



*Empowered lives.  
Resilient nations.*

## Terms of Reference

### IC/PNG/015-2022 Consultancy: Climate-Gender-Conflict Baseline Study

<b>Location:</b>	Hela and Southern Highlands provinces of Papua New Guinea
<b>Type of Contract:</b>	National Consultancy (Individual)
<b>Project:</b>	Preventing Climate-Induced Conflicts Through Empowered Women Leadership
<b>Languages Required:</b>	English and Tok Pisin (PNG pidgin)
<b>Starting Date:</b>	1 March 2022
<b>Duration of Initial Contract:</b>	40 days (consultancy to be completed by 30 April 2022)

## Background

The trajectory of violent conflict in Papua New Guinea's Southern Highlands and Hela provinces over the last 30 years is concerning. As of end 2017, there were anecdotally 40 separate ongoing internecine conflicts across Hela Province which had led to more than 300 deaths and an estimated 100,000 people displaced without accounting for the extent of human rights abuses including gender-based violence and sorcery accusation-related violence and the entrenched marginalization of women and youth. Exacerbated by weak local governance, these conditions pose a multi-dimensional challenge to economic and human development in both provinces. This highly fragile situation places incredible pressure on the realization of human rights, social and structural stability, and human development.

Compounding this situation, women in the Highlands are particularly exposed to disproportionate and increasing risk of climate-induced conflicts due to their community roles coupled with heightened vulnerability of local communities arising from climate change and variability. Through the climate-gender-conflict nexus, UNDP (as lead agency) and IOM will jointly implement gender-transformational conflict prevention interventions that aim to empower women leadership in climate-induced conflict prevention to reduce the risk exposure of vulnerable local communities.

The 18-month PBF/GYPI-funded project ("GYPI Highlands project") implemented within the framework of the UN's Highlands Joint Programme (HJP) will empower women leaders as conflict-sensitive community resilience activists through training, sharing best practices, while strengthening inclusive peacebuilder networks advances gender equality. While focused on women's empowerment, men will also be engaged as well to address women's needs. Particular attention will be paid to communicating women's rights, their access to information resources as well as inclusion and leadership in community decision-making.

Targeting high-risk communities, the project will leverage on empowered women leadership to support the enhancement of community resilience in confronting climate shocks while reducing the risk of climate-induced conflicts through the facilitated development of enhanced Community Peace for Development Plans (CPDP) as well as the implementation of priority aspects of individual CPDPs. The project will also be focused on addressing knowledge gaps within the climate-gender-conflict nexus

given the recent emergence of such an approach within the prevention agenda with the aim of integration with development of local and provincial frameworks through gendered analyses and assessments, and climate and gender-sensitive peace and security strategies.

Under the GPYI Highlands project, UNDP's responsibility includes but is not limited to the implementation of the following project outputs.

- Delivering training of women community leaders in awareness of climate-induced risks and local approaches/ to mitigate risks
- Support community-led establishment of inclusive community civic spaces to facilitate collective decision-making
- Conduct of provincial and sub-provincial climate risk assessment in both Hela and Southern Highlands provinces
- Support provincial authorities in development of provincial climate and gender-sensitive peace and security strategies with costed provincial action

The project will indicatively target priority locations in Hela and Southern Highlands provinces as identified by the Highlands Joint Programme, with community-level activities in Hela focused on five priority LLGs of Komo Rural LLG, Hulia Rural LLG, Tagali Rural LLG, Hayapuga Rural LLG, South Koroba Rural LLG while in Southern Highlands, Kagua-Erave, Nipa-Kutubu, and Mendi-Munihi districts have been prioritized. However, target communities will be determined through a joint prioritisation process informed by planned down-scaled provincial and sub-provincial climate risk assessment in both Hela and Southern Highlands provinces.

### **Key Objectives**

Strong and evidence-based baselines are required for the key indicators to measure the project's impact and success. UNDP is seeking a national consultant to conduct a baseline study to inform the finalization of the project results framework and set the benchmarks for monitoring the project's progress against the set indicators.

