

<b>Assignment Title:</b>	Co-Lead consultant to support the development of capacities and institutional frameworks in DRR and Post-Disaster Recovery
<b>Type of Assignment:</b>	Consultancy
<b>Project Title:</b>	Preparedness for Resilient Recovery in Cabo Verde
<b>Duration:</b>	6 months
<b>Location, Country:</b>	Praia, Cabo Verde
<b>Expected Starting Date:</b>	April 2016

#### I. Background and Project Description:

As a Small Island States (SIDS), the archipelago of Cabo Verde is prone to many extreme weather and natural hazards such as rainstorms, floods, and volcanic eruptions. Many coastal communities are vulnerable to disasters caused by these extreme weather and geological hazards. Tropical rainstorms always generate intense flash floods, which cause soil erosion. The flooding of the low-lying catchments results in the degradation of the ecosystems and has adverse impacts on water supply and food security. Cabo Verde is exposed to volcanic hazards as well, as shown by the recent eruption of Fogo. In addition, several islands such as Maio, Boavista and Sal due to their low elevation and sea-level rise are subject to coastal erosion, which might have adverse impacts on the tourism industry and the livelihood of the communities on these islands.

The low availability of human and logistics resources hampers the country's capability to timely and effectively respond to disasters. Furthermore, the lack of comprehensive hazard and risk assessments as well as the weakness of information-management/communication mechanisms limit risk-informed decision-making, thereby undermining the country's effectiveness in preventing and reducing disaster risks and managing recovery processes in a sustainable manner.

While the Government of Cabo Verde - under the leadership of the Ministry of Environment, Habitation and Land Planning (MAHOT) and the National Civil Protection Service and in collaboration with UNDP - has started to work towards reinforcing its capacities in Disaster Risk Management a few years back, the attention so far paid to its ability to manage post-disaster recovery has been lower. It is only in 2014 that the Government has started to engage in this issue through the implementation of the project "Preparedness for Resilient Recovery" in collaboration with the UNDP Office in Cabo Verde<sup>1</sup>.

This capacity development initiative in pre-disaster recovery planning aims to strengthen the country's capacity to effectively manage recovery processes with financial support of the Governments of Luxembourg and Japan over a period of two years (2015-2016). The project supports the development and establishment of policies, institutional frameworks and mechanisms to manage disaster recovery processes and specifically:

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<sup>1</sup> Cabo Verde became the first pilot joint office of the Ex-Com agencies (UNDP, UNICEF, UNFPA and WFP) on 1 January 2006, and is now officially known as the UN Joint Office of UNDP, UNFPA and UNICEF in Cabo Verde. A joint office: is a single UN office of the participating agencies; is led by one representative, the Representative of the UN Funds and Programmes, who equally represents all the participating agencies and is also Resident Coordinator; implements one common country program encompassing the activities of all participating agencies; and is supported by one operations system.

In June 2012, the Government of Cabo Verde and the UN office in Cabo Verde adopted a new United Nations Development Action Framework (UNDAF) covering the period 2012-2016. The UNDAF 2012-2016 identifies a series of priorities that are to contribute to the consolidation of the country's development gains. These priorities are articulated around four thematic areas for which the United Nations System brings in its expertise a collective comparative advantage: Inclusive growth and poverty reduction; Consolidation of institutions, democracy and citizenship; reducing disparities and promoting of equity; Environmental sustainability and adaptation to climate change. In addition, the new UNDAF includes cross-cutting approaches to human rights and gender as well as the inclusion of HIV-AIDS, capitalizing on the benefits of communication for the dissemination of these issues and volunteering. The Joint Office has a programme aligned with the four pillar groups defined in the UNDAF and five cross-cutting working groups [Human Rights and Gender Equality, M&E Cell, HIV-AIDS, Operations, and Communication for Development].

- Build capacities to use the post-disaster needs assessment (PDNA) methodology and, on this basis, design a recovery strategy;
- Institutionalize the PDNA methodology as necessary;
- Based on an assessment of current needs and gaps, provide guidance to establish institutional mechanisms for managing recovery – including policy revisions to integrate recovery concerns into national and local DRR strategies; and
- Establish capacity for managing DRR and recovery processes at national and local level.

## II. Objective:

In order to support the implementation of the capacity development initiative in pre-disaster recovery planning, the Environment, Energy and Disaster Prevention Unit of the UNDP, UNFPA and UNICEF Joint Office in Cabo Verde is requesting the technical assistance of a team of 2 consultants (one lead and one co-lead consultant, recruited through two separate procurement procedures) with technical expertise and experience in disaster recovery and DRR, policy revision and capacity building at national and local institutions level to develop capacities for planning and managing sustainable recovery processes.

## III. Description of tasks:

Under the direct supervision of the Head of the Environment, Energy and Disaster Prevention Unit and in close collaboration with the Disaster Risk Reduction Management Specialist, the consultants will contribute to developing national and local capacities for planning and managing sustainable recovery processes. Specifically, the consultants will undertake the following tasks:

- Conduct a capacity assessment (report) of national and local institutions to manage recovery processes, including legislative and policy framework review, lessons learned, best practices and examples from other country models at national and sub-national level, and specific recommendations;
- Formulate a capacity building plan to enhance preparedness for recovery, based on the initial gap analysis/capacity assessment of national and local institutions to manage recovery processes, including leading one workshop to present the capacity assessment results and the recommended capacity building plan;
- Plan and lead one training on preparedness for disaster recovery focusing on policy making and concrete tools, based on recommendations formulated in the capacity building plan;
- Lead the revision and update of the existing national contingency plan from a “preparedness for recovery” lens;
- Lead the revision of the Cape Verdean institutional and policy framework for DRR and formulate a comprehensive national DRR and recovery preparedness strategy aligned with international standards and guidelines (clarifying, among others, institutional and legal framework for DRM, DRR and recovery, tools and practices for integration of DRR and recovery into development and sectorial planning, risk drivers, EWS, knowledge management and technical capacity building, information management, financial capacity and insurance, transparency mechanisms, M&E framework);
- Within the national strategy (above) design an appropriate financing mechanism for DRR and recovery at the national level, drawing on past experiences and best international practices and development of a proposal for its operationalization (with associated budget allocations, access and monitoring mechanisms);
- Conduct a feasibility study for a national contingency fund to support recovery initiatives and definition of an operationalization mechanism;
- Conduct technically focused workshop for decision makers on mainstreaming DRR into their ministries and sectors;
- Support to at least 1 priority sector ministry in piloting preparedness for recovery management plan;
- Review the existing National Directive on Land Use planning to better guide integration of DRR concerns and available risk information into development policies and plans at both national and local level;

- Formulate a model pre-event recovery ordinance and preparedness plans for sustainable recovery in targeted municipalities.

#### IV. Institutional Arrangements

- The consultant team will work in close collaboration with the Disaster Risk Reduction Management Specialist, under the coordination of the UN Country Office and will report directly to the Head of the Environment, Energy and Disaster Prevention Unit;
- Institutions with whom the consultants will interact and collaborate include: Instituto Nacional de Gestão do Território (INGT) e o Serviço Nacional de Proteção Civil e Bombeiros (SNPCB), relevant ministries and local authorities;
- An office space will be available at the UN building and the admin and logistical support will be ensured by the UN Country Office.

#### V. Results/Expected Outputs:

Deliverables	Delivery Date
Formulation of a detailed work plan for the consultancy proposing milestones and clarifying responsibilities.	By end of week 2
1. Capacity assessment (report) of national and local institutions to manage recovery processes;	By end of month 2
2. Recovery capacity-building plan for national and local Government formulated on the basis of the capacity gap analysis/capacity assessment;	By end of month 2, workshop to be conducted in the following month.
3. Training on preparedness for disaster recovery focusing on policy making and land planning tools (GIS services and data for recovery planning), based on recommendations formulated in the capacity building plan;	By end of month 3
4. Revision and update of the existing national contingency plan from a "preparedness for recovery" lens;	By end of month 3
5. Revision of the Cape Verdean institutional and policy framework for DRR and formulate a comprehensive national DRR and recovery preparedness strategy aligned with international standards and guidelines;	By end of month 4
6. Feasibility study for a national contingency fund to support recovery initiatives and definition of an operationalization mechanism;	By end of month 5
7. Technically focused workshop for decision makers on mainstreaming DRR into their ministries and sectors;	By end of month 5
8. Support to at least 1 priority sector ministry in piloting preparedness for recovery management plan;	By end of month 5
9. Formulate a proposal for the amelioration of the existing National Directive on Land Use planning to better guide integration of DRR concerns and available risk information	By end of month 6

into development policies and plans at both national and local level;	
10. Model pre-event recovery ordinance and preparedness plans for sustainable recovery in targeted municipalities.	By end of month 6

## VI. Qualifications/Requirements:

### Education

- An advanced university degree (Master's degree or equivalent) in disaster risk reduction and management, environment, geography, development and land use planning, or other relevant fields.

### Experience

- At least 3 years of relevant experience at international levels within governmental institutions, think tanks, NGOs, in international development, disaster risk reduction and management; recovery planning and management;
- Substantial experience in designing, implementing and/or evaluating post-disaster recovery policies and programs is required (in transitional or developing countries is an advantage);
- Substantial experience in designing, implementing, and/or evaluating Disaster Risk Reduction policies and programs in is required (in transitional or developing countries is an advantage);
- Experience in supporting development and implementation of capacity building plans is required;
- Track record of analysis, research, presentations, project management on disaster risk reduction, and recovery processes strongly preferred;
- Demonstrated GIS services expertise strongly preferred;
- Knowledge of Post-Disaster Needs Assessment methodology is an advantage;
- Demonstrated knowledge and understanding of conventions on Disaster Risk Reduction and institutional partnerships and platforms, such as Sendai Agreement, Sustainable recovery frameworks, UN ISDR, UN SPIDER, Prevention web and other relevant is an advantage.
- Demonstrated interpersonal skills and ability to work effectively with local counterparts;
- Confidence in consensus building skills with senior executives and technical staff as well as strong public speaking, facilitating and presentation skills.

### Language Skills

- Must be fluent in English, written and spoken. Must have published research in English.
- Working knowledge of Portuguese, Spanish or French is an advantage.

### Computer Skills

- Proficiency in current office software applications and corporate IT systems (Office Pack and Internet);
- Knowledge of remote sensing and spatial decision support tools applied to disaster risk reduction and recovery planning is required;
- Knowledge on disaster data integration tools and information systems design is an advantage.

### Competencies

- Values/Guiding Principles: Demonstrates integrity by modelling the UN's values and ethical standards;
- Valuing Diversity: Demonstrates an international outlook, appreciates differences in values and learns from cultural diversity. Continually examines his/her own biases and behaviours to avoid stereotypical responses;
- Working in Teams: Works collaboratively with colleagues inside the Joint Office as well as partners and other stakeholders. Supports the decisions of the team even when it is not his/her preferred solution. Proactively pursues solutions to team problems and asks for help when needed. Pursues

- achievement of common goals. strong ability to work and interact well with diverse groups, in particular government officials and agents;
- Self and conflict management: Remains calm, collected and patient, regardless of circumstances. Responds effectively to stress and situations of ambiguity or crisis. Adapts flexibly to changing situations or to overcome obstacles. Listens and responds appropriately to criticism;
  - Communicating information and ideas: Communicates clearly and effectively. Seeks to understand the ideas of others. Helps create an environment for open communication. Delivers oral/written information in a timely, effective and easily understood manner. Prepares written material in a manner that requires little or no corrections or editing by others;
  - Functional and operational effectiveness: Strong analytical, writing and advocacy skills. Skills and understanding of local governance and decentralization issues. Skills in results-orientated programme development and implementation;
  - Knowledge Sharing/Continuous Learning: Promotes a knowledge sharing and learning culture in the office In-depth knowledge on development issues. Actively works towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

## VII. Scope of Price Proposal and Schedule of Payments

Conditions of service: 6 months consultancy contract.

