



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

ADVERTISEMENT

Coordinator – Early recovery and Livelihoods Specialist/Post-disaster Needs Assessment Coordinator

Date: 15.12.2014

Country: CABO VERDE

Description of the assignment:

The UNDP Country Office is seeking to reinforce its capacity (1) to respond to the Government request for support on emergency response, specifically regarding early recovery and livelihoods issues, and (2) to lead and carry out a post-disaster needs assessment paving the way to a sustainable, long-term and risk-resilient resettlement and recovery of affected populations, and building the necessary national capacities for this to take place.

Project name: Crisis Prevention and Recovery Programme, Disaster Risk Reduction and Recovery

Period of assignment/services: 3 Months

Proposal should be submitted to the following address, by the individual:

The **Joint Office of UNDP, UNFPA and UNICEF, Av. OUA, PO Box 62 - Praia Cape Verde** or by email to procurement.cv@cv.jo.un.org no later than **December 31 2014, 16:00Hrs Cape Verde Time**. Please write "Application for Consultancy: **Coordinator – Early recovery and Livelihoods Specialist/Post-disaster Needs Assessment Coordinator**" in the subject line of the email.

Any request for clarification must be sent in writing to the address indicated above, or by standard electronic communication antonio.querido@cv.jo.un.org and pedro.gomes@cv.jo.un.org . UN Cape Verde will 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.

1. BACKGROUND

The UNDP Country Office is seeking to reinforce its capacity (1) to respond to the Government request for support on emergency response, specifically regarding early recovery and livelihoods issues, and (2) to lead and carry out a post-disaster needs assessment paving the way to a sustainable, long-term and risk-resilient resettlement and recovery of affected populations, and building the necessary national capacities for this to take place.

Context

Preceded by a series of seismic activities reported by the National Institute of Meteorology and Geophysics (INMG), on November 23th, 2014 at 10:00 am the subsidiaries vents located on the base of the Pico Novo – Fogo Volcano, began erupting expelling large quantities pyroclastic materials and volcanic ashes and large quantities of volcanic gases

The UNDP Cabo Verde Joint Office is seeking to reinforce its capacity to responds to the Government request for support on immediate emergency response, specifically regarding early recovery and livelihoods issues, and for expected needs for support to a post-disaster needs assessment paving the way to a sustainable, long-term and risk-resilient resettlement of affected populations and recovery of affected communities

The lava is been expelled by the volcano, from various chimneys continues to destroy habitat (houses, public buildings, warehouses, etc.), infrastructure (roads, dwells, water tanks, etc.). The inhabitants of the area are rural communities relying essentially on agriculture (fruit trees, wine production) and tourism.

The emergency response demands a strong coordination efforts to ensure that needs assessment and early recovery are accurate and reliable leading to the development of nationally owned initial early recovery strategic framework followed by an early recovery plan.

2. SCOPE OF WORK, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.

Under the overall guidance of the UN Resident Coordinator/UNDP Resident representative and day to day supervision of the Deputy Resident Representative, in close collaboration with the UNCT, and in collaboration with the relevant technical team of the Crisis Response Team at HQ, the specialist will:

1. Undertake rapid early recovery and livelihoods needs assessment of the affected area, as part of overall UN support to national rapid needs assessment;
2. Coordinate and collaborate with the National and local Governments, and other relevant partners to provide overall strategic guidance to a multi-sectorial post-disaster recovery needs assessment;
3. Prepare the ground work for the recovery assessment in cooperation with the UNCT, Government and partners, including, but limited to, the following indicative tasks:
 - establish the initial assessment requirements, determine the scale and scope of the assessment in terms of the geographic area and sectors/themes to be covered ensuring the incorporation of early recovery considerations in the various sectors;
 - identify the institutional participation and collaboration in the assessment, such as government and UN agencies, donors, European Union and the World Bank where appropriate;
 - with the identified counterparts, draft assessment terms of reference undertake all necessary arrangements for organization of assessment team and process;
 - arrange for and ensure, in cooperation with partners that the technical team members are fully briefed and oriented to participate in the assessment;
 - ensure adequate logistical and administrative support for the assessment.
4. Guide the process of consultation with local government, population/civil society for the assessment findings and for formulation of recovery interventions;
5. Upon finalization of fieldwork, lead the recovery needs assessment analysis in support to national authorities and in coordination with all partners;

6. Lead the compilation of outcomes of the needs assessment report and ensure that cross cutting issues such as Gender and Disaster Risk Reduction are integrated into the sector assessments and reflected in the final report;
7. Conduct de-briefings of the assessment teams with the National Government and other relevant partners;
8. Facilitate the formulation of inter-agency early recovery strategic framework based on the outcomes of the needs assessment;
9. Assist the RC and UNDP Office, where needed, to formulate resource mobilization instruments and mobilize resources for long-term and short-term recovery after the volcano eruption;
10. Assist the UNDP RR and DRR to position UNDP within the humanitarian community and identify specific recovery interventions for UNDP;
11. Inform the UNCT on the PDNA process and Advice on the appropriateness of conducting a PDNA in current context, or other alternatives;
12. If necessary, lead discussions on the preparation of a PDNA in collaboration with UNCT, National Government, World Bank and European Union.
13. Support capacity gap assessment and capacity development strategy formulation and implementation.

The specific deliverables of the mission are:

- Facilitation of participation of the UN system in the recovery assessments;
- Early recovery action plan is developed based on initial rapid needs assessment
- Multi-sectorial needs assessment is conducted after the end of the volcanic eruption and early recovery needs are identified;
- Specific areas of interventions for UNDP are identified and activities designed;
- Capacity gaps are identified and capacity development strategy on PDNA methodology supported
- At least one recovery project document is formulated for response to the Fogo Volcano Emergency, including multi-agency interventions of UNDP, UNICEF and UNFPA
- UNCT is fully informed on PDNA process, and appropriate advice and support is provided if a PDNA is required.

1. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Corporate:

- Integrity and fairness - embodies UN values and promote the well-being of all individuals regardless of gender, religion, race, nationality, or age.

Technical/ Functional:

- Knowledge of the international disaster reduction system;
- Knowledge of the country's hazards, vulnerabilities and risks; (such as volcanoes, landslides, drought, and flash floods);
- Knowledge of damage, loss and needs assessment preparation, organization and implementation;
- Knowledge of early recovery needs and their assessment;

- Knowledge of the Damage and Loss Assessment Methodologies;
- Knowledge of the Post-Disaster Needs Assessment (PDNA) process;
- Knowledge of recovery program formulation;

Managerial:

- Ability to build strong relationships with external actors - cultivate productive relationships with donors, partners and other important institutions and individuals;
- Excellent oral and written communication skills;
- Ability to anticipate and understand client needs, formulate clear strategic plans, prioritize interventions, and allocate resources according to priorities;
- Ability to develop innovative solutions – encourage and contribute creative solutions to address situations;
- Ability to establish effective working relations in a multicultural team environment.

Behavior:

- Cultural sensitivity and adaptability: communicate effectively with and relate to people of different cultures, demonstrating an ability to see issues from others perspectives.

Required Skills and Experience

Education:

Advanced university degree in one of the following disciplines: political science, sociology, international relations, anthropology, public administration, development studies or other relevant fields.

Experience:

- A minimum of 10 years of progressive experience in post-disaster early recovery and recovery operations and formulation of early recovery interventions;
- Post Disaster Needs assessment experience;
- Experience in coordinating and managing large team of people.
- Experience in early recovery assessment, early recovery action plans and early recovery project development
- Experience in resettlement and reconstruction, particularly in a post-volcano eruption settings an important asset.
- Earlier partnerships and work with multi- lateral and International Financial Institutions is highly desirable;
- Country or region-specific knowledge.

Language Requirements:

Fluency (both written and spoken) in English and/or French, and good working knowledge of the other. Working knowledge of Portuguese (or Spanish).

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Technical 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
 3. Personal CV, and P11 Form including past experience in similar projects and at least 3 references
 4. **Offeror's letter** to UNDP confirming interest and availability for the Individual Contractor (IC) assignment and Final all-inclusive price proposal with breakdown of costs as per UNDP template.

Proposals must include all three documents. Proposals not meeting this requirement will be rejected.

5. FINANCIAL PROPOSAL

- **Lump sum contracts**

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 travel, per diems, and number of anticipated working days).

Travel:

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. 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 and will be reimbursed.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

1. 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]

Criteria	Weight	Max. Point
Technical	70%	70
Academic Qualifications		10
Relevant Experience		40
Methodology and Work Plan		10
Competencies		10
Financial	30%	30

*Only candidates obtaining a minimum of **49 points** in the Technical Evaluation would be considered for the Financial Evaluation*

The financial score for the financial proposal will be calculated in the following manner:

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

(Total Financial Maximum points = 100 points)

Total Score

The technical score attained at by each proposal will be used in determining the Total score as follows:

The weights given to the technical and financial proposals are: $T= 0.7$, $F=0.3$

The Total score will be calculated by formula: $TS = S_t \times 0.7 + S_f \times 0.3$

TS - Is the total score of the proposal under consideration?

S_t - is technical score of the proposal under consideration.

S_f - is financial score of the proposal under consideration.

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (ToR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - TEMPLATE FOR CONFIRMATION OF INTEREST AND SUBMISSION OF FINANCIAL PROPOSAL

ANNEX 4 - P11 MODIFIED FOR SCs AND ICs