

TERMS OF REFERENCE

SHORT TITLE OF ASSIGNMENT

Support the preparation of the EU proposal Climate Resilient Sheltering Schools

BACKGROUND

UNICEF Vanuatu and the Country office in Fiji are preparing a proposal to present to the European Union **Climate Resilient Sheltering Schools (CRSS)** initiative aimed at enhancing the direct response to the needs and improve community resilience.

Vanuatu and the Pacific region are increasingly vulnerable to the effects of climate change, particularly the heightened intensity and frequency of tropical cyclones. These natural disasters severely disrupt education and damage school infrastructure, further impacting community resilience. Recognizing the critical need for climate-resilient infrastructure, UNICEF Vanuatu and its regional office in Fiji are leading the development of a proposal to present to the European Union (EU) under the Climate Resilient Sheltering Schools (CRSS) initiative.

This initiative is a direct response to these recurring disasters. The proposal will request funding of **US\$ 10 million** to system support the adaptation and strengthening of school infrastructure and community in Vanuatu to make it more resilient to natural hazards.

Aligned with the **EU Neighbourhood Development and International Cooperation Instrument (NDICI)** and the **Pacific multi-country indicative programme 2021-2027**, the CRSS initiative emphasizes sustainability, disaster risk reduction, and the integration of community-driven approaches.

OBJECTIVE / SCOPE OF WORK

The consultant will be responsible for the drafting, developing, refining and consolidating inputs from various colleagues and/or stakeholders for the EU funding proposal, ensuring the final document is aligned with EU requirements. The consultant will work closely with UNICEF staff in Vanuatu and the Pacific regional office, the Ministry of Education and Training (MoET), and other partners as needed.

The scope of the technical assistance includes:

- **Develop the CRSS Proposal:** Draft and structure a complete proposal following EU guidelines, ensuring clarity, logical flow, and compliance with the funding criteria. The proposal should clearly articulate the problem, the theory of change, and proposed interventions, with well-defined objectives, activities, outputs, outcomes, and impact.
- **Integrate Strategic Priorities:** Ensure the proposal aligns with Vanuatu's **National Development Plan**, the EU's climate action objectives, and the **Sendai Framework for Disaster Risk Reduction**. Incorporate elements related to climate change adaptation, disaster preparedness, resilience building, and sustainable development.
- **Address Cross-Cutting Themes:** Include comprehensive approaches to gender equality, inclusion of vulnerable groups (women, children, people with disabilities), disaster risk reduction, and community resilience.
- **Incorporate Financial Details:** Develop detailed and realistic budget estimates for project implementation, ensuring financial transparency and accountability. The budget should reflect capital costs (e.g., school construction and retrofitting), operational expenses (e.g., capacity-building and training), and monitoring and evaluation (M&E) components.

2. Stakeholder Engagement and Consultations

- **Organize Consultations:** Facilitate virtual consultations with key stakeholders, including UNICEF staff, government agencies, community representatives, and education sector stakeholders in Vanuatu, to gather input and align the proposal with local needs and realities.
- **Synthesize Input:** Gather and consolidate inputs from stakeholders, particularly around the needs of the education sector in Vanuatu, the current challenges with school infrastructure, and the envisioned role of schools as community hubs and shelters during disasters.

3. Research and Evidence Gathering

- **Review Existing Documents:** Conduct a thorough review of key reports, data sources, and strategic documents related to climate resilience and education in the Pacific region, including post-disaster needs assessments (PDNA), national policies, UNICEF reports, and other relevant documents.
- **Data Analysis:** Integrate relevant data and evidence into the proposal to substantiate the rationale for the CRSS initiative. This may include data on cyclone impacts on schools, community vulnerabilities, and the effectiveness of resilience-building strategies.

4. Proposal Review and Refinement

- **Draft Refinement:** Continuously refine the draft proposal based on feedback from UNICEF, the Vanuatu government, EU reviewers, and other relevant partners. Ensure that the final document is well-structured, coherent, and addresses all EU proposal requirements.
- **Final Submission:** Ensure the proposal is submitted to the EU by the agreed-upon deadline with all supporting documents (e.g., budget breakdown, log frame, theory of change, etc.).

ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE

1. **Initial Draft of the Proposal** (by November 15th, 2024):
 - Complete draft of the EU proposal, including the situation analysis, objectives, theory of change, logframe, activities, outcomes, budget, and monitoring and evaluation plan.
2. **Finalized Proposal** (by December 10th, 2024):
 - A final proposal ready for submission, incorporating all feedback and adjustments.
3. **Budget Document:**
 - A detailed, itemized budget that aligns with the proposal's activities and timeline.
4. **Supporting Documents:**
 - Any required annexes, including a logframe, timeline of activities, draft TOR for establishing PDs with NGO partners, risk management plan and monitoring plan.

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT
1 st draft the proposal (20 to 30 pages) Prepare ToR for establishing PDs with NGO member organisations Mapping of NGOs and potential partners	1 st draft of the proposal		
2 nd draft of the proposal	2 nd draft of the proposal		
3 rd draft of the proposal including Integration of feedback and constructive	Final proposal successfully endorsed by the EU, approved and submitted by UNICEF RO		

comments from UNICEF, EU and MOE Officials and Advisors			

QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors Masters PhD Other

A postgraduate (Masters or other e.g, PD Dip) in Education Policy and Planning, Social Sciences or other related fields, with at least 8 years increasingly complex work experience and demonstrated:

- At least **8 years of experience** in developing and drafting proposals for international development projects, with a focus on climate resilience, disaster risk reduction, or education.
- Demonstrated experience in managing multi-stakeholder consultation processes and synthesizing inputs from diverse teams.
- Familiarity with EU funding mechanisms and proposal requirements.
- Experience working in the Pacific region or similar climate-vulnerable contexts, particularly with Small Island Developing States (SIDS).
- Proven track record of developing successful proposals for large international organizations or donors, specially the EU funding mechanisms and in the climate adaptation or disaster risk reduction.
- **Strong writing and analytical skills:** Ability to write in a clear, concise, and structured manner, producing high-quality documents that meet donor requirements.
- **Research and data integration:** Proficient in gathering and analyzing quantitative and qualitative data and incorporating it into proposal documents.
- **Language:** Fluency in English is required, with demonstrated ability to produce high-level written documents.

CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultancy will be supervised on a day-to-day basis by the Education team of UNICEF Pacific and UNICEF Vanuatu. Technical guidance and supervision will be provided by the UNICEF Pacific Chief of Education and other programme specialists. Final approval of deliverables for payment will be done by the UNICEF Pacific Chief of Education.

ADMINISTRATIVE ISSUES

- Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

- No contract may commence unless the contract is signed by both UNICEF and the consultant/contractor.
- Consultant/Contractor will be required to complete mandatory online courses (e.g., Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

NOTE FOR CONSULTANTS:

Please submit a **separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** but should show a break down for the following:

Monthly / Daily fees– based on the deliverables in the Terms of Reference
Miscellaneous- to cover communications costs.

CRITERIA FOR EVALUATION

Requesters **MUST** submit comprehensive and clear criteria for how they will evaluate bidders. The structure below is a guideline. Please indicate any specific, critical skills or knowledge required for the service to be rendered.

TECHNICAL CRITERIA	POINTS TO CONSIDER
Consultant qualifications and experience 85%	Qualifications (advanced university degree in education policy and planning, social sciences and related fields): 15pts At least 8 years of experience with education sector including in Education in Emergencies, Disaster Risk Reduction and Climate Change Adaptation: 20pts Experience in proposal writing and prepare complex budgets for donors: 30 pts Excellent spoken and written English and ability to produce documents with an easily comprehended written style 10 pts Demonstrated excellent analytical skills:5 pts Demonstrated ability to work across cultures including flexibility, cultural sensitivity relevant to the Pacific: 5 pts
Response 15%	Completeness and clarity of response: 10 pts Overall concord between TOR/needs and proposal: 5 pts
TOTAL SCORE /100	