

**UNICEF Pacific**

**TERMS OF REFERENCE CONSULTANT**

**Requesting Section: Social Policy and WASH**

**Date/Updated date: 21 December 2016**

**Programme Area and Specific Project involved: Output: 9.1 & Output 2.8**

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**Background & Justification:**

Pacific island countries are particularly vulnerable to the impacts of frequent natural hazards and climate variability and change due to their unique ecosystems and geography. In light of these challenges, UNICEF Pacific is seeking to risk-inform its planning and programmes, and using this risk information as a basis for joint planning with Governments and other partners.

As one way to inform national and provincial planning with risk information, UNICEF has conducted ‘child-centered risk assessments’ (CCRA) throughout the East Asia & Pacific region by integrating hazard data, child vulnerability data, and child exposure data, as well as capacity data and climate change information in some cases. Child centered risk assessments were initiated by UNICEF Nepal in 2011 and followed by UNICEF Country Offices in Pakistan and India in 2012. UNICEF Offices in Asia and the Pacific – notably in Lao PDR, Indonesia, and Solomon Islands - have also sought inspiration in this spatial methodology to examine child risk as part of the preparation for, or review of ongoing Country Programmes. The methodology has also been welcomed by UNICEF Office of Emergency Programme (EMOPS), which has incorporated child-centered risk assessments in its guidance on risk informed planning.

**Purpose of Assignment:**

The purpose of such child-centred risk assessments is not just to produce maps, but to use them as tools for planning as well as programme design and implementation, and for advocacy on child-centered Disaster Risk Reduction and Climate Change Adaptation. By reconsidering the geographical focus, the beneficiaries, the outreach, the timing and the approach, UNICEF programme interventions can become effective risk reduction and adaptation interventions. UNICEF Pacific is currently developing its new country programme for 2018-2022, and will use the CCRA as a vital input to risk inform it.

**Objectives**

The consultant/contractor shall update the child-centered risk assessments for Tonga, Tuvalu, Samoa, FSM, Marshall Islands, Fiji, Vanuatu, Solomon Islands and Kiribati by looking at country specific priorities risk index. The consultant/contractor is expected to expand on the methodology developed for the child-centred risk assessments to document any necessary inconsistences with that methodology due to data availability, produce key risk maps, provide country priorities risk briefs and to provide a full annotated dataset including all 9 countries.

**Scope of Work/ Work Assignments:**

The consultant/contractor is expected to conduct this assignment in three phases, as follows:

**Phase 1. Refining of methodology**

1. Identify country-specific priorities, needs and information available through direct involvement of the relevant CO and key stakeholders as indicated by UNICEF.
2. Discuss the most suitable format of the CCRA outcomes to meet UNICEF staff’s knowledge and skills. For example, GIS data can be packaged in a way to simplify accessibility and interpretation from users without technical background.
3. Discuss options for in-country training of UNICEF staff
4. Prepare a final and agreed conceptual and analytical framework for the risk analysis that will address each country’s key priorities.

**Phase 2: Refine country specific CCRAs**

1. Analyse available relevant geospatial data on **hazards or use pre-existing hazard maps and modify the analysis to produce individual hazard map and also include a composite hazard map** i.e. earthquake and tropical cyclone from SPC’s Pacific Catastrophic Risk Financing Initiative (PCRAFI), flood and landslide induced by precipitation (e.g. national meteorological or statistical office), drought and drought intensity from Columbia University’s drought frequency dataset, climate change and adaptation (e.g. PACE-SD-University of the South Pacific), resulting in the geospatial distribution of normalized weighted hazard contribution and example maps. Also explore possibility to include effects of climate change from IPCC projections such as sea level rise.
2. Analyse data on **exposure** in terms of geospatial distribution of children (0-18 years old), using census data available through SPC’s PRISM project (Tonga, Tuvalu, FSM), through REDATAM (Samoa), or directly from the national authorities (Marshall Islands). **The geospatial distribution of children should also be calculated relative to the availability of basic services such as schools, hospitals/health centres and sanitation facilities; natural buffer such as land cover/vegetation; and the location of the community relative to disaster i.e. frequent landslide/strongwinds on the hill, floods near the river/ on the valley, near shores relative to coastal inundation and erosion from sea level rise**, resulting in the geospatial distribution of normalized child exposure and example maps.
3. Analyse data on **vulnerability** in terms of different child-centred indicators **from UNICEF key sectors such as Health, Nutrition, Education, WASH, Child Protection and Social Policy that are relevant for determining how susceptible children are to the impact of each of the hazards above and also to combination of multiple hazards.** Data source for indicators are available in the national surveys & SPC NMDI database. It is important to use data on the lowest available level of aggregation. The results are normalized weighted vulnerability indices for each sector and example maps.
4. Analyse **risk** by computing the spatial distribution of the risk contribution of each hazardand then aggregating them together. Two risk indices should be computed, one societal focused risk index combining hazard, exposure and vulnerability indices, and one individual focused risk index only combining hazard and vulnerability indices. The analysis will fully capture the sectoral indices and hazard specific risk indices and maps for each of the 9 countries including Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu,

**Phase 3: Validation, capacity building and reporting**

1. Validate the analysis findings with the country office.
2. In country training of UNICEF staff and partners
3. Produce a first complete draft of the report which will include chapters on 9 country specific analysis. This will include tables, graphs and maps
4. Produce second draft of the report integrating inputs from the validation workshop and comments on the first draft.
5. Consideration of and comments on the second draft of the report by the steering committee.
6. Final draft text of report is prepared, formatted and published. The consultant/contractor should also provide a coherent set of annotated data files and GIS layers that includes all 9 countries

**Work Schedule:**

Total estimated time for this consultancy is an estimated input of 60 work days (more than one staff member may be working on any given day)

**Payment Schedule**

**Conceptual framework 30%**

**Draft report 30%**

**Training 30%**

**Final report 10%**

**Deliverables/End Products**

1. Conceptual and analytical framework/ inception report
2. Updated draft of child centered risk assessment including:
   * Updated narrative report presenting the methodology for 9 PICs
   * GIS files for all used base variables, aggregate variables, and results
   * Annotated data sets and analysis spreadsheets clearly showing which data were used and why
3. Training report
4. Formatted final child centered risk assessment report.

**Supervisor Name and Type of Supervision that will be provided:**

The contractor will report to the UNICEF Social Policy Specialist and liaise closely with the UNICEF Research, Studies and Evaluation Committee on methodological and technical issues.

**Consultant’s Work Plan and Official Travel Involved:**

Two travels are anticipated: One in phase one for validation of approach and another in phase three for training and validation of final analysis.

The consultant(s) is required to make his/her/their own return travel arrangements on the most direct route and economical class.

All related (internal/external) official travel of the consultancy will be organized by the consultant and costs reimbursed accordingly.

The consultant is also required to organize own visa – UNICEF will provide a support letter to assist with visa approval.

**Consultant’s Work Place:**

The contractor is expected to work from their own office, with all equipment provided by the consultant/contractor.

**Qualifications or Specialized Knowledge/Experience Required:**

The principal staff engaged by the contractor to fulfil this contract are expected to meet the following requirements.

Qualifications

* Advanced Degree in one of the disciplines relevant to the following areas: Geography, Water & Sanitation Engineering, Risk Assessment, or a field relevant to WASH or DRR related development assistance.
* Additional training in GIS and quantitative data analysis.

Experience

* Three years progressively responsible experience in data analysis and research.
* Experience in geospatial analysis (GIS and/or remote sensing).
* Experience working with UN, Government and NGO partners is desirable.

Languages

English

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**General Conditions** **of Contracts for the Services of Institutional Contractors**

1. Legal Status

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the “Contractor”) is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

2. Obligations

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICE relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contact.

3. Title rights

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

4. Travel

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor’s travel costs shall be set out in the contract, on the following basis:

UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.

UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

5. Statement of good health

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

6. Insurance

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

7. Service incurred death, injury or illness

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF's expense in order to perform his or her obligations under this contractor, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

8. Arbitration

Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.

If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

9. Penalties for Underperformance

Payment of fees to the Contractor under this contractor, including each installment or periodic payment (if any), is subject to the Contractor’s full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF’s satisfaction, and UNICEF’s certification to that effect.

10. Termination of Contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF’s satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

11. Taxation

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.