INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 24.6.2011

Country: Cape Verde

Description of the assignment: Climate Change Data Analysis and Monitoring Specialist

Project name: Building adaptive capacity and resilience to climate change in the water sector in Cape Verde

Period of assignment/services (if applicable): 30 days, from September 1 2011

Proposal should be submitted at the following address: **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 **July 29 2011, 16:00Hrs Cape Verde Time**.

Any request for clarification must be sent in writing, or by standard electronic communication to the address indicated above or the following email: antonio.querido@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 project "Building adaptive capacity and resilience to climate change in the water sector in Cape Verde" is a national execution project of the government of Cape Verde and is implemented by the National Institute for Water Resource Management (INGRH) through its Project Management Unit in Praia as well as its Project Site Units in Santiago (Santa Cruz) and Santo Antao (Porto Novo). The project is funded by the Global Environment Fund (GEF) and has the following objective:

"To increase resilience and enhance key adaptive capacity to address the additional risks posed by climate change to the water sector in Cape Verde".

The project is divided into three components (based on outcomes) for implementation as follows:

Outcome 1: Climate change risks and adaptation measures integrated into key national policies, plans and programs for water resource management.

Outcome 1 deals with the 'governance framework' for adaptation. The fact that climate risk, vulnerability and adaptation measures are only superficially integrated (or mainstreamed) in policies, plans and programs is a symptom of incipient and limited capacity of key national stakeholders to plan in response to climate change.

Outcome 2: Small and medium scale climate change adaptation practices for water resource management are demonstrated and implemented in selected hydrographical basins.

Outcome 2 shows how pilot demonstration investment at the site level can make a difference in terms of improving resilience locally.

Outcome 3: Lessons learned and best practices from pilot activities, capacity development initiatives and policy changes are disseminated.

The lessons learnt and experiences acquired under Outcomes 1 and 2 will be disseminated across Cape Verde and to other countries through actions foreseen under Outcome 3.

The activities are concentrated on two islands; Santiago with the intervention sites in Tarrafal and Santa Cruz and Santo Antao with the intervention sites in Planalto Leste, Rib. Grande, Rib. das Garcas, Rib. das Patas and Rib. Cruz.

At field level the activities in the two watersheds of Santo Antao island and Santiago island focus on:

- Capacity reinforcement of the project's objectives in general and by intervention zone as well as the knowledge of socio-economic realities in these areas;

- The identification of capacity building needs at local and central institutional level for the integration of climate change risks as well as resulting adaptation measures into the policy framework and development programmes;

- The organisation and realisation of trainings on climate change risks as well as technical adaptation measures for staff of partner institutions as well as target agricultural producers;

- The promotion of a participatory approach for strengthening of the partnership with institutions and beneficiaries for implementation in the intervention zones and watersheds. This is mainly oriented towards management and valorisation of water management infrastructures;

- The implementation of soil and water conservation measures with the introduction of pilot techniques and practices like drip irrigation among beneficiaries in order to reinforce their resilience towards climate changes.

2. MAIN OBJECTIVES, RESPONSABILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK.

In this context the project plans a consultancy for a Climate Change Data Analysis and Monitoring Specialist with the following Terms of Reference. The consultant under supervision of the National Project Coordinator (NPC) and in close collaboration with the national expert will:

1. Be responsible for ensuring climate change forecasts and forecasted impacts are regularly developed nationwide;

2. Be responsible for advising on water management and water resources issues, and technically coordinating/overseeing all actions in this domain, and providing constant technical support;

3. Be responsible for capacity building at Municipal and National level for climate change collection and monitoring systems;

4. Undertake participatory mapping of climate change risks on key ecosystems in target districts and an inventory of data variable that are likely to affect the delivery of environmental services under a range of climate change future scenarios;

5. Develop joint education and awareness raising activities with existing water resource management projects, ecosystem conservation projects, highlighting the implications of the effectiveness of management practices in the context of climate change;

6. Develop a monitoring plan for the local Climate Change Capacity Building and Policy Specialist and the Monitoring and Evaluation Specialist in order to ensure activities are continued by the national project team;

7. Formulate and submit a consultancy report in Praia for approval by the National Project Coordinator (NPC);

8. Formulate recommendations for the national project team to improve their knowledge and links with research and development institutions in their respective intervention domains.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

- A good understanding of challenges linked to climate change (adaptation and mitigation), and particularly in the field of water resources; if possible in Cape Verde or at least in the sub-region;
- Advanced university education at PhD level with expertise in the area of natural resource management and with a specialization profile in water resource management;

II. Years of experience:

- At least 10 years of professional experience, of which at least five are at international level

III. Competencies:

- Communication skills for complex information and techniques targeted towards subject matter specialists as well as wider general audiences;
- Good competency in monitoring and evaluation approaches as well as the ability to grasp specific project contexts;
- Ability to communicate effectively orally as well as an excellent level of written skills in order to be able to present, negotiate and summarize work sessions;
- Good skills for efficient facilitation during meetings between various stakeholders (government, NGOs, CBOs, international community and communal levels).
- Strong skills in monitoring and evaluation, and experience in implementing environmental projects;
- Ability to produce high quality reports, publications and project proposals;
- Previous experience with GEF projects is an added plus;
- Excellent writing skills in French and Portuguese, and a good working knowledge of English is an added plus.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants 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 (if applicable)

2. Financial proposal

3. Personal CV including past experience in similar projects and at least 3 references

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%***

Only candidates obtaining a minimum of ***50 point*** *would be considered for the Financial Evaluation*

Criteria	***Weight (%)***	***Max. Point***
Technical		
• *Advanced Degree (PhD) in Natural Resource Management*	*10*	*10*
• *Technical Expertise*	*20*	*20*
• *Experience in analytical work*	*10*	*10*
• *Proposal Outline*	*10*	*10*
• *Interview*	*10*	*10*
• *Language Skills*	*10*	*10*
Financial	*30*	*30*

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS