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Annex III

Terms of Reference (TOR)

1. BACKGROUND

The objective of the SRIC programme is to strengthen the ability of all Cook Island communities, and the public service, to make informed decisions and manage anticipated climate change driven pressures (including extreme events) in a proactive, integrated and strategic manner. In achieving this objective, the programme will support, at the national, sectoral, and island levels, implementation of the Cook Islands' new NAP for DRM and CCA.

The proposed programme aims to achieve the following outputs:

- Output 1.1. Risk and vulnerability assessments conducted and updated at national level;
- Output 1.2 Targeted population groups covered by adequate risk reduction systems;
- Output 1.3 Targeted population groups participating in adaptation and risk reduction awareness activities; and
- Output 2.2 Vulnerable physical, natural and social assets strengthened in response to climate change impacts, including variability.
- Output 2.4. Targeted individual and community livelihood strategies strengthened in relation to climate change impacts, including variability

The programme , focusesing on the implementation of on-the ground adaptation and disaster risk reduction measures at island and community levels, integrated with sustainable island development processes and supported through enhanced national institutional and knowledge management capacities and initiatives. The four outputs of the Programme are strongly integrated and focus strongly on the sister islands (Pa Enuu) of the Cooks.

The strengthening, engagement and coordination of key institutions at national, island and community levels will combine with the integration of both DRR and CCA in national, island and community policies, plans and work programmes, and with training of key players at national, island and community levels, to ensure the success of interventions designed to enhance island and community resilience to climate change, including climate-related disasters. These actions will be supported by, and contribute to, knowledge management initiatives.

The programme will implement those aspects of the new National Action Plan for CCA and DRM that are consistent with the Island Development Plans of the Pa Enuu. Particularly, it will support the integration of climate change considerations into national and sectoral policies and related instruments. These will, in turn, guide preparation and implementation of island level climate-change adaptation and disaster risk management action plans.

The Programme is funded by he Adaptation Fund (AF) and implemented by UNDP, through National Execution Modality (NEX), with the Office of the Prime Minister (OPM) and its recently established Climate Change Coordination Unit (CCCU) serving as the designated national executing agency ("Implementing Partner") of the programme. OPM will have the technical and administrative responsibility for utilizing the AF inputs in order to achieve the intended Outcomes/Outputs as defined in the programme document. OPM is responsible for the timely delivery of programme inputs and outputs, and in this context, for the coordination of all other responsible parties, including other line ministries, local government authorities, non-governmental organizations, the private sector and/or UN agencies.

To ensure effective and efficient implementation of the programme, a **Senior Technical Advisor (STA) for this AF-funded Programme** is being recruited to provide technical and strategic advisory on the programme as stipulated in the specific ToRs as outlined here below.

The STA will be responsible for providing overall technical backstopping to the Programme. He/She will render technical support to the National Programme Manager (NPM) and the Programme Management Unit staff, the Board, and other relevant national and regional counterparts. The STA will support the identification of the required technical inputs, including assisting in defining the implementation strategy, reviewing and Terms of Reference and reviewing the outputs of consultants and other sub-contractors. He/She will report directly to the designated National Programme Director at OPM, representing the National Executing Agency and the UNDP RR in Samoa, as the Principal Programme Representative of UNDP, being the Implementing Agency. .

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2. SCOPE OF THE WORK

In close coordination with the National Programme Manager and NPMU, the **Senior Technical Advisor for the SRIC - CC Programme** will conduct all necessary advisory activities to help ensure smooth implementation of the AF-funded programme and will provide guidance on the implementation of the Programme activities ensuring effective coordination and synergies with related initiatives and the partners involved.

In particular the **Senior Technical Advisor** will:

Programme implementation Advice and Support

- Provide technical expertise and strategic guidance related to all programme components, providing quality control of interventions, and support the Programme Manager in the coordination of the implementation of planned activities under the programme as stipulated in the programme document and work plan;
- Provide technical inputs into the work of the multi-stakeholder coordination at all levels and other relevant ongoing initiatives;
- Guide development of technical training packages for all target groups and provide a peer review function; in certain cases carry out selected training events;
- Advise on key policy and legal issues pertaining to the programme;
- Provide guidance on Developing Terms of Reference for consultants and sub-contractors, and assist in the selection and recruitment process;
- Provide technical supervisory function to the work carried out by the other technical assistance consultants hired by the programme.
- Assist the NPM in Coordinating the work of consultants and sub-contractors, helping to ensure the timely delivery of expected outputs, and effective synergy among the various sub-contracted activities;
- Provide guidance to ensure that technical contracts meet the highest standards; provide input into development of Terms of Reference for sub-contracts, assist with selection process, recommend best candidates and approaches, provide technical peer function to sub-contractors; provide training and backstopping where necessary;
- Assist the NPM to mobilize staff and consultants in the conduct of a mid-term programme evaluation, and in undertaking revisions in the implementation program and strategy based on evaluation results;

Programme management and monitoring

- Provide hands-on support to the NPM, programme staff and other government counterparts in the areas of programme management and planning, management of site activities, monitoring, and impact assessment;
- Assist the NPM in the preparation and revision of the Annual Work Plans (AWPs) as well as formalizing the activities for the first and subsequent years;
- Assist the NPM in monitoring the technical quality of programme M&E systems (including AWPs, indicators and targets).
- Assist the NPM in adjusting the programme Results Framework, as required and in line with Adaptation Fund requirements;
- Provide guidance of the preparation of reports, working in collaboration with the NPM;
- Provide guidance to the NPM in relation to preparation of the Combined Programme Implementation Review/Annual Programme Report (PIR/APR), inception report, technical reports, quarterly financial reports for submission to UNDP, the GEF, other donors and Government Departments, as required;

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Relationship building

- This position will sit on the Board and be an expert advisor in liaising with programme partners, development organizations, NGOs and other groups to ensure effective coordination of programme activities;
- Engage in and contribute to policy dialogues at all appropriate levels, including the national level;

Communication

- Provide guidance on knowledge management, communications and awareness raising and on document lessons from programme implementation and make recommendations to the Programme Board for more effective implementation and coordination of programme activities; and

3. CONTRACT CONDITIONS

UNDP will issue a “Individual Contract” for the consultant.

The duration will be one year renewable on basis of STA performance.

The engagement of the consultant will be on a need basis, with a maximum of 5 months engagement full time in a given year (108 days).

Payment is made quarterly, based on satisfactory quarterly reports as assessed by UNDP, filled timesheets and the agreed daily fee .

The inputs of the STA will be defined on a quarterly basis in coordination with the Quarterly Work Plan. This will provide the basis for evaluation of STA performance, and payment at the end of each quarter.

Visits/presence in the country will also be defined on a quarterly basis, but at least 75% of the total time of engagement, the consultant shall be present in Cook Islands.

4. DELIVERABLES

Deliverable	Outputs	Due Date as below	Payment
	<i>(Details to be agreed as per email from Vanessa Jenner CIs dated 21/09/12) no later than 20/10/12)</i>		<i>(All payments will be made to the consultants’ bank account on receipt of satisfactory outputs cleared by UNDP and CIs)</i>
1	Signed time sheet by consultant and Project Director, including total number of days worked between September 24 and 31, 2012 Work plan, including total days of engagement anticipated for the current quarter Progress report on: - Programme implementation Advice and Support - Programme management and monitoring - Relationship building - Communication	15 October 2012	Payment according to total days of engagement as stated in the signed time-sheet plus receipt of “satisfactory outputs” cleared by UNDP and CIs
2	Signed time sheet by consultant and Project Director, including total number of days worked in past quarter Work plan, including total days of engagement anticipated for the current quarter Progress report on: - Programme implementation Advice and Support	15 January 2013	Payment according to total days of engagement as stated in the signed time-sheet plus receipt of “satisfactory outputs” cleared by UNDP and CIs



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	<ul style="list-style-type: none"> - Programme management and monitoring - Relationship building - Communication 		
3	<p>Signed time sheet by consultant and Project Director, including total number of days worked in the past quarter Work plan, including total days of engagement anticipated for the current quarter Progress report on:</p> <ul style="list-style-type: none"> - Programme implementation Advice and Support - Programme management and monitoring - Relationship building - Communication 	15 April 2013	Payment according to total days of engagement as stated in the signed time-sheet plus receipt of "satisfactory outputs" cleared by UNDP and CIs
4	<p>Signed time sheet by consultant and Project Director, including total number of days worked in the past quarter Work plan, including total days of engagement anticipated until September 24, 2013 Progress report on:</p> <ul style="list-style-type: none"> - Programme implementation Advice and Support - Programme management and monitoring - Relationship building - Communication 	15 July 2013	Payment according to total days of engagement as stated in the signed time-sheet plus receipt of "satisfactory outputs" cleared by UNDP and CIs
5	<p>Signed time sheet by consultant and Project Director, including total number of days worked until September 24, 2013 Work plan, including total days of engagement anticipated until December 31, 2013¹ Progress report on:</p> <ul style="list-style-type: none"> - Programme implementation Advice and Support - Programme management and monitoring - Relationship building - Communication 	24 September 2013	Payment according to total days of engagement as stated in the signed time-sheet plus receipt of "satisfactory outputs" cleared by UNDP and CIs
6	Expenses for communication & reporting (emails etc)		Will be paid based on submission of receipts by the consultant

5. ESSENTIAL SELECTION CRITERIA

- Advanced university degree (at least M.Sc. or equivalent) in the area of natural resource management, environmental management or environmental economics;
- At least 10 years of professional experience, of which at least eight are at international level, and 3 are in climate change adaptation;
- Demonstrated experience of working with climate information systems and adaptation planning processes;
- Demonstrated experience in programme development, implementation, management;
- Strong skills in monitoring and evaluation;

¹ Note: Preparation of this work plan does not commit UNDP to renewal of the contract for a further year



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- Availability to undertake the task and availability for in-country presence.
- Proven experience in drafting technical reports and/or scientific papers;
- Proven experience in consulting at a senior level on climate change and adaptation;
- Excellent working knowledge of English and track record in producing communications and reports in English; and
- Knowledge and understanding of climate change issues and Disaster Risk Reduction Management
- Experience in multilateral programmes.

In addition, proven experience of the following is desirable:

- Adaptation programmes and programmes funded and implemented by multilateral/international organizations;
- Working and collaborating with governments;
- Working in the Pacific and familiarity with the development context of the Cook Islands; and
- Effectively coordination of large, multidisciplinary teams of experts and consultants.

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