Payments will be divided in instalments and based upon deliverables:

- 20% at signing of contract.
- 30% upon delivery of outputs 1 & 2;
- 25% upon delivery of outputs 3, 4 & 5;
- 25% upon delivery of outputs 6, 7, 8, 9 & 10.

In order to have a fair basis for comparison, all proposals must be expressed in the following pricing option:

- Lump Sum Amount
  - The lump sum amount must be "all-inclusive" (honorariums, living allowance, trips, health insurance, etc.)<sup>2</sup>;
  - The contract price is fixed regardless of changes in the cost components.

## VIII. Presentation of Offer

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<sup>2</sup> **Living Conditions:** The consultancy is based Praia, a family duty station, with possible short missions to other islands. Cabo Verde has social and political stability since independence, and there are no major security issues. The living conditions in Praia are good, as well as the access to health services. The level of tropical diseases is very low. There are currently no required vaccines at the entrance to Cabo Verde, unless one comes from West Africa. However, immunization against yellow fever, tetanus and polio, as well as hepatitis A, is recommended.

Portuguese is the official language of the country, but informal conversations are held in Crioulo caboverdiano. French is the official language of the UN Office in Cabo Verde. The currency used in Cabo Verde is called: Escudo Caboverdiano (1 EUR = 110 CVE). The Cabo Verdean escudo is not changed in several countries. International credit cards (VISA) are accepted in some shops, hotels and restaurants. It is also possible to withdraw money with an international card in some banks/ATM.

Housing conditions in Praia may vary greatly. It is possible to rent fully furnished apartments / houses in safe areas from 400€ to 1000€, and unfurnished apartments from 250€ and 500€. The country faces serious difficulties in meeting the growing demand for water and electricity; water and electricity shortages may occur. Cabo Verde benefits from an effective telephone system, cellular service and regular Internet access.

Meals at restaurants near the UN Office cost between 2.5€ and 15€.

Portuguese public TV and radio for Africa and Radio France Internationale are relayed across Cabo Verde. There is an active press and local newspapers are also available online.

A valid passport and visa are required to enter Cabo Verde. The visa (valid for 6 months maximum) can be obtained in your country of origin at the Embassy or Consulate of Cabo Verde or directly at the airport in Praia (valid for 3 months) upon arrival. Cabo Verde is located on GMT -1.

All applications should be submitted to the email address, [procurement.cv@cv.jo.un.org](mailto:procurement.cv@cv.jo.un.org) indicating the following reference "International Consultant for Co-Lead consultant to support the development of capacities and institutional frameworks in DRR and Post-Disaster Recovery" by 29<sup>th</sup> of February 2016, 16:00 CVT (UTC -1). Incomplete applications will be excluded from further consideration.

Recommended Presentation of Proposal:

- Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- **Personal CV and P11**, duly signed and 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;
- **Brief description** of why the Candidate considers him/herself as the most suitable for the assignment, and a brief **methodological proposal** on how the assignment will be approached and completed;
- Two **samples of past publications** in English;
- **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. **The Financial Proposal should be submitted separately, if not complied the application will not be considered.** If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

#### IX. Criteria for Selection of the Best Offer

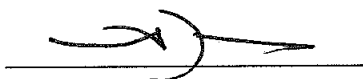
- Combined Scoring method: the qualifications and methodology will be weighted a maximum of 70 points, and combined with the price offer which will be weighted a max of 30 points.
  - Educational background 5 points
  - Professional experience and experience in similar assignments 20 points
  - Quality of technical proposal 45 points
  - Financial proposal 30 points

#### X. Annexes to the TOR

- Template Letter of Confirmation of Interest and Availability
- Template Financial Proposal

**This TOR is approved by:** Antonio Querido (Head of Environment, Energy and Disaster Prevention at the Joint Office of UNDP/UNFPA/UNICEF).

Signature



Name and Designation

Antonio Querido - Head of Env. unit

Date of Signing

28.01.2016