



TERMS OF REFERENCE

Project Title	Building Capacities for Resilient Recovery-Phase II
Position Title	International Consultant for Developing Cabo Verde's National Recovery
Post Level	International Consultant
Office	UNDP-GEF- Office Cabo Verde
Location	Praia (Santiago Island), Cabo Verde.
Category	Disaster Risk Reduction and Post-Disaster Recovery
Type of Contract	Consultant with international experience/expertise
Languages Required	Portuguese/ Spanish / English
Estimated Start Date	October 1st 2019
Assignment Duration	65 working days, including missions to Cape Verde

I. Background and Project Description

In 2017, the Government of Cabo Verde formulated its first National Disaster Risk Reduction Strategy, recognizing resilient recovery and building back better as priorities to achieve disaster resilience and sustainable development.

During Phase I of the "Building Capacities for Resilient Recovery" project, the government also elaborated an ex-ante disaster recovery framework (QRP) which was conceived as a planning tool for recovery preparedness. Designed as a "master plan" for recovery, the ex-ante recovery framework identified in advance institutional and financial arrangements to plan and implement timely, sustainable and effective responses for post-disaster recovery.

The national Disaster Risk Reduction (DRR) system is still largely focused on emergency response and preparedness. The National Civil Protection and Firefighters Service (SNPCB), placed under the authority of the Ministry of Internal Affairs, leads the current institutional framework for disaster management. The legal framework and the organizational structure of the current civil protection system does not provide a specific mandate in disaster risk mitigation, nor does it specify the roles and responsibilities of the civil protection in the pre/post-disaster recovery phase. As such, SNPCB has been focusing its interventions in disaster preparedness and emergency response and currently has limited technical, financial and institutional capacities to assume other roles in the disaster risk management cycle.

National capacity limitations for developing a comprehensive approach to resilience and risk-reduction, including strengthening the resilience of communities, particularly women and children, are putting development gains at risk and perpetuating poverty and inequality.



Regarding disaster recovery, the review of past experiences has highlighted inefficiencies in the planning and managing of the recovery process, limiting the potential for resilience building and risk reduction.

Institutional mechanisms for disaster recovery are poorly defined and ad-hoc arrangements used to plan and implement previous processes have resulted in centralized decision-making, slow, short-term and ineffective responses to the recovery challenges. Post-disaster interventions have often been uncoordinated and partial, favoring reconstruction of infrastructure to restore minimum access to basic service and housing rehabilitation over socio-economic and human recovery needs. Ad-hoc responses have not allowed to seize the favorable political environment when a disaster hits, such as focusing on building back better, addressing inequalities and tackling the root causes of development problems that exacerbate vulnerability to natural hazards.

Phase II of the “Building Capacities for Resilient Recovery” seeks to strengthen national capacities and systems to plan and manage the recovery process. Output 1 of the project specifically aims to improve the enabling environment for recovery by formulating National Disaster Recovery Guidelines that will enhance institutional arrangements and streamline mandates for recovery in the country.

II. Scope of Work

The international consultant will support the Ministry of Internal Affairs (MAI) through the National Civil Protection and Firefighters’ Service (SNPCB) and the Project Management Unit (PMU) to carry out and complete the program that comprises the National Disaster Recovery Guidelines for Cabo Verde.

III. Key Responsibilities and Tasks

With the technical guidance of the Disaster Risk Reduction Specialist, under the overall supervision of the Project Manager and Chief of Energy, Environment and Climate Change Portfolio, and supported by a National Recovery Officer, the international consultant will be responsible for developing the National Disaster Recovery Guidelines.

It is expected, among others, that the Guideline will:

- Be a user-friendly practical tool for the government to be used in pre-disaster and post-disaster recovery phases;
- Be aligned with international and regional standards, principles and good practices adapted to the national context for different disasters;
- Reflect (or make reference to) local processes and practices on disaster recovery as



- experienced or demonstrated by local communities in Cabo Verde;
- Include ways and means to translate the gains of resilient recovery into longer-term risk reduction and resilient development;
- Integrate issues to avoid recovery interventions exacerbating local tensions, mechanisms, including participatory methods, should be taken into account;
- Integrate considerations related to gender equality and inclusion of vulnerable groups or communities. Those consideration should be an integral part of the Guidelines as well as in the process of formulation, including e.g. assuring a balanced representation in the consultation process;
- Include elements of innovation (applicable to the Cabo Verde context);