### **Duties and Responsibilities**

The baseline study is expected to cover key government and non-government organizations which the project will be engaging with including institutions working in the Hela and Southern Highlands provinces. The Consultant is expected to travel to Hela and Southern Highlands provinces to collect the data as part of his/her field work. It is expected that the consultant works 40 days spread over March and May 2022.

The consultant is expected to adopt a research methodology and approach that Includes quantitative survey and semi- structured interviews with key stakeholders i.e., local government officials, civil society and private sector partners and community members. The consultant will also map recent and ongoing conflicts with a focus on environmental stressors and gender dynamics, as well as existing peace processes. Furthermore, the consultant is expected to set up as a case-control study including a survey for qualitative and quantitative data needs as per Highlands Joint Programme results framework.

The consultant will be required to undertake the following specific tasks:

- Design standardized tools and finalize methodology for the collection of quantitative and qualitative data for the baseline study, taking into account the objectives of the joint project in consultation with UNDP's project team and IOM.
- Collect and analyse available secondary data related to project outcomes and objectives. The data collection should include 1) review and incorporation of findings and recommendations from relevant project documents, the Highlands Joint Programme's Context Analysis, the baseline study and final evaluation from the "Strengthening the role of Women and Youth as Peace Builders to improve Development in the Highlands of Papua New Guinea" project, and the baseline study from the "Creating Conditions for Peace" project, and 2) Desk Review, which will cover review of project objectives and results frameworks in the context of:
  - Government policies, programmes and decision-making, and presence of state institutions and non-government organizations
  - Availability and access to community spaces, systems, and mechanisms in place to incorporate the voices and aspirations of men, women and youth
  - Ensuring inclusive meaningful participation of men, women, and youth in local peacebuilding processes
  - Proposed outcome and output targets and means of verification relative to baseline indicators
- Conduct primary data collection in key target districts in Hela and Southern Highland provinces by 1) interviewing representatives of sample communities, government and non-government organizations and institutions working in Southern Highlands and Hela provinces, and 2) organizing Participatory Focus Group Discussions (FGDs) with different Government and non-government institutions, faith-based organizations and rights holders (men, women, and youth)
- Analyse and interpret collected data to develop a comprehensive baseline study report including recommendations on indicators and targets.

### Deliverables

Under the direct supervision of Project Manager, the Consultant will deliver the following:

- An inception report which responds to the scope of work with a methodology and work plan;
- A detailed implementation plan for the field work in consultation with the project team;
- A draft baseline report including a clear set of actionable recommendations;
- A final baseline report incorporating feedback from project team;

Key milestones or deliverables	Report due	Payment Percentage	Review and Approvals
• Inception Report and consultancy workplan	10 Mar 2022	20%	Project Manager
• Detailed implementation plan one week prior to the commencement of the field work	17 Mar 2022	20%	Project Manager
• Draft baseline report	14 Apr 2022	40%	Project Manager
• Final baseline report	27 Apr 2022	20%	Project Manager

### Reporting and payment terms

The Consultant will work under the direct supervision of UNDP's Project Manager.

Submission of specific deliverables will be completed in accordance with the above schedule unless revised timelines are mutually agreed by UNDP and the Consultant. Acceptance of deliverables will be determined by UNDP's Project Manager.

Milestone payments will be made upon submission and acceptance of specific deliverables.

### Resources Provided

The Consultant shall provide his/her own office productivity equipment (hardware and software) and baseline mobile connectivity. Where specialised logistics is required in-country, the project shall avail as required based on an agreed activity budget to be developed.

### Education and Experience

- Advanced University degree (Master's degree or equivalent) in political or social science, international development, gender studies, peace and conflict, conflict studies, international relations, public administration, or related field;
- Minimum of five (5) years of progressively responsible professional experience in conducting baselines and evaluations in complex and insecure settings;
- Professional experience in humanitarian affairs, peacebuilding, conflict management, and climate and gender; and
- Experience in the Pacific context (particularly Papua New Guinea) is highly desirable.

### Corporate Competencies

- Demonstrates integrity by modelling the UN values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and

- Treats all people fairly without fear or favour.

