UNDP / GEF

Terms of Reference

Project Development Specialist – Climate Change (Tuvalu)

Project Name:

Effective and Responsive Island-Level Governance to Secure and Diversify Climate Resilient Marine-Based Coastal Livelihoods and Enhance Climate Hazard Response Capacity

Title of the Consultancy:

Lead International Consultant – Project Development Specialist, Climate Change (Tuvalu)

Objectives:

Under the overall guidance from the Fiji Multi-Country Office (MCO) the Project Development Specialist will define and coordinate the inputs of a consultant team (“the Team”) to prepare a project document which meets UNDP and GEF/LDCF requirements for approval, in consultation with local counterparts and UNDP.

1) GENERAL BACKGROUND

UNDP is supporting the Government of Tuvalu in addressing its development challenges specifically through its continued support for strengthened local governance, with a focus on outer islands. An important emerging area linked to this work relates to the increasing risks to local development and the provision of local services associated with climate variability as well as longer term climate change. By integrating measures to assess and plan for these risks into local government planning, budgeting and budget execution, the long term sustainability of these services can be secured.
A Project Preparation Grant (PPG) for a Project entitled “Effective and Responsive Island-Level Governance to Secure And Diversify Climate Resilient Marine-Based Coastal Livelihoods and Enhance Climate Hazard Response Capacity” has been secured from the Least Development Countries Fund (LDCF) of the UNFCCC. The assignment is aimed at preparing a full-size UNDP project document in line with an approved Project Identification Form (PIF) that has been submitted to the Global Environment Facility, which administers the LDCF.

The Project will provide additional resources necessary to ensure that communities in Tuvalu continue to maintain viability of marine-based coastal livelihoods and to enhance capacity to respond to increasing climate induced hydro-meteorological risks. The main project components include: (i) implementation of community-based climate resilient livelihood options to reduce vulnerability to future climate change; (ii) enhanced communication of climate risks, connectivity and coordination to increase the response capacity of outer islands to increasingly frequent storms; (iii) and inclusive local planning, budgeting and budget execution for strengthened climate resilience.

The Project will use the existing island level development planning and budgeting process – Island Strategic Plan and Special Development Expenditures, respectively – to channel additional financial resources and technical support on adaptation in the context of protecting marine-based coastal livelihoods and climate-induced disaster risk reduction. This element of the project will be drawn together through participatory and transparent local planning and budget measures being implemented through UNDP’s Support to Local Governance (SLG) programme. In addition, the project will enhance disaster risk reduction communication infrastructure across all outer islands building on an on-going donor assistance to establish nationwide AM radio network. The implementing partner for the project is the Ministry of Foreign Affairs, Tourism, Trade, Environment and Labor (MoFATTEL), in close collaboration with the Ministry of Home Affairs and Rural Development (MoHARD), Ministry of Natural Resources, and Disaster Management Office.

**Duty Station**

Primary duty station is in Tuvalu during the engagement period. Up to 3 Field Missions, each with extensive stay in the country and travel to outer islands, will be required in consultation with the Government, UNDP Fiji MCO and the Tuvalu UN Joint Presence Office.
2) FUNCTIONS/KEY RESULTS EXPECTED

Main tasks leading to the formulation of the project document involve:

**COMPONENT 1 – Technical Definition and Capacity Needs Assessment**

- Oversee definition of the project baseline (i.e. current policies, strategies, current capacities and activities, baseline M&E indicators) and contribute to the synthesis of relevant baseline information (gender-disaggregated if necessary), which will feed into the final project results framework;

- Undertaken a detailed assessment of the use of the Special Development Expenditures at the outer island level and review each Island Strategic Plans and its formulation processes; review the types of support the ISP formulation process is receiving from the first LDCF project and identify areas where the LDCF resources could be used to improve the planning and budgeting process in a climate resilient manner;

- Ensure that LDCF resources are used to address additional climate change-induced risks and existing community level vulnerabilities on top of the existing development baseline in the selected pilot regions/sites;

- With support from a team of national consultants, verify suitability and technical and financial feasibility of the selected adaptation options and ensure that they increase adaptive capacity and reduce long-term climate-change-induced vulnerability;

  - Identify and address gaps in information on activities underlying project outputs;
  - Facilitate and/or establish technical support coordination with regional organizations such as SPC and bilateral donors in the context of the focus of the project;

- Ensure that criteria for the selection of pilot sites and adaptation options reflect long-term vulnerability to climate change;

  - Develop an Additional Cost Analysis for the full-size project, compliant with the requirements of the GEF Full Scale Project template for Adaptation projects;

**COMPONENT 2 – Institutional Arrangements, Monitoring and Evaluation**
• Propose a workable management arrangement for the project including decision making and hierarchical structure, roles and responsibilities and appropriate financial and technical workflow arrangements, taking into account existing arrangements for the disbursement of the Special Development Expenditure (SDE) and Falekaupule Trust Fund;
• Assist the Fiji MCO in undertaking capacity assessments of the proposed Implementing Partner (Department of Environment), other key ministries and local institutions on financial management (HACT assessment), project management and implementation, and reporting requirements;
• Review inputs by the national consultant team on the definition of the Strategic Results Framework including a Project Objective, Outcomes, Outputs and indicative Activities and ensure compliance of the Full Size Project monitoring framework with UNDP/GEF quality requirements (particularly that the indicators used are specific, measurable, appropriate, relevant and time bound);
• Define a project sustainability strategy to ensure replication of project benefits beyond the lifetime of the project.

COMPONENT 3 – Stakeholder Consultations and Involvement Plan

• Ensure that stakeholder consultations with relevant public and private authorities take place including mobilization of project beneficiaries in defining project components, including mapping climate change adaptation needs and gaps;
• Provide advice and quality control for the design and implementation of an appropriate stakeholder involvement strategy;
• Support awareness raising for climate change adaptation and capacity building of key stakeholders throughout the PPG phase through meetings and outreach materials;
• Ensure that the development of the overall project framework is participatory, gender-sensitive and based on a wide range of project stakeholders;
• Facilitate and guide appropriate alignment of the project with related activities of other government, donor and private sector-driven activities in climate change adaptation and otherwise, inter alia, the first LDCF project and UNDP-led Support to Local Governance and MDG projects;
• Ensure that the workplan for the implementation phase of the project is appropriate and transparent in terms of activities and responsibilities;

COMPONENT 4 – Financial Planning and Co-financing Definition
• Capture and detail the co-financing arrangements for each envisaged project component;
• Put particular attention to the design of project components requiring joint financing from different sources and stakeholders;
• Support discussions with Government to clarify and finalize co-financing contributions to the project
• Explore and clarify multilateral and bilateral co-financing opportunities, in collaboration with the UNDP country office

COMPONENT 5 – Drafting of Full-size UNDP/GEF Compliant Project Document

• Consolidate inputs by the consultant team into a full-size UNDP/GEF compliant climate change adaptation project document;
• Review the findings of the technical assessments undertaken during the preparatory phase and synthesize them in the relevant sections of the final project document;
• Discuss and agree on the indicative project activities and compile a first Annual Work Plan (as per UNDP CO format) for project implementation;
• Finalize the overall Project Logical Framework (Objective, Outcomes, Outputs, Indicators, source of Verification, Risks/Assumptions) and Additional Cost Analysis;
• Compile Total Budget and Financing Plan;
• Draft Organigram, timetable and Terms of Reference for key functions within the final project document taking into account the requirements and guidelines of UNDP/Results-Based Management;
• Review and finalize stakeholder involvement plan;
• Review Management Arrangements, M&E plan and M&E Budget for UNDP/GEF compliance, including the new GEF AMAT monitoring framework;
• Finalize administrative mechanisms, including measures for effective delivery of LDCF financing (e.g. through the use of local government delivery mechanisms through SGP) for the implementation phase, together with the UNDP Multi-Country Office;
• Ensure that appropriate co-financing for the project is identified and that co-financing endorsement letters are available at the end of the PPG phase;
• Compile Annexes for the full-size project document;
• Ensure alignment of the full-size project document and CEO Endorsement Template with UNDP/GEF format and criteria;
• Draft ToRs for all core project staff and national and international consultants

3) KEY DELIVERABLES
The key deliverable of the Project Development Specialist will be a final comprehensive UNDP/GEF LDCF project document in a style accessible to senior policy makers. The document should make full use of figures, diagrams and boxes to bring out key points and summarize materials emerging from the PPG phase.

