



Date: 8 November 2022

Subject: Clarification Note No.1

To the attention of potential applicants,

Reference is made to the Request for Proposal posted on 26 October 2022 regarding the RFP Providing National “Project Coordinator for Chabahar Water Stress Project” with the deadline of 8 November 2022.

Please be informed that there have been revisions applied on the Terms of Reference as highlighted below in green:

***It is recommended to also review the attached document “Attachment 1” for further review on the omitted sections**

Item	Section Title
B	Project Description/Background
C	Scope Of Work
D	Deliverables and Payment Terms
E	Institutional Arrangement/Supervision and Verification

B. Project Description/Background

The objective of this assignment is to develop project document in line with the project defined activities, in collaboration with Ministry of Interior.

C. Scope of work

The consultant will report to the UNDP Programme Analyst while collaborating with governmental implementing partner to undertake the following activities:

- Develop the Project Document including below key areas:

- Project design and formulation:

- Situational analysis and development challenges
- Strategy and theory of change
- Project framework including baseline, activities, goals, outcomes, indicators, budget and multiyear workplan.
- Monitoring and evaluation
- Governance and management arrangement
- Risk management and risk analysis
- Project board and key positions terms of reference

- Technical and Management Services

- Technical Advisory and Guidance

- Monitoring and Coordination Support for drafting the Project Document

- Conducting assessment for Climate Change and water Scarcity vulnerability assessment and gap analysis of small-scale agriculture
- Collect, analyse, and consolidate required data
- Provision of technical support in development of site-specific sustainable water drinking and water-efficient agriculture schemes .
- Organizing consultation meeting/workshops with presence of all relevant stakeholders (national and provincial experts), and engaging the relevant stakeholders and authorities
- Provision of technical support in establishing and enabling institutional arrangement and supportive regulatory framework, legislation, financial instruments, towards drafting the project document
- Provision of hands-on support to the Programme Analyst, government, and relevant stakeholders in development of project document.
- Prepare on-demand reports on project's progress for UNDP CO and Ministry of interior.

D. Deliverables and Payment Terms

Deliverables	Due dates	Review and approval required	Payment Percentage
Action Plan	One week after the start of contract	UNDP Programme Analyst	%10
Technical Report on the assessment for Climate Change and water Scarcity vulnerability assessment and gap analysis of small-scale agriculture	3 weeks after the start of the contract	UNDP Programme Analyst	%20
Technical report on compiling baseline/situational analysis for the full-size project including list of suggested activities, budgets, goals and outcomes and indicators (both in Persian and English)	5 weeks after the start of the contract	UNDP Programme Analyst	%20
Draft of project document based on UNDP templates and procedures (in English)	8 weeks after the start of the contract	UNDP Programme Analyst	%25
Final Project document (in English)	10 weeks after the start of the contract	UNDP Programme Analyst	%25

E. Institutional Arrangement/Supervision and Verification

The consultant will be engaged by UNDP and would work directly under overall supervision of UNDP Programme Analyst/ Prosperity unit.



All deliverables should be handed out in two hard copies (2 in English and 2 in Farsi) as well as one soft copy (word format and excel format for tables) and a PDF format.

During the fulfilment of the assignment, the consultant will ensure regular communication with UNDP Programme Analyst/ Prosperity unit and will ensure a timely delivery of the expected outputs and will regularly inform the project team of the progress as well as any obstacles that might occur.

It should be noted that you are required to only share your submission thorough email to bid.ir@undp.org.