

## Terms of Reference (TOR)

### Gov4Res Resilience Consultancy – Vanuatu

#### 1. Position Information

<b>Reference Number</b>	PN/FJI/148/22
<b>Location</b>	Port Vila, Vanuatu
<b>Application Deadline</b>	18 October 2022
<b>Type</b>	Individual Contract
<b>Post Level</b>	National Resilience Consultancy – Vanuatu
<b>Language</b>	Fluency of English (written and oral) is required Knowledge of Pacific Island languages and culture would be an asset.
<b>Duration of Contract</b>	6 months assignment

#### 2. Office/Unit/Project Description

The United Nations Development Programme (UNDP) is the UN’s global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. We are on the ground in 170 countries and territories, working with governments and people on their own solutions to global and national development challenges to help empower lives and build resilient nations.

The Governance for Resilient Development (Gov4Res) Project works with Pacific governments to ensure that countries adapt their decision making and governance systems towards more resilient development. The theory of change for the project rests on a core assumption that Pacific Island people will be more resilient to the impacts of climate change and disasters if countries manage all development through a **risk informed approach**. This involves planning, financing, implementing and appraising development initiatives from a risk informed perspective, considering risks from climate change and disaster events, as well as gender and social inclusion needs. The Gov4Res Project has three outcomes areas 1) government planning and financing systems enable gender and socially inclusive risk-informed development; 2) country oversight and accountability systems require gender and socially inclusive risk-informed development; and 3) regional organisations, policies and practices are actively supporting gender and socially inclusive risk-informed development.

UNDP is partnering with a range of partners to deliver this project across the Pacific including Australian Department of Foreign Affairs and Trade (DFAT), the New Zealand Ministry of Foreign Affairs and Trade (MFAT), Korea International Cooperation Agency (KOICA) and Swedish International Development Cooperation Agency (SIDA).

In partnership with the Gov4Res team based in Suva, the Resilience consultant will support the team with the coordination and implementation of in-country project activities. This will include liaising with project stakeholders including non-government organisations, local government and national government agencies; provision of capacity development and mentoring support; undertaking monitoring, evaluation and learning; and developing communication materials.

**3. Scope of Work**

The *Resilience Consultant – Vanuatu* will be based in Vanuatu to support Gov4Res project implementation. The Consultant is expected to work under the direct supervision of the Project Manager of Gov4Res, who is based in the UNDP Pacific Office in Fiji. The Consultant will work across both administrative and technical areas of work. The scope of work includes:

- **Support Gov4Res activities at the country level**
- **Monitoring and evaluating the delivery of Gov4Res initiatives in country and the development of communications products**

<b>Deliverables and timelines</b>	
<b>Deliverable 1</b>	<b>30 working days</b>
Conduct assessment of national counterpart and its institutions on methodology for risk screening and risk assessment and introduce measures to address gaps	<b>25%</b>
Review and assess all Gov4Res small grant and government grant funding by producing assessment report on potential grantees	
Develop a mechanism and a tool for national counterparts and their institutions on risk informing development (incorporating gender and social inclusion) in relation to planning, budgeting and financing	
Develop and introduce a platform for in-country coordination of stakeholders including NGOs, government agencies and regional organisations such as CLGF to integrate consideration of climate change and disaster risks into community development projects, processes, plans and budgets as well as government processes, plans and budgets	
Provide advice and inputs to the country-based technical working groups to support risk informed community-development	
<b>Deliverable 2</b>	<b>52 working days</b>
Assess the use of the M&E tool on the small grants and government on-granting projects and report on best practices	

Develop a tool for the Gov4Res M&E team to gather data, information and evidence at a country level which supports the M&E framework of the project	<b>45%</b>
Organize and conduct capacity building sessions on integration of gender and social inclusion considerations, as well as the utilisation of evidence in risk informed development	
Establish a tool for peer to peer learning and develop a platform for communities of practice on risk informed development, gender and social inclusion and other thematic areas	
Produce template on basic financial reporting and management for small grant organisations	
Conduct Training to Gov4Res funding recipients on direct funding provided to NGOs, sub-national and local government partners on risk informed community development projects covering collection of receipts and acquittal documentation	
<b>Deliverable 3</b>	<b>50 working days</b>
Conduct information sessions, communication with potential grantees and support for proposal development and produce capacity assessment processes, as well as provision of risk screening / assessment support	<b>30%</b>
Produce case studies and other knowledge products (in conjunction with the project's communication team) of good practice in risk informed development, for dissemination of learning and replication as appropriate	
Produce reports and information on administrative, financial and procurement related needs in support to Gov4Res and partners	
Preparation of reports on small grants and other initiatives	

- Liaise with local UN RCO / UNDP office to provide updates of Gov4Res in-country work as required

**Perform other related duties as required**

**4. Institutional Arrangement**

The position will report directly to the Project Manager for the UNDP Governance for Resilient Development in the Pacific (Gov4Res) Project under the overall guidance of the Resilience and Sustainable Development Team Leader and will work in collaboration with other members of the Resilience and Sustainable Development team including the broader Gov4Res team and key partners.