Preparation of this key deliverable will include quality control and final formulation of the following indicative sections of a UNDP/GEF compliant project document:

- Situation Analysis (including proposal sections on context, threats/root causes/barriers analysis, institutional/sectoral/policy context, stakeholder analysis, business-as-usual-analysis, gender issue analysis, indigenous groups, business-with-GEF-analysis)
- Project Strategy (including proposal sections on project rationale and policy conformity, project goal, objective, outcomes, outputs and activities, project indicators, risks and assumptions, country ownership, cost-effectiveness, sustainability and replicability)
- Institutional and Management Arrangements
- Monitoring and Evaluation Plan and Budget
- Additional Cost Analysis (including systems boundary, Summary of costs, additional cost matrix)
- Strategic Results Framework (formerly Logical Framework Analysis)
- Total Budget and First Annual Work plan
- Project timetable
- Legal Context
- Annexes
  - Risk Analysis
  - Agreements
  - References
  - Key assessment reports
  - Capacity assessments
  - Terms of Reference for Project staff and main consultants and sub-contracts
  - Stakeholder involvement Plan
  - Letters of Endorsement and co-financing

These sections are indicative; As templates may be subject to change, the Project Development Specialist will be required to obtain guidance from the UNDP/GEF
Regional Technical Advisor and UNDP MCO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP MCO requirements.

Payment Schedule:

1. 20% paid upon receiving the revised budget and combined WorkPlan;
2. 25% of the contract amount will be paid upon submission of the Draft Strategic Results Framework available for review by UNDP CO and RTA
3. 25% of the contract amount will be paid upon submission of the first draft of project document available and shared with UNDP CO, and RTA for review
4. 20% of the contract amount will be paid upon the submission of Second draft of full-size project document incl. final SRF, budget and all Annexes complete; and
5. 10% of the contract amount will be paid upon a Complete submission package is sent to Bangkok for final review / fine-tuning

1) QUALIFICATIONS

Education: Master’s Degree in either Natural Science or Social Science or equivalent in environment management, land use planning, development economics, sustainable development, or related field.

Experience: • At least 7 years of relevant experience in adaptation to climate change, environment management and sustainable development or a related field at the national or international level.

• Demonstrated experience in project formulation (English language), experience in GEF project formulation.

• Demonstrated experience in providing management advisory services

• Demonstrated track record in the design, monitoring and evaluation of development projects and establishing/facilitating relationships between international organizations and national governments.

• Experience in the use of computers and office software packages, and in the handling of web based management systems.

2) OTHERS
Time frame: 100 working days in total including up to 3 fields missions to be agreed with the Head of Environment Team, Fiji MCO

Inputs: The Project Development Specialist is required to have his/her own computer for the consultancy, and availability to travel to at least some Islands in Tuvalu during the duration of the consultancy.

APPLICATIONS SUBMISSION

All applications must include a Results-Oriented Curriculum Vitae with full contact details of three referees and P-11 form to be submitted by March 16, 2012, 5:30PM Fiji Time either electronically to david.lumutivou@undp.org or addressed under confidential cover to:

Project Development Specialist (Tuvalu)

C/- UNDP Resident Representative

UNDP

Private Mail Bag

Suva.

Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Further queries about the consultancy can be directed towards Winifereti Nainoca (winifereti.nainoca@undp.org)

Women candidates are encouraged to apply.

*The Fiji Office covers Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Palau, Solomon Islands, Tonga, Tuvalu and Vanuatu*
## ANNEX A: Draft Implementation Plan for PPG Phase

