

**ANNEX 1 – Terms of Reference**

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| **Position Title:** | National Consultant, Mid-term Review |
| **Location:** | Dili, Timor-Leste |
| **Organizational Unit:** | Resilience Building (RB) Unit, UNDP |
| **Reporting to:** | CTA/PM DARDC project |
| **Supervised by:** | CTA/PM DARDC project |
| **Type of Contract:** | Individual Contract |
| **Languages Required** | English |
| **Contract Date(s):** | 5th June 2017 |
| **Duration of Contract:** | 26 working days between 5th June – 10th July 2017 |

Proposal should be submitted at the following address

UNDP Registry, UN Agency House

Caicoli Street, P.O Box 008 Dili

or by email to [procurement.staff.tp@undp.org](mailto:procurement.staff.tp@undp.org) no later than **12 May 2017 17:00PM local time**. Late and incomplete applications will not be considered.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. The UNDP DARDC teamwill respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

**A. Project Title:** Strengthening Community Resilience to Climate-induced disasters in the Dili

to Ainaro Road Development Corridor, Timor-Leste – DARDC.

**B. Project Description**

Timor-Leste is already subjected to unpredictable extreme weather events. Furthermore, climate change projections indicate that these trends are likely to intensify in the future, increasing the frequency and severity of climate-induced disasters, such as floods and landslides. These disasters are likely to put road infrastructure and community assets at increased risk and as a consequence the vulnerability of communities will increase.

The Dili to Ainaro Road Development Corridor (DARDC) comprises a joint investment by the Government of Timor-Leste and the World Bank to upgrade and strengthen the climate resilience of the road infrastructure linking Dili to the capitals of Aileu and Ainaro Districts. The problem that the proposed LDCF project seeks to address is that climate change is expected to increase damage to road infrastructure in the DARDC resulting from an increased intensity of climate-induced disasters. Damage to road infrastructure is expensive to repair and restricts: i) economic development; ii) market access; iii) access to services such as education and health care; iv) evacuation during natural disasters; and v) provision of disaster relief. Furthermore, this threat of damage to road infrastructure is exacerbated by ecosystem degradation resulting from existing land-use practices. Such ecosystem degradation increases the risk of floods and landslides owing to reduced water infiltration and increased soil erosion.

The solution to this problem is to strengthen the resilience of communities living along road infrastructure in DARDC to climate-induced disasters such as floods and landslides and to reduce the risk of damage to road infrastructure. This will also safeguard associated social and economic benefits such as access to markets and essential services. Strengthening livelihoods assets on which communities depend also safeguards household income as households are less prone to – and in a better position to recover from – climate-induced disasters. The proposed project mainstreams gender considerations into its various activities and deliverables

The project aims to achieve this by specifically targeting and strengthening institutional and technical capacities of sub-national government officials to plan for and implement disaster risk management (DRM) measures using ecosystem-based approaches. Significant barriers to achieving the implementation of DRM using ecosystem-based approaches include: i) limited knowledge and understanding of climate-induced disasters; ii) limited capacity of sub-national officials to plan for and respond to disasters; and iii) insufficient financial resources to deliver DRM measures using ecosystem-based approaches.

The project will contribute to overcoming these barriers by: i) enhancing integration of climate change into national DRM policy; ii) providing access to knowledge and training on DRM; iii) strengthening institutional capacity for planning, budgeting and delivering investments into DRM, particularly at sub-national level; iv) developing early warning systems to reduce risks posed by climate-induced disasters; and v) reducing vulnerabilities of communities along the DARC by reducing damage to road infrastructure through implementing climate-resilient and ecosystem-based approaches to DRM. The ecosystem-based approach to DRM will support community livelihoods and restore ecosystems to reduce the risks posed by climate-induced disasters. Communities in the vicinity of the project area will be included in the selection and implementation of project activities, with a particular focus on ensuring that the interests of local women are adequately represented through implementation of a gender action plan. The project will also clarify the link between climate risk reduction and sustainable agricultural practices. Although local and international NGOs are actively promoting such practices, these programmes currently do not focus on the reduction of climate change risks, nor are they systematically used within road development corridors and other types of infrastructure to increase climate resilience.

The proposed LDCF project is part of a joint project with the World Bank. The implementing partner is the National Disaster Management Directorate within the Ministry of Social Solidarity. Other responsible parties include the National Directorate for International Environmental Affairs and Climate Change of the Ministry of Commerce, Industry and Environment, Ministry of State Administration, Ministry of Public Works, Ministry of Finance and the Ministry of Agriculture and Fisheries.

**C. SCOPE OF WORK**

The IC national consultant will work and assist an international consultant on conducting Mid Term Review for DARDC project by reviewing all project documents, support international consultant on conducting inception workshop, meetings and field trip to the DARDC project locations.

Specification tasks and responsibilities include:

1. Support international consultant on conduct a document review of project documents (i.e. PIF, UNDP Initiation Plan, Project Document, ESSP, Project Inception Report, PIRs, GEF focal area Tracking Tools, Project Appraisal Committee meeting minutes, Financial and Administration guidelines used by Project Team, project operational guidelines, manuals and systems, etc.)
2. Support international consultant on conducting an inception workshop and provide inception report;
3. Conduct interviews and site visits to DARDC project location in Municipality of Aileu, Ainaro, Manufahi and Ermera as needed.
4. Organize meeting and taking of minutes with Administrator Municipalities, Sub District Administrator, leader community, community members, local contractor, and NGOs and CBOs and relevant stakeholders at Municipality level.
5. Organize meeting and taking minutes with DARDC board member, MSS, MSA, MAF, MCIE and other relevant stakeholders.
6. Assist and support international consultant on preparing draft and final MTR report.