**5. Competencies**

**Complete the Competencies section for each set of competencies as follows:**

- Core – applicable to all personnel. Select the relevant level for each competency based on the required behaviours.
- People Management – if the personnel has people management responsibilities, insert the standard text with the link to the people management competencies list.
- Cross-functional & Technical : Insert up to 7 competencies from the approved UNDP Cross-functional & Technical competencies list uploaded on the [the competency framework site](#).

<b>Core</b>	
<b>Achieve Results:</b>	LEVEL 2: Scale up solutions and simplifies processes, balances speed and accuracy in doing work
<b>Think Innovatively:</b>	LEVEL 2: Offer new ideas/open to new approaches, demonstrate systemic/integrated thinking
<b>Learn Continuously:</b>	LEVEL 2: Go outside comfort zone, learn from others and support their learning
<b>Adapt with Agility:</b>	LEVEL 2: Adapt processes/approaches to new situations, involve others in change process
<b>Act with Determination:</b>	LEVEL 2: Able to persevere and deal with multiple sources of pressure simultaneously
<b>Engage and Partner:</b>	LEVEL 2: Is facilitator/integrator, bring people together, build/maintain coalitions/partnerships
<b>Enable Diversity and Inclusion:</b>	LEVEL 2: Facilitate conversations to bridge differences, considers in decision making

Please refer to [the competency framework site](#) for the entire list of competencies and further explanations.

## 6. Minimum Qualifications of the Successful Consultant

<b>Min. Education requirements</b>	Bachelor's degree in management, social science, economics, development, climate change or related field
<b>Min. years of relevant work experience</b>	At least 3-5 years of progressively responsible administrative or programme experience is required at national or international level
<b>Required skills</b>	<ul style="list-style-type: none"> <li>• Experience in supporting project implementation and/or small grant programs</li> <li>• Excellent communication, project management and organizational skills</li> <li>• Strong analytical, reporting and writing skills</li> <li>• Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database packages, experience in handling of web-based management systems.</li> <li>• Working knowledge of risk informed development and/or climate change and disaster risk</li> <li>• Knowledge in issues concerning gender, persons with disabilities and other marginalized groups</li> <li>• Working experience in Vanuatu and/or other Pacific Island Countries and understanding of cultural and socio-economic context and development challenges in Vanuatu.</li> </ul>
<b>Desired skills in addition to the competencies covered in the Competencies section</b>	<ul style="list-style-type: none"> <li>• Experience in delivering training and other needed capacity/ institutional building support to a wide range of stakeholders an asset</li> <li>• Promotes sharing of knowledge and experience, and actively works towards continued learning and development</li> <li>• Experience in an international setting with the UN or with international organisations an asset</li> </ul>
<b>Required Language(s)</b>	<ul style="list-style-type: none"> <li>• Fluency of English (written and oral) is required</li> <li>• Knowledge of Pacific Island languages and culture would be an asset.</li> </ul>
<b>Professional Certificates</b>	N/A

### **Price Proposal and Schedule of Payments**

Consultant must send a financial proposal based on **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the IC's duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per above deliverable table.

In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources

In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.

### **Evaluation Method and Criteria**

Individual consultants will be evaluated based on the following methodology.

The award of the contract shall 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 set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.

### **Technical Criteria for Evaluation (Maximum 70 points)**

- Criteria 1: Relevance of Education – Degree in Management, social sciences, development studies climate change or economics – Max 10 points
- Criteria 2: At least 3-5 years of progressively responsible administrative or programme working experience at national or international level – Max 10 points
- Criteria 3: Experience in supporting project implementation and small grant programs, working knowledge of risk informed development, climate change and disaster risk – Max 20 points
- Criteria 4: Experience in delivering training and other needed capacity/ institutional building support to a wide range of stakeholders – Max 15 points
- Criteria 5: Experience and knowledge of issues concerning gender, persons with disabilities and other marginalized groups – Max 10 points
- Criteria 6: Working experience in Vanuatu and/or other Pacific Island countries with a good understanding cultural and socio-economic and development challenges in Vanuatu – Max 5 Points

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

Shortlisted candidates may be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.

### **Documentation required**

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:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment. [Only request b) if applicable. A methodology is recommended for intellectual services, but may be omitted for more support services]
- **Financial proposal**, as per template provided in Annex II and quote prices in Local currency.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract.

#### **Annexes**

- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template](#)

For any clarification regarding this assignment please write to [pts.fj@undp.org](mailto:pts.fj@undp.org)

Please submit your online application in the UNDP job site : [UNDP Jobs](#) for this assignment under Climate& Disaster Resilience group of vacancies.