

TERMS OF REFERENCES

PACTVET LIAISON CONSULTANCY

A. Project Title: *Provide support to the SPC-USP Pacific Technical Vocational Education and Training in Sustainable Energy and Climate Change Adaptation project (PacTVET).*

B. Project Description

The European Union Pacific Technical and Vocational Education and Training on Sustainable Energy and Climate Change Adaptation (PacTVET) project is the component three within the broader Adapting to Climate Change and Sustainable Energy (ACSE) programme. The Project builds on the recognition that energy security and climate change are major issues that are currently hindering the social, environmental and economic development of Pacific African Caribbean and Pacific (P-ACP) countries. Despite efforts to reduce their reliance on fossil fuels and improved energy security, many P-ACP countries remain almost 100% dependent on imported petroleum products for power generation and transportation. Around the region, the price of fuel oil and electricity tariffs rank amongst the highest in the world and this is supported by the significant scale of inefficiencies in power generation and consumption and in the transport sector too. While there are promising renewable energy opportunities, about 7 million people out of the region's 10 million people still do not have access to electricity. Transport comprises some 70% of the regions use of imported fuel.

The Pacific region is among the most vulnerable to climate change. These countries are hardest hit by the adverse effect of climate change while they have little to contribute to the cause – producing less than 0.03% of the current global greenhouse gas emissions – they also have the least capacity to react and adapt to changes in climate.

Arguably one of the key barriers to improving P-ACP countries' energy security status and resilience to climate change impacts is the lack of local and regional capacity and expertise which results in the absence of sustainable training programmes and the absence of trained staff and well-resourced and equipped training institutions to deliver on the required training programmes.

The significance of capacity building on sustainable energy and climate change to the sustainable development of the P-ACP countries can be seen by the endorsement by the Forum Leaders on the Framework for Action on Energy Security in the Pacific (FAESP) and the Pacific Islands Framework Action on Climate Change (PIFFAC). Both frameworks have themes on Capacity Building, Training and Awareness with outcomes of:

- Increased awareness and understanding of sustainable energy and climate change issues among communities and other stakeholders.
- Strengthened capacity to monitor and assess impacts of sustainable energy and climate change.
- Strengthened capacity to identify, design and implement effective sustainable energy and climate change measures.

The project will be implemented by the Secretariat of the Pacific Community (SPC) in partnership with the University of the South Pacific (USP) over a period of 53 months, from July 2014 with funding provided by the European Union.

The general objective of the project is to enhance sustainable livelihoods in PACPs. Sustainable livelihoods are a high priority for P-ACP communities and governments alike. The purpose of the project is to enhance and/or create P-ACP's regional and national capacity and technical expertise to respond to climate change adaptation (CCA) and sustainable energy (SE) challenges.

The project completed its first phase sharing results of its Training Needs and Gap Analysis to provide the baseline for the development of or tailoring of each P-ACP countries' SE and CCA training requirements. Countries' priority needs for SE and CCA were formally tabled at the project's Inception meeting in October 2015. In-country partner TVET providers have been identified with partnership agreements being developed and work plans being finalised. The next phase is for the implementation of plans including the procurement of equipment to support the set-up of CCA and SE courses across TVET training providers in the 15 P-ACP countries. A procurement consultant is required to provide support to the Project Management Unit in the development of procurement plans and to facilitate the acquisition of equipment for project member countries in strict accordance with SPC and USP's respective procurement policies and procedures.

The importance of the training needs/gaps must be upheld since it sets the baseline for the development of or tailoring of each P-ACP countries' sustainable energy training requirements. Each P-ACP country could have unique factor(s) that need to be made known so that the objective and the purpose of the project can be realised in each of the P-ACP countries.

You will be contributing to the achievement of the following PacTVET project results:

- a) National training needs in SE and CCA are assessed and existing informal and formal TVET training courses and training and education providers are identified and strengthened
- b) Benchmarks, competency standards and courses on Training of Trainers (ToT) are developed and strategies in place to ensure their implementation – including the creation of a pool of national trainers
- c) Outline strategies to develop and establish training courses and support facilities within TVET institutions regionally
- d) CCA and SE training networks are strengthened

C. Scope of Work

1. Coordination of national and regional activities across SPC and USP and tracking of work planning of activities at the national and regional levels. This will include update and tracking of procurement plans.
2. Organize procurement processes - work with the Project Management Unit to identify and list equipment needs for training institutions, training providers and education institutions within the 15 P-ACP countries plus any other organizations/ programmes/ projects involved in EU PacTVET.
3. Organization and implementation of national and regional workshops, training events and steering committee meetings.

4. Reporting and analysis of all project liaison activities.
5. Assist the PMU with coordination and implementation of in-country activities and ensure that sound management practices are followed.

D. Expected Outputs

The consultant will contribute substantially to the delivery of the following:

1. All national activities tracked and future activities scheduled with spreadsheets and other tools.
2. National work and procurement plans prepared, implemented and updated.
3. Reporting prepared in a timely manner and regularly updated
4. Schedule of country missions planned on a quarterly basis and regularly updated
5. Document and photo database maintained.
6. Regional workshops and steering committee meetings properly scheduled and effectively implemented.
7. National Workshops scheduled in collaboration with country partners and the Project Team.
8. National Workshops implemented and evaluated and reports compiled.
9. Country missions well organised so as to provide maximum benefit to the project.
10. Reports from national workshops and other in-country activities available for the Project Team on a shared drive and in a timely manner.
11. Reports and other outputs assessed on an ongoing basis and lessons learnt prepared.
12. Assist with communication products.
13. Project functions as a well-coordinated entity.
14. Compliance with D+3 by ensuring project procurements are planned and carried out in a timely manner.

E. Institutional Arrangement

The consultant will be directly responsible to the Team Leader of the PacTVET team stationed at the SPC Energy Programme in Nabua. In this case the reporting and any matter relating to the consultancy work should be referred to the PacTVET Team Leader.

F. Duration of the Work

The consultancy work must be done within a maximum of 250 work days, and will begin on 1st November 2016. 250 work days should be completed by the 1st December 2018.

Phasing of the consultancy work is at the Consultant's discretion and is based on the work methodology that forms the part of the bidding document.

G. Duty Station

Travel to any of the P-ACP countries will have to be adequately justified, it is anticipated that USP In-Country Coordinators and SPC Focal Points can be involved to negate the need for excessive travel. It is anticipated that information required for this consultancy can be found on-line or communicated electronically.

The consultant, depending on the work plan, will have to report or liaise with the PACTVET team through the Team Leader on any matters that need the team's attention during the course of the consultancy work

H. Evaluation Criteria

1. Qualifications of the Successful Contractor

- It is **essential** that the appointee is a well-qualified professional with integrity and confidence with a degree in environmental or natural resources, management, climate change related field, communications, business management.
- It is **desirable** to have relevant academic or professional qualifications in climate change in the Pacific Region.

Experience

- Minimum three years' experience working in climate change in the Pacific Islands region;
- Experience with scheduling and implementing workshops and training events;
- Experience with liaising with people working in the Pacific Island countries;
- Experience with donor requirements and delivery of aid funded development projects, particularly with EU regional projects;
- Excellent coordination, administrative, inter-personal, networking and negotiation skills;
- Good analytical and writing skills;
- Sound computer skills in applications such as Microsoft word and Excel;
- Experience working within a CROP agency;
- Fluency in English

Skills

It is **essential** that the appointee has:

- Coordination and administrative procedures;
- Inter-personal skills;
- Prioritization of tasks and flexibility;
- Project coordination and management;
- Writing skills
- Effective communicator
- Capacity building and mentoring
- Attention to detail
- Decision making/problem solving

- Sound Analytical skills
- Ability to deal with confidential information in a professional manner
- Good negotiation skills

1. Proposal Evaluation Matrix

Competency Requirements	Score Weight (%)	Total Obtainable Score
1. A well-qualified professional with integrity and confidence with a degree in environmental or natural resources, management, climate change related field, communications, and business management.	15%	15
2. A relevant academic or professional qualifications in climate change in the Pacific Region.	10%	10
3. Minimum three years' experience working in climate change in the Pacific Islands region or CROP Agency.	10%	10
4. Experience with scheduling and implementing workshops and training events.	10%	10
5. Experience with liaising with people working in the Pacific Island countries.	10%	10
6. Experience with donor requirements and delivery of aid funded development projects.	10	10
7. Excellent coordination, administrative, inter-personal, networking and negotiation skills.	10	10
8. Good analytical and writing skills	10	10
9. Sound computer skills in applications such as Microsoft word and Excel.	10	10
10. Fluency in English.	5	5
Total Score	100%	100
Qualification Score	70%	70

I. Budget and Schedule of Payments

- The contract cost will be paid based on achieving each set out milestone as shown in the table herein this section.
- The following components must be specified by the bidder and must be included in the computation of the contract price:
 - a. Professional fees;
 - b. Management and operating costs,

- In full consideration for the complete and satisfactory completion of the activities specified in section 2, the consultant shall be paid in accordance to the following milestone activities:

<u><i>Milestones/outputs</i></u>	<u><i>Deadline (date)</i></u>	<u><i>% Payment</i></u>
Signing of a Contractual Agreement	1 st November 2016	10% of price
Interim monthly progress report in accordance with reporting template provided	1 st December 2016 and monthly thereafter up to 1 st November 2018.	80% of price sub-divided into corresponding monthly payments
Satisfactory delivery of all reports relating to expected outputs listed in Section D.	1 st December 2018	10% of the price

Note: Bidders should include a Curriculum Vitae and Financial proposal. Closing date for submission of proposals is **Friday 30th September at 4.00pm**. Email to: titianam@spc.int