In developing the Guideline, the consultant will have to coordinate with UNDP and SNPCB with aligned workplans and timelines between the two institution. The consultant is expected to:

1. Support SNPCB in the preliminary work, necessary for formulating National Recovery Guideline, including, but not limited to:
 - Making due reference on the desk review already undertaken, identifying good practices from other countries that can be relevant and applied in the Cabo Verde context.
 - Review roles and responsibilities of relevant working committees of the National Disaster Management Committee and other actors, involved in recovery functions
 - Review and analyze tools developed till date on rehabilitation and reconstruction
 - Conduct multi-stakeholder's consultations, through formal and non-formal mechanisms
 - Identify practices, gaps and needs and conduct one to one consultations with key representatives from different departments
 - Based on the baseline information, develop in consultation with the government an outline for the National Recovery Guideline
 - Organize meeting with technical working groups representatives to collect inputs as well as to validate collected information
 - Collect inputs from other activities, under the same project (e.g. trainings and community-based recovery interventions)
2. Develop a draft of the National Recovery Guideline
3. Review and support SNPCB and UNDP in the process of finalization of the National Recovery Guideline, assuring the quality as well as compliance with international standards
 - Participation in the preparation and public presentation of the National Recovery Guidelines and key products of this consultancy to the key partners and stakeholders

IV. Expected Outputs and Deliverables, Scope of Price Proposal and Schedule of Payments

The consultant will be paid based on the lump sum contract, which will include the



international travel, fees, insurance, living allowance, in-town transportation, and other related costs, upon satisfactory delivery, according to the Payment structure shown in the table of this section of the Terms of Reference.

During this assignment, the international consultant is expected to deliver:

1. Inception report covering a detailed workplan agreed by UNDP (in consultation with SNPCB);
2. Draft the outline of National Disaster Recovery Guidelines
3. Recovery planning Draft the content of the Recovery Guidelines
4. Second draft of the Guidelines after incorporating inputs and feedback from all concerned national/local stakeholders
5. Finalized version of the Recovery Guidelines submitted to UNDP and SNPCB

Deliverables / Outputs	Estimated duration to Complete	Expected N° of working days	Submitted to and approved by	Payment structure
Inception report covering a detailed workplan	5 days from the contract signature	3 days home-based	UNDP-CO and SNPCB	20% of contract amount
Draft content of National Disaster Recovery Guidelines	15 days from the workplan agreed.	10 days home-based	UNDP-CO and SNPCB	30% of contract amount
Recovery planning Draft the content of the Recovery Guidelines	15 days from the Draft content of National Disaster Recovery Guidelines.	30 days mission in Cabo Verde	UNDP-CO and SNPCB	20% of contract amount
Mission progress report	Within 10 days from the National Disaster Recovery Guidelines content draft approved.		UNDP-CO and SNPCB	
Final version of the Recovery Guidelines submitted to UNDP and SNPCB	Within 45 days from the mission	20 days home-based	UNDP-CO and SNPCB	20% of contract amount



Deliverables / Outputs	Estimated duration to Complete	Expected N° of working days	Submitted to and approved by	Payment structure
Final report	15 days from the Recovery Guidelines submitted	2 days home-based	UNDP-CO and SNPCB	10% of contract amount

Reports provided by the consultant will have to include the minimum contents described in these ToR. Reasonable additional contents can be identified as relevant during the development of the consultancy and can be included within the deliverables.

V. Institutional Arrangement

The consultant will work under the supervision of the Head of Energy, Environment and Climate Change Portfolio of UNDP-CO, and in close collaboration with the SNPCB/Project Coordinator and the project team. The Head of Energy, Environment and Climate Change Portfolio of UNDP-CO is in charge to approve/accept outputs and deliverables from the consultancy; decision will be based also on the positive evaluation on consultant performance made by the National Project Coordinator.

The UNDP-CO and the SNPCB/PMU will provide the International Consultant with the following, needed for effective and timely implementation of the assignment tasks:

- logistical support during the field missions;
- project related documentation;
- contact details of stakeholders;
- in site logistical support, including the organization of validation workshops and meetings.

The consultant is expected to provide his/her own computer.

The consultancy products have to be delivered in preferably Portuguese, in an electronic version. Consultancy reports, as well as other non-legal/non-regulatory documents, shall include an executive summary in English. The Consultant shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

VI. Duration of the Work and Duty Station

The consultancy is expected to start in October 2019, and to be completed in January 2020. It requires 65 working days to be carried out within a 100 days contract period. The duty station will be Praia (Santiago Island), Cabo Verde.