<table>
<thead>
<tr>
<th>What</th>
<th>By when</th>
<th>UNDP C</th>
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<tbody>
<tr>
<td>Assemble Project Team</td>
<td>March 2012</td>
<td>NC, IC</td>
</tr>
<tr>
<td>Perform background research on projected CC impacts, available research reports, other relevant projects and relevant policies</td>
<td>March 2012</td>
<td>NC, IC</td>
</tr>
<tr>
<td>Launch project preparation phase &amp; hold first project preparation/inception meeting with government representatives</td>
<td>End March 2012</td>
<td>NC, UN, IC</td>
</tr>
<tr>
<td>Stakeholder consultations, technical assessments, drafting of individual sections of the project document</td>
<td>April to May 2012</td>
<td>NC, UN, IC</td>
</tr>
<tr>
<td>Draft Strategic Results Framework available for review by UNDP CO and RTA</td>
<td>May 2012</td>
<td>NC, IC (CO, RTA)</td>
</tr>
<tr>
<td>Co-financing setup defined and co-financing letters solicited</td>
<td>June 2012</td>
<td>NC, UN</td>
</tr>
<tr>
<td>Implementation and management arrangements defined</td>
<td>June 2012</td>
<td>NC, UN</td>
</tr>
<tr>
<td>First draft of project document available and shared with UNDP CO, and RTA for review</td>
<td>Early July 2012</td>
<td>IC (review RTA)</td>
</tr>
<tr>
<td>Review of 1st Draft completed and feedback by UNDP CO and RTA provided</td>
<td>Mid July 2012</td>
<td>UNDP CO (CO, RTA)</td>
</tr>
<tr>
<td>Remaining consultations &amp; clarifications to address review comments completed</td>
<td>July 2012</td>
<td>NC, IC</td>
</tr>
<tr>
<td>Second draft of full-size project document incl. final SRF, budget and all Annexes complete</td>
<td>Early August 2012</td>
<td>IC</td>
</tr>
<tr>
<td>Revised Draft of full-size project document circulated to national stakeholders, and UNDP for final review and comments</td>
<td>August 2012</td>
<td>UNDP C</td>
</tr>
<tr>
<td>All co-financing letters and LoEs available</td>
<td>August 2012</td>
<td>UNDP C</td>
</tr>
<tr>
<td>Final revisions completed</td>
<td>September 2012</td>
<td>IC</td>
</tr>
<tr>
<td>CEO Endorsement template compiled</td>
<td>September 2012</td>
<td>IC</td>
</tr>
<tr>
<td>Complete submission package sent to Bangkok for final review / fine-tuning</td>
<td>Late September 2012</td>
<td>IC</td>
</tr>
<tr>
<td>Complete submission package sent to NY for technical and financial review and clearance</td>
<td>October 2012</td>
<td>RTA, P7</td>
</tr>
<tr>
<td>Final Submission to the GEF Secretariat</td>
<td>October 2012</td>
<td>UNDP C</td>
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IC: International consultant (Project Development Specialist)

NC: National consultants (Disaster Risk Management Specialist and Marine Ecosystem Specialist)

RTA: Regional Technical Advisor (Yusuke Taishi)

PTA: Principal Technical Advisor (Pradeep Kurukulasuriya, UNDP-GEF, NY)

GEF OFP: GEF Operational Focal Point (Department of Environment)

UNDP CO: UNDP Multi Country Office Fiji

ANNEX B:

Proposals should contain the following information

i) Technical proposal including a P11 form (available on the UNDP website <www.undp.org.fj>), an updated current CV, contact details of at least three referees and a cover letter setting out:

- How the applicant meets the selection criteria
- Evaluation approach and methodology

ii) Financial Proposal

The Project Development Specialist is requested to provide a proposal or quotation of the fees/cost for the services which will be rendered using the following format and should be separate from the technical proposal.
Daily consultancy rates

Air Ticket

Other miscellaneous expenses (please state)

The Project Development Specialist is expected to work with the other two national specialists to produce a common plan of activities including relevant workshop programs.

**Reporting Requirements:**

The consultant will be monitored, overseen and supervised by UNDP in cooperation with the Director of the Department of Environment.

The consultant will be held accountable to the Head of the Environment Unit in UNDP MCO.

Progress and final reports submitted to UNDP shall be in English.

**Evaluation Method**

Individual consultants will be evaluated using the UNDP cumulative analysis method - Combination of the weighted technical and financial score to obtain the total score.

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<th></th>
<th>Technical</th>
<th>(70%)</th>
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<tbody>
<tr>
<td>i)</td>
<td>Demonstrated experience in developing UNDP/GEF compliant project documents (experience especially in climate change adaptation is an asset)</td>
<td>25%</td>
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<tr>
<td>ii)</td>
<td>Relevant experience: in environmental policy, coastal zone management or natural resource management or a related field in the Pacific Islands and/or with a 10-year Pacific work experience</td>
<td>10%</td>
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<tr>
<td>iii)</td>
<td>Demonstrated ability to research, analyse and present workable solutions to a range of issues affecting coastal and marine environments</td>
<td>15%</td>
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iv) Demonstrated experience in negotiating and interacting with both internal and external stakeholders on complex natural resource management issues 10%

vi) High level facilitation, communication and presentation skills 10%

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<tr>
<th>B</th>
<th>Financial</th>
<th>(30%)</th>
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<tbody>
<tr>
<td>Total</td>
<td></td>
<td>(100%)</td>
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The award of the contract will 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.

Only technically qualified proposals will be further considered for financial evaluation.

The designated weights for the technical and financial criteria are 70% and 30% respectively.