

TERMS OF REFERENCE

CONSULTANCY FOR IN-COUNTRY COORDINATOR – FEDERATED STATES OF MICRONESIA

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

B. Project Description

The European Union Pacific Technical and Vocational Education and Training (EU-PacTVET) project is component 3 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. The EU-PacTVET component is to complement the climate change adaptation and sustainable energy actions on the ground, and to reinforce the potential for green growth, including the introduction of systematic, regular and standardised training at technical institutes and colleges throughout the Pacific, where the next generation of tradesmen and women can learn about climate change adaptation techniques, sustainable energy technologies and their applications. The Pacific Community (SPC) through its Geoscience, Energy & Maritime (GEM) Division and The University of the South Pacific (USP) through its Pacific Centre for Environment and Sustainable Development (PaCE-SD) are partnering to implement the €6.3 million across 15 P-ACP countries. The project commenced in August 2014 and will cover a period of 71 months.

The EU-PacTVET project seeks a consultant to facilitate the implementation of the project and further the aims of the Pacific Regional Federation of Resilience Professionals (PRFRP) in the Federated States of Micronesia (FSM).

C. Scope of Work

The consultant is also expected to:

- Conduct follow-up visits to key project stakeholders in FSM to recap on the country's priorities and identify critical steps forward.
- Set up a national-level steering committee to oversee project progress in FSM.
- Work with the Project Management Unit (PMU) to oversee financial spending and reporting of the project in-country.
- Provide timely reporting on project progress in-country highlighting issues and constraints to the PMU.
- Liaise with the PMU to identify potential opportunities in FSM aligned with the EU-PacTVET objectives.
- Coordinate the partnership agreement development between the project and the training provider - College of Micronesia.
- Facilitate the selection of competencies/skillsets and/or qualifications for Sustainable Energy (SE) and/or Resilience with relevant government authorities and the training provider - College of Micronesia.

- Identify trainers from the training provider, communities and industry to undertake a training of trainers; assess whether the trainers have Workplace Training and Assessment certification and identify the most cost-effective option for getting the trainers certified.
- Organise a training of trainers (on delivery) and training on content in-country.
- Expedite the delivery of selected competencies/skillsets and/or qualifications for SE and Resilience in FSM.
- Coordinate the in-country liaison for the procurement of equipment for the training provider (if needed).
- Follow-up and update a network of TVET practitioners for SE and Resilience in FSM.
- Promote the aims of the PRFRP and encourage membership from FSM.
- Assist with monitoring and evaluation activities in-country.
- Ensure visibility of all project activities in-country.
- Assist with any other activities that the PMU may request within the contracted period.

D. Expected Outputs

- National-level steering committee set up and minutes of meetings collated.
- Way forward identified for FSM – confirmation whether FSM focus will be on SE and/or Resilience.
- Letter of Agreement between the project and College of Micronesia in place.
- FSM monitoring and evaluation plan completed in consultation with PMU.
- Updated list of key focal points in the Education, SE and climate change adaptation sectors for FSM and increased PRFRP membership from FSM.
- Completion of training of trainers for FSM.
- At least one delivery of selected competencies/skillsets and/or qualifications for SE and/or Resilience completed or ongoing in FSM.
- Narrative reports on progress and achievement of milestones/outputs. Narrative reports to be submitted according to the timelines in the Schedule of Payments and addressing the corresponding milestones/outputs.

E. Institutional Arrangement

The consultant will be directly responsible to the Team Leader of the EU-PacTVET team stationed at the Georesources, Energy & Maritime Division, Lotus Building, Suva, Fiji. In this case, the reporting and any matter relating to the consultancy work should be referred to the EU-PacTVET Team Leader.

F. Duration of the Work

The consultancy work will be over a maximum period of 200 days with the work completed by 15th June 2019.

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

G. Duty Station

The consultant must be a citizen of FSM or have permanent resident status in FSM and will be based at the SPC North Pacific Office in Pohnpei for the duration of the consultancy. It is

anticipated that information required for this consultancy can be found online or communicated electronically.

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

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 relevant post-graduate qualifications and at least five years work experience in Education or Environment or Climate Change or Sustainable Development.

Knowledge, Skills and Experience

- Experience in working with intergovernmental and/or international non-government organisations and/or donors. Direct experience working with USP or SPC and project management experience will be considered a significant advantage.
- Demonstrated coordination and networking skills. Established networks in the TVET and/or Climate Change/Sustainable Energy sectors in FSM will be an advantage.
- Excellent communication skills – both written and oral in English.
- Sufficient understanding of local cultural protocols.
- Demonstrated ability to organise work, manage time, determine priorities and meet deadlines.
- Demonstrated ability to work independently and flexibly, as well as being part of a team.
- Excellent computer skills including MS-Office and Internet.

2. Proposal Evaluation Matrix

Competency Requirements	Score Weight (%)	Total Obtainable Score
1. A well-qualified professional with integrity and confidence with relevant post-graduate qualifications and at least five years work experience in Education or Environment or Climate Change or Sustainable Development.	5%	5
2. Experience in working with intergovernmental and/or international non-government organisations and/or donors. Direct experience working with USP or SPC and project management experience will be considered a significant advantage.	10%	10
3. Demonstrated coordination and networking skills. Established networks in the TVET and/or Climate Change/Sustainable Energy sectors in FSM will be an advantage.	15%	15
4. Excellent communication skills – both written and oral in English.	5%	5
5. Sufficient understanding of local cultural protocols.	5%	5

Competency Requirements	Score Weight (%)	Total Obtainable Score
6. Demonstrated ability to organise work, manage time, determine priorities and meet deadlines.	15%	15
7. Demonstrated ability to work independently and flexibly, as well as being part of a team.	10%	10
8. Excellent computer skills including MS-Office and Internet.	5%	5
Total Score	70%	70
Qualification Score	49%	49

I. Budget and Schedule of Payments

- The contract cost will be paid based on achieving each set out milestone as shown in the table in 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,
- The remuneration rate should cover all associated expenses, as no additional payments will be made beyond the agreed contract.
- In full consideration of the complete and satisfactory delivery of the outputs specified in section D, the consultant shall be paid in accordance with the following milestones.

Milestones/outputs	Deadline (date)	% Payment
Signing of Contractual Agreement	15 June 2018	20% of price
National-level steering committee set up and sector-focus (SE and/or Resilience) identified for FSM	15 August 2018	15% of price
Letter of Agreement signed between the project and College of Micronesia and FSM monitoring and evaluation plan completed	15 October 2018	10% of price
Updated list of key focal points in the Education, SE and climate change adaptation sectors for FSM and increased PRFRP membership from FSM	15 December 2018	15% of price
Completion of training of trainers	28 February 2019	10% of price
At least one delivery of selected competencies/skillsets and/or qualifications for SE and/or Resilience completed or ongoing in FSM and final progress report in accordance with expected outputs in section D	15 June 2019	30% of price

Note: Bidders should include a cover letter, Curriculum Vitae and financial proposal.

Closing date for submission of proposals is Sunday 3rd June 2018 at 6pm (Fiji time). Proposals are to be emailed to Ms Pooja Pal (PoojaP@spc.int).

All enquiries regarding the consultancy are to be directed to the EU-PacTVET Team Leader, Ms Amelia Siga (amelias@spc.int).