**D. Expected outputs/key deliverables**

The successful candidate will be expected to deliver the following deliverables:

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| **Deliverable /output** | **Estimated Duration Complete** | **Target Due date** | **Review and approvals required** |
| 1. Document review and preparing inception workshop | 4-days | 5 - 8 June 2017 | DARDC PM /CTA |
| 2. MTR Inception report | 2-days | 9-12 June 2017 | DARDC PM/CTA, Head of RBU |
| 3. Conducting meeting with stakeholders and field trips | 10 days | 13-26 June 2017 | DARDC PM/CTA |
| 4. Integrate comments from key stakeholders | One day | 29 June 2017 | DARDC PM/CTA |
| 5. Preparing of draft MTR report | 5-days | 28 June – 4 July 2017 | DARDC PM/CTA |
| 6. Present a final draft report (optional) | 1-day | 19 July 2017 | DARDC PM/CTA |
| 7. Submit final MTR report (home-based) | 3 weeks | 28 July 2017 | DARDC PM/CTA, Head of RBU, Regional Office Bangkok |

**E.** **Qualification of the Successful Individual Consultant**

**Education**

Bachelor degree in environmental science, Community Development, Natural Resources, Policy and Management, Public Administration or other closed related field with 5 years’ experience or 2 years of Master degree with relevant experience as below:

**Experience:**

* Minimum 5 years for Bachelor degree or 2 years for Master degree with relevant experience as below:
* Demonstrated understanding of issues related to gender and biodiversity;
* Experience in gender sensitive evaluation and analysis;
* Project evaluation/review experiences within United Nations system or international Agencies will be considered an asset;
* Experience in facilitation of multi-stakeholder workshops and broad-based consultative processes;
* Sound understanding on linkages between climate change, ecosystems and small scale Infrastructures evidenced through past work experience;
* Excellent communication skills and demonstrable analytical skills

**Language requirement:**

* Proficiency in English both written and speaking is required.
* Knowledge of other languages such as Tetun, Portuguese or Bahasa Indonesia is an asset.

**F. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE proposals**

Interested individual consultant must submit the following documents/information to demonstrate their qualifications:

**1. Proposal:**

(i) Explaining why they are the most suitable for the work;

(ii) Provide a brief methodology on how they will approach and conduct the work;

2. **Financial proposal**, in the template provided by UNDP;

3. **Personal CV and P11** including past experience in similar projects and at least 3 professional reference**s** withcontact details including phone number and emails to be contacted.

**G. FINANCIAL PROPOSAL**

**Lump sum contract**

The financial proposal must be expressed in the form of a lumpsum all-inclusive cost, supported by breakdown of costs as per template provided. Under the lump sum approach, the contract price is fixed, regardless of changes in cost components.

**Travel;**

* International travel will not be required during the MTR mission;
* Field travel will be within in four Municipality of Aileu, Ainaro, Manufahi, and Ermera to the Project sites as needed.
* All related travel expenses will be covered and will be reimbursed as per UNDP rules and regulations upon submission of an F-10 claim form and supporting documents. All travels must be pre-approved by UNDP-DARDC Project Manager prior to undertaking any field visits.

**Schedule of payment:**

10% of payment upon approval of the MTR Inception Report

30% upon submission of the draft MTR Report

60% upon finalization of the MTR Report

**H. EVALUATION**

Individual consultants will be evaluated based on a cumulative analysis:

*When using this weighted scoring method, the award of the contract should 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 weight: 70%*

*\* Financial criteria weight: 30%*

*Only candidates obtaining a minimum of 60 points would be considered for the Financial Evaluation*

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| *Criteria* | ***Weight*** | ***Max. Point*** |
| *Technical* | *70%* | *70* |
| Bachelor degree in environmental science, Community Development, Natural Resources, Policy and Management, Public Administration or other closed related field with 5 years’ experience or 2 years of Master degree. | *20* | *20* |
| Project evaluation/review experiences within United Nations system or international Agencies | *15* | *15* |
| Demonstrated understanding of issues related to gender and biodiversity; experience in gender sensitive evaluation and analysis | *10* | *10* |
| Experience in facilitation of multi-stakeholder workshops and broad-based consultative processes; | *10* | *10* |
| Sound understanding on linkages between climate change, ecosystems and small scale Infrastructures evidenced through past work experience; | *5* | *5* |
| Demonstrable analytical skills | *5* | *5* |
| Language requirement:  Proficiency in English both written and speaking is required. Knowledge of other languages such as Tetun, Portuguese or Bahasa Indonesia is an asset. | *5* | *5* |
| Financial proposal | *30 %* | *30* |

**ANNEXES**

ANNEX 1 – TERMS OF REFERENCES (TOR)

ANNEX 2 – INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

**I. Annexes to the TOR**

**J. Approval**

This TOR is approved by:

Jose Marcelino Cabral Belo

Head of Resilience Building Unit

Date: