



**TOR for INDIVIDUAL CONSULTANT (International)**

**Mid-Term Review of SERCARB Project**

<b>Project name:</b>	Strengthening Ecosystem Resilience and Community Adaptive Capacity in Climate Affected River Basins in DPRK (SERCARB)
<b>Post title:</b>	Consultant to analyze the results achieved to-date and make recommendations in support of scaling-up activities under a 2-year extension of the SERCARB project
<b>Country / Duty Station:</b>	Pyongyang, DPRK
<b>Expected places of travel:</b>	SERCARB project areas
<b>Duration of assignment:</b>	27 working days in total, of which 7 days for desk study and work plan preparation, 10 days for field work in DPRK, and 10 days for drafting and finalizing the assignment report.  The consultant is expected to arrive in Pyongyang on / around Nov 29 and complete the field work in DPRK by Dec 9, 2016.
<b>Supervisor's name/functional post:</b>	Stephen Kinloch Pichat, Deputy Resident Representative a. i., UNDP DPRK
<b>Payment arrangements:</b>	Lump Sum (payments linked to deliverables)
<b>Administrative arrangements:</b>	The consultant will be provided with visa issuance, airport pick up and drop off, local transport and office space in DPRK.

**Selection method:** Desk review

**1. BACKGROUND**

Due to geographical location and topography, DPRK is prone to frequent natural disasters especially the extreme weather conditions e.g. floods and droughts that are impacting negatively on people's lives. Meanwhile due to lack of alternative energy and livelihood opportunities human activities are exacerbating the situation, for instance the severe deforestation resulted from the tree cut on forest land (at upper part of mountains) for cooking, heating, and shipment (charcoal fueled trucks), and sloping land conversion to farming land (at lower part of mountains), are causing more land slides, soil erosion, etc. leading to a vicious cycle between human activities and nature conservation.

Responding to the national development priority of improving quality of people's lives and sustainability of the environment, a comprehensive disaster reduction project with a duration of 3.5 years entitled *Strengthening Ecosystem Resilience and Community Adaptive Capacity in Climate Affected River Basins in DPRK* (SERCARB) was signed between UNDP and the Government of DPRK in June 2013, with a total budget of USD 2,200,000 in a duration of three and half years through a direct implementation modality by UNDP. The Project aims to minimize the negative impacts of climate change and environmental degradation on the livelihoods of local community on one hand, and to improve community awareness and capacity for environment protection, sustainable management and utilization of natural resources, as well as disaster risk management and climate change adaptation on the other, so as to build a virtuous cycle thus benefiting the rural community people in the project areas.

Through introduction of demonstrative pilots at and below county levels in the first pilot site i.e. the lower Chongchon River Basin, which covers Pakchon County (population approximately 100,000) of North Pyongan Province, and Kaechon City (population approximately 300,000), South Pyongan Province, followed with replication of successful pilot experiences to a second site i.e. Taechon County (population approximately 110,000), North Pyongan Province, SERCARB project aims to achieve the following specific outputs:

- Output 1: Community capacities for participatory hazard mapping and disaster reduction strengthened.
- Output 2: Weather monitoring and early warning systems (EWS) improved in pilot watersheds.
- Output 3: Improved forest management to reduce flood risk, landslides and erosion in pilot watersheds.
- Output 4: Sustainable utilization and rehabilitation of sloping lands in agricultural landscapes.
- Output 5: Multi-stakeholder coordination and project management

As an ad hoc component, the project also supported the post 2015 flood rehabilitation activities in Rason City, focusing on the areas of community resilience building (output 1) and livelihood promotion (output 4), with an extra budget of USD 100,000 added to the Project.

These outputs will contribute to the outcome level results in the areas of environment protection, disaster management, and climate change adaptation and mitigation that UNDP is aiming for in DPRK during its Country Programme cycle 2011-2016.

Despite the project was officially started from early 2015 due to various reasons, which means its implementation has been under normal condition within only one year (from March 2015 when it was started to March 2016 when the banking channel issue re-happened), much progress has been made so far, bringing positive impacts on or prospect for a large number of people in the project counties in different ways, with some successful experiences gathered in this process.

According to the project document (Prodoc), the project is expected to be completed by the end of 2016, and a final evaluation is required. However, given the limited time of the project implementation so far, some planned activities could not be accomplished within the project duration, thus an appropriate period of extension is needed for the project. Following the decision by the Regional Bureau for Asia and the Pacific, UNDP, a 2-year extension with additional budget needed will be granted, for the completion of the remaining planned activities in the Prodoc, as well as replication of the project's successful elements to wider areas, benefiting for many more people esp. those in the country's northern parts that were severely stricken by the 2016 devastating flood, if possible.

## **2. MAIN OBJECTIVES OF THE ASSIGNMENT**

Considering the status of the project as mentioned above, instead of a final evaluation, this Mid-term Evaluation aims to assess the successful elements of the project, and develop proposal for its replication during the coming 2-year extension from the beginning of 2017.

## **3. SCOPE OF WORK**

The consultant will undertake the following tasks,

Before the mission to DPRK (7 working days)

1. Collect and review relevant secondary information (documents listed in the annex will be shared by UNDP with the international consultant after the recruitment contract is signed, before the consultant's field mission to DPRK)
2. Develop work plan and methodology for the assignment to be approved by UNDP.



During the mission in DPRK (10 working days)

1. Interview stakeholders from various sides i.e. UNDP, National Coordinating Committee (NCC), national counterparts, local partners, and most importantly the community beneficiaries;
2. Visit the pilot sites at the project counties and especially communities, to verify the project progress and impacts on the changes of people's lives. Due to the long distance, the ad hoc component in Rason will not to be included in the visit agenda.
3. Analyze the progress achieved towards the intended results, esp. successful elements and experiences that deserve replication
4. Develop proposal including narrative description and results and resource framework for the extension (replication) of the project in appropriate sites and at appropriate scale, using UNDP project document template.
5. Present the major findings and recommendations (inclusive of structure of assignment report) to UNDP country office and national counterparts at the end of his / her field work in DPRK.

After the field visit (10 working days)

6. Draft, revise, finalize, and submit to UNDP DPRK the report with the objective of the assignment achieved.

#### **4. DELIVERABLES**

The final product of the assignment will be a high quality report with the project's successful elements and results achieved thus far and experiences assessed, and extension recommended for replication (including both narrative description and results and resource framework):

- By the 1<sup>st</sup> week after signing of the contract: the assignment work plan and methodology drafted and submitted to UNDP for comments and suggestions;
- By the 2<sup>nd</sup> week after signing of the contract: the assignment work plan and methodology revised and approved by UNDP;
- By the end of 10-day field work in DPRK: findings and recommendations from the field assessment work through the interviews and visits presented to UNDP and national counterparts;
- By the 2<sup>nd</sup> week after field work in DPRK: draft assignment report submitted for comments and suggestions; and
- By the 4<sup>th</sup> week after field work in DPRK: final report submitted and certified by UNDP on the satisfactory provision of services

#### **5. MONITORING/REPORTING REQUIREMENTS**

The consultant will be under day-to-day supervision of UNDP country office, and works closely with SERCARB Project Manager and Monitoring and Evaluation Specialist.

#### **6. Qualification requirements**

##### **Competencies:**

##### **Functional Competencies**

- Ability to produce deliverables on time
- Computer literacy and skills in presentation and report writing

## Qualifications:

### Education

- At least master's degree in development, environment, disaster management or other related fields

### Experience

- At least 8 years of demonstrable experience in both project assessment / evaluation and project formulation
- Experience in dealing with government agencies at different levels, international organizations, and community people
- Prior work experience with international organizations in DPRK or other countries in Asia Pacific region is desirable

### Language

- Excellent communications, presentation and writing skills in English

## 7. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants shall submit the following documents:

**Required** {PLEASE TICK THE APPROPRIATE CHECKBOXES}

- ☐ Letter of interest/proposal, explaining why the applicant considers him- or herself the most suitable for the work.
- ☒ Letter of interest/proposal, providing brief methodology on how the work will be conducted and/or approached.
- ☒ Personal CV, including information about past experience in similar projects / assignments and contact details for referees.
- ☒ Financial proposal
- ☒ Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP

## 8. FINANCIAL PROPOSAL

### ☒ Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including professional consultancy fee, international travel, etc.).

### Travel costs

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket for the most direct and economical route. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel.

### Living costs

Per Diem will be paid during his/her mission period in DPRK to the international consultant at the prevailing rate for the duty station approved by the International Civil Service Commission / UN.

#### 9. EVALUATION CRITERIA

- Educational background – 10 points max  
(10 pts – PhD degree; 5 pts – Master's degree)
- Relevant professional experience – 25 points max  
(25 pts – above 12 years; 20 pts – 8-12 years);
- Language Skills – 5 points max (5pts - native English speaker)
- Knowledge and experience about DPRK – 10 points max. (10 pts - work or consultancy experience in DPRK; 5pts – experience in other Asia Pacific countries)
- Methodology – 20 points max (20 pts – fully understand the task, logical and reachable; 10 pts - get sense of the task, basically meet the requirement; 5 pts – rough and unclear)

Maximum available technical score - 70 points.

#### EVALUATION METHOD:

☒ Cumulative analysis

Contract award shall be made to the incumbent whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the cumulative 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%

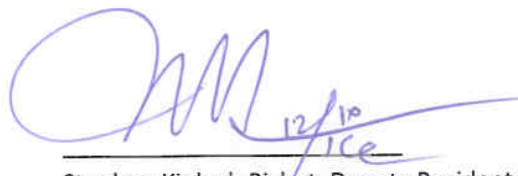
Only candidates obtaining a minimum 70% from the maximum available technical score (49 points) would be considered for the Financial Evaluation

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula:

$30 \text{ points} \left[ \frac{\text{max points available for financial part} \times [\text{lowest of all evaluated offered prices among responsive offers}]}{[\text{evaluated price}]} \right]$

The proposal obtaining the overall cumulatively highest score after adding the score of the technical proposal and the financial proposal will be considered as the most compliant offer and will be awarded a contract.

Approved by:



Stephen Kinloch Pichat, Deputy Resident Representative a. i., UNDP DPRK



## ANNEX

Following documents will be shared with the international consultant after his / her recruitment contract is signed:

1. SERCARB project document
2. UN Strategic Framework DPRK 2011-2016
3. UN Strategic Framework DPRK 2017-2021
4. UNDP Country Programme Document DPRK 2011-2015
5. Concept note of the Rason Post-flood Rehabilitation
6. UNDP DPRK annual and quarter monitoring and evaluation reports
7. SERCARB annual and quarterly progress reports
8. SERCARB Project Steering Committee meeting minutes
9. Technical reports in the baseline survey by international and national consultants
10. Field monitoring and visit reports
11. UNDP Project Document template
12. Other documents and materials developed by the project