VII. Required Competencies and Expertise

The successful applicant should have the following expertise and qualifications:

1. Masters' Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field
2. At least 10 years of relevant work experience in Disaster Risk Reduction, with a focus on recovery
3. Proven understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation.
4. Experience in drafting guidelines, strategies, toolkits, etc.
5. Experience in coordinating with a different range of stakeholders and mostly government counterparts.
6. Experience in conducting similar assignments will be considered a strong asset Excellent communication, writing and inter-personal skills
7. Previous experience in the region and in Cabo Verde will be considered an asset

Corporate Competencies

- Demonstrates integrity by modeling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional Competencies

Knowledge Management and Learning

- Ability to provide top quality policy advice services on environmental issues;
- In-depth practical knowledge of inter-disciplinary development issues.

Development and Operational Effectiveness

- Ability to communicate effectively orally and in writing in order to communicate complex, technical information to technical and general audiences;
- Skill in negotiating effectively in sensitive situations;
- Skill in achieving results through persuading, influencing and working with others;
- Skill in facilitating meetings effectively and efficiently and to resolve conflicts as they arise.

Management and Leadership

- Focuses on impact and result for the client and responds positively to critical feedback;
- Encourages risk-taking in the pursuit of creativity and innovation;
- Consistently approaches work with energy and a positive, constructive attitude;
- Demonstrates strong oral and written communication skills.

Language

Proficiency in English or French, working knowledge of written and spoken Portuguese/Spanish.



VIII. Application Process

Applications should be submitted to the following email address: procurement.cv@cv.jo.un.org indicating the following reference “**Application for IC - Developing Cabo Verde National Recovery Guidelines**” by **15/09/2019, 23:59** Cabo Verde time.

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

1. Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by the UNDP;
2. Personal CV and P11 form, duly signed and contact details (email and telephone number) of the candidate and at least three (3) professional references;
3. Brief description of why the candidate considers him/herself to be the most suitable for the consultancy;
4. Financial Proposal that indicates the all-inclusive fixed total contract price. The term “all-inclusive” means that it has to include the international travels from home to duty station, fees, insurance; living allowance, in-town transportation, and others related costs. The Financial Proposal has to be supported by a breakdown of costs, as per template provided. Preferred Currency of Offer: United States Dollars (US\$). 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.

Incomplete applications will be excluded from further consideration.

Any request for clarification must be sent in writing, or by standard electronic communication to humanresources.cv@cv.jo.un.org. A response in writing or by standard electronic mail will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

Statement of Medical Fitness for Work

Individual Consultants/Contractors whose assignments require travel and who are over 62 years of age are required, at their own cost, to undergo a full medical examination including x-rays and obtaining medical clearance from an UN - approved doctor prior to taking up their assignment.

Where there is no UN office or a UN Medical Doctor present in the location of the Individual Contractor prior to commencing the travel, either for repatriation or duty travel, the Individual Contractor may choose his/her own preferred physician to obtain the required medical clearance.



Inoculations/Vaccinations

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.

IX. Criteria for Selection of the Best Offer

Offers will be evaluated according to the Combined Scoring method, where the technical criteria will be weighted a max. of 70% (70 points, on a total amount of 100 points), and combined with the price offer which will be weighted a max. of 30% (30 points on a total amount of 100 points).

Applicants obtaining 49 points (70% of available points) or more of the total technical evaluation points will be considered for financial evaluation.

Financial evaluation score (max. 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Selection Criteria	Weight	Max. Points
Technical evaluation	70%	70 points
Masters' Degree or higher in the field of Disaster Risk Management, Development Studies, Social Science, Geography, or a related field		10
Additional relevant professional trainings and courses.		2
Proven understanding of disaster risk reduction and disaster risk management, with a particular focus on recovery coordination, planning and implementation		10
At least 10 years of relevant work experience in Disaster Risk Reduction, with a focus on recovery		15
Experience in coordination with different range of stakeholders and mostly government counterparts		10
Experience in drafting guidelines, strategies, toolkits, etc.		10
Experience in conducting similar assignment will be considered a strong asset		5
Previous experience in the region and in Cabo Verde, will be considered an asset		5



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Proficiency in English or French, working knowledge of written and spoken Portuguese/ Spanish.		3
Financial evaluation	30%	30 points