) of the UNDP and Climate and Disaster Risk Assessment (CDRA) in the Supplemental Guidelines on Mainstreaming Climate Change and Disaster Risks in the Comprehensive Land Use Plan.

The UNDP will assist the LGU in locating the safest settlement and institutional areas in Tayum by assessing all the risks within their municipality. To assist in the conduct of the initiatives, an Environmental Planner specializing CDRA and GIS under the CAPT will be engaged to formulate recovery strategy for the Municipality of Tayum in the Province of Abra.

Refer to the following link for more information on the project:
<https://drive.google.com/file/d/1kXGbzK30qxh26K6siL-R65am7uuKgxrX/view?usp=sharing>

3. Duties and Responsibilities

3.1. Objectives

The objective this assignment is to prepare an evidence-based recovery strategy using participatory process for the Municipality of Tayum, Abra.

Specifically, the assignment aims to:

- Develop parameters on prioritizing households as beneficiaries for safe settlement relocation;
- Identify relevant indicators for HBDA and CDRA;
- Utilize the HBDA results in the conduct of CDRA and relevant sectoral studies;
- Conduct CDRA and integrate into the sectoral studies;
- Identify programs, projects, and activities (PPAs) based on the sectoral studies;
- List possible funding sources for the identified PPAs;
- Make recommendations on the implementation of the PPAs and access to possible funding sources.

3.2. Scope of Work

The consultant shall perform the following:

- Provide consultative services in the formulation of recovery strategy in accordance with the approach and methodology discussed in this TOR and in compliance with the UNDP policies and guidelines, and existing guidelines of the DHSUD, DILG, and other concerned agencies.
- Provide technical inputs in the process of the formulation of resilience recovery plan including all the activities involved.
- Confirm the accuracy and validity of data and information through field collection and validation.
- Facilitate the conduct of necessary workshops, develop corresponding presentation materials for the workshops, and document the process and inputs from various stakeholders and develop.
- Assess the institutional capacity of the LGU in the implementation of a recovery strategy.
- Analyze relevant sectors for the recovery strategy.
- Coordinate with relevant stakeholders, agencies or organization to accomplish the requirements for the recovery strategy.
- Work closely with the municipality of Tayum and other relevant stakeholders to formulate the recovery strategy.
- Provide support to the project management unit in coordinating with relevant stakeholders, as needed.
- Perform other tasks as may be assigned by the project manager.
- At the minimum, conduct the following activities and workshops:

Process	Activities
Step 1: Getting Organized	1. Identification of stakeholders and creation of municipal technical working group (TWG) for the formulation of recovery plan
Step 2: Data preparation, LGU profiling, and revisiting of the vision	1. Assessment and collection of data and provision of data matrix 2. Inventory and assessment of maps and all available local plans of the municipality 3. Review of existing plans and revisiting of vision, goals,

Process	Activities
	objectives, and targets of the municipality
Step 3: Situation analysis	<ol style="list-style-type: none"> 1. Conduct of CDRA 2. Utilization of CDRA as a tool in analyzing relevant sectors 3. Conduct of relevant sectoral studies with integration of HBDA and CDRA results 4. Generation of validated boundary maps, hazard maps, risk maps, sector maps, and other relevant maps for the recovery strategy 5. Conduct of suitability analysis for safe areas of relevant sectors 6. Identification of programs, projects, and activities (PPAs) based on sectoral studies 7. Linking of the PPAs to possible funding mechanisms
Step 4: Preparation of Recovery Strategy	<ol style="list-style-type: none"> 1. Make recommendations on how to implement the PPAs and utilize all possible funding sources 2. Formulation of recovery strategy based on the situation analysis

Workshops	Main Outputs	Duration
Workshop 1: Preparatory and Profiling	<ul style="list-style-type: none"> • Official TWG established and activated • Data matrix • Recovery plan orientation • Validated vision, goals, objectives, and targets • Validated municipal boundaries • Consolidated issues and gaps 	3-5 days
Workshop 2: Conduct of CDRA and Sectoral Studies	<ul style="list-style-type: none"> • Mapping exercises <ul style="list-style-type: none"> ○ Existing land use ○ Existing settlement areas ○ Proposed settlement areas ○ Existing school areas ○ Proposed school areas ○ Proposed projects ○ Urban use areas ○ Natural production-based areas ○ Critical facilities/points of interests ○ Lifeline utilities ○ Hazard, exposure, vulnerability, adaptive capacity database • Validation of sectoral data and CDRA indicators • Scoring of CDRA indicators 	5 days
Workshop 3: Presentation of CDRA Results and Situation Analysis	<ul style="list-style-type: none"> • Presentation of CDRA results and situation analysis • Suitability analysis 	5 days

Workshops	Main Outputs	Duration
	<ul style="list-style-type: none"> • Identification of PPAs • Identification of funding sources 	
Workshop 4: Validation Workshop	<ul style="list-style-type: none"> • Presentation of draft recovery strategy 	2-3 days

3.3. Outputs and Deliverables

The Environmental Planner will be required to submit all the deliverables shown in the table below for approval of the Project Manager for Building Resilience in the Philippines and the Team Leader of the Climate Action Programme Team.

Deliverables/ Outputs	Expected Level of Effort	Expected Duration Time	Target Due Dates	Review and Approvals Required
Submission and acceptance of Inception Report	5 workdays	30 September 2022 to 7 October 2022	7 October 2022	Project Manager Support to Recovery and Building- Resilience in Typhoon Rai Affected Areas in the Philippines Team Leader, Climate Action Programme Team
Submission and acceptance of Workshop Report based on the outputs of the LGU	30 workdays	8 October 2022 to 15 December 2022	15 December 2022	
Submission and acceptance of Draft CDRA results and sectoral studies	50 workdays	16 December 2022 to 15 April 2023	15 April 2023	
Submission and acceptance of Recovery Strategy including CDRA results, sectoral studies, spatial (GIS) and non-spatial databases	15 workdays	16 April 2022 to 01 June 2023	01 June 2023	
TOTAL	100 workdays			

Note: 1 workday = 8 hours

3.4. Governance and Accountability

1. The UNDP Team Leader shall provide overall direction and guidance for Climate Action Programme, while day-to-day supervision shall be performed by the UNDP Building Resilience in the Philippines Project Manager, with whom all outputs shall be submitted and through whom all communications shall be course or copied.
2. Though the Environmental Planner outputs and deliverables shall be reviewed, quality-assured, and accepted in consultation with the consortium or its key members, this contract is executed and managed under UNDP's operations policies and procedures. The Building Resilience in the Philippines Project Manager shall formally accept outputs and cause the processing of payments.
3. The Environmental Planner is expected to provide his/her own laptop for the work requirement. As necessary, s/he will also be supported by UNDP staff for administrative and logistic requirements. If available, s/he will be provided with desk space and office facilities and equipment access.
4. The Environmental Planner shall consider at least four (4) working days lead time for UNDP to review outputs, give comments, certify approval/acceptance of outputs, etc.
5. The Environmental Planner shall cover the travel costs and costs of the four (4) workshops for the engagement.

3.5. Duration of Work

The Environmental Planner shall be engaged for one hundred (100) workdays over eight (8) months to undertake the tasks and deliver the expected outputs. Effectivity of the engagement will be upon signing the contract and will be valid until all outputs have been delivered and accepted. The target start-of-work date is 30 September 2022, and the expected completion date is 01 June 2023.

3.6. Duty Station

- The Environmental Planner's Duty Station will be home-based (Metro Manila), but, he/she is required to conduct site visits to the project area as permitted by IATF guidelines on travel and entry in these provinces. He/she will be called upon to report to UNDP, whether physically or virtually, for implementation updates.
- For accessibility and availability to allow for discussions and reporting on the progress of activities, regular online meetings shall be conducted.
- In light of the COVID-19 pandemic and the declaration of State of Public Health Emergency in the Philippines, all work and travel of the Environmental Planner shall be done within the guidelines and protocols set by the local and national government
- The Environmental Planner will not be required to report to the office regularly, but status report on the outputs shall be expected from time to time.

4. Competencies

- Strong interpersonal and communication skills;
- Strong analytical, reporting and writing abilities skills;
- Openness to change and ability to receive/integrate feedback;
- Ability to plan, organize, implement and report on work;

- Ability to work under pressure and tight deadlines;
- Proficiency in the use of office IT applications and internet in conducting research;
- Outstanding communication, project management and organizational skills;
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

5. Required Skills and Experience

5.1. Qualifications of the Consultant

The individual contractor should meet the following minimum qualifications:

Academic Qualifications

Bachelors' degree in a relevant field, such as Geography, Urban Planning, Human Ecology, and other related fields.

Experience

1. Minimum six (6) years of relevant combined experience in the fields of disaster risk reduction and management, climate change adaptation, geographic information system (GIS), and local development planning.
2. Conducted and facilitated at least nine (9) capacity building and development trainings/workshops for LGUs, LGOOS, and professionals with topics related to basic and advanced GIS and CDRA.
3. Formulated at least fifteen (15) CDRA and formulated at least one approved CLUP with CDRA integration.
4. Licensed Environmental Planner specializing on CDRA and GIS.

5.1.1. Language:

Language	Level of Proficiency		
	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Filipino	Excellent	Excellent	Excellent

6. Scope of Price Proposal and Schedule of Payments

1. The Environmental Planner should send the financial proposal based on a lump-sum amount for the delivery of the outputs identified in Outputs and Deliverables. The total amount quoted shall include all costs components required to deliver the services identified above, including professional fees (**daily fee X number of person-days**) and any other applicable costs such as **health insurance, Covid test results prior to the fieldwork, communications, transportation, workshops, and accommodation, etc.**
2. The individual must purchase medical/health insurance at his/her own expense. Upon awarding the contract, the contractor must be ready to submit proof of insurance valid during the contract duration.
3. The contract price will be a fixed output-based price. Any deviations from the output and timelines will be agreed upon between the Contractor and UNDP.

4. Payments will be made upon satisfactory completion of the deliverables by the target due dates. Outputs will be reviewed and certified by the Team Leader, Climate Action Programme, UNDP prior to the release of payments as follows:

%	Description	Deadline
20%	Submission and acceptance of Inception Report	7 October 2022
30%	Submission and acceptance of Workshop Report based on the outputs of the LGU	15 December 2022
35%	Submission and acceptance of Draft CDRA results and sectoral studies	15 April 2023
15%	Submission and acceptance of Recovery Strategy including CDRA results, sectoral studies, spatial (GIS) and non-spatial databases	01 June 2023
100%		

7. Recommended Presentation of the Offer

The financial proposal should indicate both breakdown and total costs of the engagement. It should be all-inclusive covering professional fees, travel expenses, workshop expenses, daily subsistence allowance and other related administrative-logistical expenses.

The Environmental Planner shall be jointly selected and agreed upon by UNDP. The prospective Environmental Planner shall submit the following:

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
2. Personal CV or P11, indicating work history as well as competencies related to this engagement, contact details of the proponent and at least three (3) professional references;
3. Financial proposal that indicates the all-inclusive lump sum amount commensurate to the scope of work, supported by a breakdown of costs, as per template provided. Suppose an organization/company/institution employs an Offeror, 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). In that case, the Offeror must indicate at this point and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.
4. Plan of Approach and Methodology including timeline (shall provide a brief description of the strategies, processes and activities to be employed by the consultant to deliver the expected outputs. It should also contain indicative timeline to conduct/complete proposed activities and deliver outputs by the expected due dates).

8. Criteria for Selection of the Best Offer

Proposal will be evaluated based on a combined scoring methods wherein qualifications of the candidate will be weighted a maximum of seventy percent (70%) then combined with the submitted financial proposal which will be weighted a maximum of thirty percent (30%).

The technical proposal will have total of 100 points and shall include the following documents:

The technical proposal shall be evaluated based on the following criteria:	Allocation Points
1. Background/experience of consultant per submitted CV/P11	40 points

2. Plan of Approach and Methodology, including timeline (shall provide a brief description of the strategies, processes and activities to be employed by the consultant to deliver the expected outputs. It should also contain indicative timeline to conduct/complete proposed activities and deliver outputs by the expected due dates)	60 points
TOTAL	100 points

The CV/P11 shall be evaluated on the following criteria (*only offerors who will obtain a minimum of 70% or 28 out of 40 obtainable points will be shortlisted and considered for financial proposal evaluation*):

Criteria	Max obtainable points (40 points)
Bachelors' degree in a relevant field, such as Geography, Urban Planning, Human Ecology, and other related fields. 3.5 points for a bachelor's degree; 0.5 point for an additional degree; 0.5 point for relevant certification. Maximum of 5 points.	5
Minimum six (6) years of relevant combined experience in the fields of disaster risk reduction and management, climate change adaptation, geographic information system (GIS), and local development planning 7 points for six (6) years of relevant combined experience in the fields of disaster risk reduction and management, climate change adaptation, geographic information system (GIS), and local development planning; 1 point for an additional year. Maximum of 10 points.	10
Conducted and facilitated at least nine (9) capacity building and development trainings/workshops for LGUs, LGOOS, and professionals with topics related to basic and advanced GIS and CDRA. 7 points for conducted and facilitated at least nine (9) capacity building and development trainings/workshops for LGUs, LGOOS, and professionals with topics related to basic and advanced GIS and CDRA; 1 point for an additional training/workshop. Maximum of 10 points.	10
Formulated at least seventeen (17) CDRA and formulated at least one approved CLUP with CDRA integration. 7 points for fifteen (15) CDRA formulated and at least one (1) approved CLUP with CDRA integration; 1 point for an additional CDRA. Maximum of 10 points.	10
Licensed Environmental Planner specializing on CDRA and GIS.	5
Proficiency in the English and Filipino languages	Pass/Fail
TOTAL	40

The Plan of Approach and Methodology shall be evaluated based on the following criteria (*only offerors who will obtain a minimum of 70% or 42 out of 60 obtainable points will be shortlisted and considered for financial proposal evaluation*):

Criteria	Max obtainable points (60 points)
Approach and methodology presented in accordance with the project's minimum requirements as stated in the TOR	15
Updated and innovative processes included in the approach and methodology	30
Technical soundness of the approach and methodology	15
TOTAL	60