### **Functional Competencies**

- High level of computer literacy is essential (in particular word processing and presentation software);
- Excellent speaking and writing skills in English are necessary;
- Proficiency in Tok Pisin (Papua New Guinean pidgin);
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Analytical and problem-solving skills of a high order;
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively;
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with local community members and leadership;
- Ability to quickly adapt to change, and to remain calm under pressure in highly challenging environments; and
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment.

### **Evaluation**

#### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

<b>Criteria</b>	<b>Points</b>	<b>Percentage</b>
<b>Qualification</b>		
<ul style="list-style-type: none"> <li>Advanced University degree (Master's degree or equivalent) in political or social science, international development, peace and conflict, gender studies, conflict studies, international relations, public administration, or related field</li> </ul>	10	<b>10%</b>
<ul style="list-style-type: none"> <li>Minimum of five (5) years of progressively responsible professional experience in conducting baselines and evaluations in complex and insecure settings</li> </ul>	20	<b>20%</b>
<b>Experience</b>		
<ul style="list-style-type: none"> <li>Professional experience in humanitarian affairs, peacebuilding, conflict management, or climate and gender</li> </ul>	10	<b>10%</b>
<ul style="list-style-type: none"> <li>Experience in the Pacific context (particularly Papua New Guinea) is highly desirable</li> </ul>	5	<b>5%</b>
<b>Competencies</b>		
<ul style="list-style-type: none"> <li>High level of computer literacy is essential (in particular word processing and presentation software)</li> </ul>	3	<b>3%</b>
<ul style="list-style-type: none"> <li>Excellent speaking and writing skills in English are necessary</li> </ul>	5	<b>5%</b>
<ul style="list-style-type: none"> <li>Proficiency in Tok Pisin (Papua New Guinean pidgin)</li> </ul>	5	<b>5%</b>
<ul style="list-style-type: none"> <li>High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines</li> </ul>	2	<b>2%</b>
<ul style="list-style-type: none"> <li>Analytical and problem-solving skills of a high order</li> </ul>	2	<b>2%</b>
<ul style="list-style-type: none"> <li>Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively</li> </ul>	2	<b>2%</b>
<ul style="list-style-type: none"> <li>Excellent interpersonal skills, including ability to establish strong cooperative relationships with local community members and leadership</li> </ul>	2	<b>2%</b>
<ul style="list-style-type: none"> <li>Ability to quickly adapt to change, and to remain calm under pressure in highly challenging environments</li> </ul>	2	<b>2%</b>

<ul style="list-style-type: none"> <li>Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment</li> </ul>	2	2%
<b>Technical Criteria</b>	70	<b>70%</b>
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

### **Documents to be included when submitting Consultancy Proposals**

The following documents may be requested:

- Duly executed Letter of Confirmation of Interest and Availability using the template provided by UNDP.
- Signed P11, indicating all 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 individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services but may be omitted for support services.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. The financial proposal must be submitted separately from other documents. The P11 form and Template for confirming availability and interest are available under the procurement section of UNDP PNG website ([www.pg.undp.org](http://www.pg.undp.org)).

### **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 instalments or upon completion of the entire contract). Payments are based upon output, i.e., upon delivery of the services specified in the TOR. 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, living expenses, and number of anticipated working days).

### **Travel**

All envisaged travel costs must be included in the financial proposal. This includes all travel to for field work. 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, they 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.

## **Submission Instructions**

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org) with mandatory email subject: **Climate-Gender-Conflict Baseline Study** on or before 22nd Feb 2022. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

Please be guided by the instructions provided in this document above while preparing your submission. Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal. UNDP looks forward to receiving your proposal and thank you in advance for your interest in UNDP procurement opportunities.

## **Note:**

**Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.**

Financial proposal should be on provided format (i.e Annex 3- OFFEROR'S LETTER TO UNDP);

Firms are not eligible for this consultancy assignment (open only for national individual consultants).

Incomplete application will not be considered, it will be disqualified automatically.

Please complete the Statement of Health form and submit along with proposal

ANNEXES:

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 - FINANCIAL PROPOSAL TEMPLATE

ANNEX 4 – P11 ICs FORM



**Approved by:**

Name:

Title:

Date: