

TERMS OF REFERENCE

INDIVIDUAL CONSULTANT SURVEY OF WARNING UTILITY WITH PUBLIC AND OTHER SECTORS CONSULTANT (PREP Samoa/CON03)

SAMOA PACIFIC RESILIENCE PROGRAM (PREP) P154839/ID0770

Procurement ID: PREP Samoa/CON 03

Position:	Individual Consultant - Survey of warning utility with public and other sectors
Location:	MNRE
Duration:	60 working days (spread over a duration of ten (10) months per year)
Expected date of Start:	November 2017

Background

Disasters, climate and weather extremes and projected changes in climate, are increasingly recognized as a core development challenge, as they adversely impact social and economic development. Accordingly, the Pacific Resilience Program (PREP) has been developed in consultation with the Government of Samoa, along with other beneficiaries in order to respond to these challenges. The overall objective of PREP is to strengthen early warning, resilient investments and financial protection of Samoa.

The PREP (Phase I) has a duration of five years and includes the following four components: Component 1 - Strengthening Early Warning and Preparedness; Component 2 - Risk Reduction and Resilient Investments; Component 3 - Disaster Risk Financing; and Component 4 – Project Management. The initial participants for Phase I are Samoa, Tonga, Marshall Islands, and Vanuatu, as well as the regional organizations the PREP Regional Coordination Unit (RCU) setup in the Pacific Islands Forum Secretariat (PIFS) and the Project Support Unit (PSU) housed in the Secretariat for the Pacific Community (SPC).

This Terms of Reference outlines the overall requirements of the work to be undertaken, including the specific tasks and activities to be completed by the successful candidate, the expected time frame for these tasks will require, the essential and desirable qualifications and selection criteria of the candidate needed to carry out this work, and the identification of deliverables and other expectations. The Government of Samoa has received funding from World Bank's International Development Association (IDA) towards the cost of the Pacific Resilience Program (PREP), and intends to apply part of the proceeds to recruit a survey and information management individual consultant.

The Technical Assistance (TA)

Objectives

To understand existing warning utility systems, the challenges and identify gaps (such as the inadequacy of all Early Warning System(EWS) networks in the meteorology (climate & weather), geo-science (earthquakes & tsunamis) thematic areas; lack of spares for sustainability) on the effective utilization of the early warning systems to inform the public and other sectors at pre-disaster, during-disaster and post-disaster periods

Scope of Services

Under the Samoa PREP, the TA is required to conduct a survey including consultations with different stakeholders (including but not limited to sectors such as agriculture, fisheries, aviation and tourism etc.) on weather and hazard information needs to establish baseline data for monitoring and evaluation purposes. This request for Expression of Interest is seeking a consultant that meets the position requirements to undertake (1) consultation with relevant stakeholders and users of early warning and preparedness information, (2) conduct survey to collect relevant data to establish baseline information on early warning and preparedness (3) analyze data collected from survey and capture in a database and (4) conduct stakeholder workshop to disseminate survey results.

The scope of services for this assignment includes:

1. Develop survey framework and methodology and implementation work plan
2. Conduct consultations with relevant stakeholders (including key sectors such as Agriculture and Fisheries, Tourism, Transport, Aviation and Transport and infrastructure etc), to understand current and future weather and hazard information needs, current means of communication between owners of weather and hazard information, external providers and end users)
3. Conduct survey (a) to obtain all relevant data on existing and future stakeholder weather and hazard information needs (including frequency, timeliness and preferred means of communicating weather and hazard information etc); b). to collect all relevant data on the effectiveness of the weather and hazard information (including how end users respond and act to weather and hazard information [including dissemination of information through websites, social media]; is the information user friendly etc); c). Collect all relevant data to identify the gap to improve end users response to the weather and hazard information (including what type of drill needed etc)
4. Analyze data collected from survey and capture baseline in a database.
5. Conduct stakeholder workshop to disseminate survey results and analysis (include preferred means of communication and preferred performance indicators to monitor progress)

Deliverables and reporting obligations

The consultant will report to the Chief Executive Officer, MNRE (through the Assistant Chief Executive Officer (ACEO) of the Disaster Management Office (DMO)) in close consultation with ACEO Samoa Meteorology Division and ACEO Water Resource Division. The Consultant may be required to work closely with the PREP Project Implementation Unit (PIU) and regional support units if necessary.

The Consultant's reporting obligations and deliverables are listed as follows:

1. An inception report (detailing the survey plan and methodology including a work plan for execution). The methodology should identify key stakeholders and target audience with proposed timeline of when consultations and survey will likely occur).
2. Progress Report 1 (include consultation findings and include outputs expected from the stakeholder survey)
3. Progress report 2 (report on survey execution and results)
4. Develop database to include relevant survey baseline data collected and analysis.
5. Completion report (include dissemination approach, analysis and results of survey and recommendations)

Qualification and experience requirements

- A degree in applied science (meteorology or environment, social sciences, statistics, information management, communications or a related field (essential);

- At least three (3) years of professional work experience in designing and conducting surveys/data collection as well as analysis (essential);
- Demonstrable experience in survey, communications & information management, and setting up of monitoring & evaluation systems (essential);
- Excellent writing, oral communication and inter-personal skills, including demonstrated ability to interact effectively with a broad range of stakeholders (e.g. private sector; NGOs; sectors, government ministries/agencies, general public etc)(essential);
- Client focus and commitment to results (desirable);
- Fluency in English and Samoan language (listening, reading, writing, speaking) (desirable);

Duration

The consultant is proposed to be recruited for a period of 60 working days to be spread over a period of ten (10) months duration after contract signing.

The consultant will be based in the DMO Office of the Ministry of Natural Resources and Environment.

Information and facilities to be provided by the Government of Samoa under the PREP:

MNRE will provide the office space, including office furniture, access to the internet and IT equipment (except laptop), stationery and communications (phone and fax) as needed by the Consultant when in country. The MNRE will provide to the Consultant the relevant project documents such as the Appraisal Document (PAD), Financing Agreements, WB Guidelines, Project Operations Manual and all the existing reports and materials related to PREP that may be required.

The Cost related to inter-island transportation and in outer rural communities of Upolu for work related travel (excluding to and from work each day) will be covered by the Project.

To be provided by the Consultant:

The Consultant is fully responsible for the cost of local transportation (to/from the Office). The Consultant shall pay all applicable taxes (including withholding taxes, vat, income tax etc), duties, insurance and any other fees applicable to doing business in Samoa and should conduct a research to fully understand these requirements. See below websites and contact numbers for the local appropriate authorities to contact directly regarding taxes, duties and any other applicable fees that the Consultant is required to pay in Samoa. Ministry of Revenue, website: www.revenue.gov.ws or contact number +685-20414. Ministry of Commerce, Industry and Labour, website: www.mcil.gov.ws or contact number +685 20441. Samoa Chamber of Commerce and Industry (which is an incorporated association of businesses and private sector organization in Samoa) can also be contacted (website: www.samoachamber.ws)

ANNEX A: PREP PROJECT DESCRIPTION

BACKGROUND INFORMATION

Pacific Island Countries (PICs) lie in the midst of the world's largest ocean, include some of the world's smallest nations, and are among the most physically vulnerable nations in the world. They are highly exposed to adverse effects from climate change and natural hazards (including floods, droughts, tropical cyclones, storm surges, earthquakes, volcanic eruptions, and tsunamis), which can result in disasters that affect their entire economies, human and physical capital, and impact their long-term development agendas. Since 1950, natural disasters have affected approximately 9.2 million people in the Pacific region, causing 9,811 reported deaths. This has cost the PICs around US\$3.2 billion (in nominal terms) in associated damage costs.

In Samoa, there have been a number of recent natural disaster events, including the September 2009 earthquake and resultant tsunami, and Tropical Cyclone Evan (TCE), which struck the country in December, 2012, resulting in total damage and losses of approximately US\$210 million (30% of annual GDP). The impacts of these disasters have been significant, and given the extreme vulnerability of Samoa to climate change and natural hazards, there is a risk that similar and possibly increasing losses will be experienced in the future. Catastrophic risk modeling indicates that Samoa is expected to incur, on average, US\$10 million per year in losses due to earthquakes and tropical cyclones. In the next 50 years, Samoa has a 50% chance of experiencing a loss exceeding US\$130 million, and a 10% chance of experiencing a loss exceeding US\$350 million.

Disasters, climate and weather extremes and projected changes in climate, are increasingly recognized as a core development challenge, as they adversely impact social and economic development. Accordingly, the Pacific Resilience Program (PREP) has been developed in consultation with the Government of Samoa, along with other beneficiaries¹ in order to respond to these challenges.

CURRENT STATE OF EARLY WARNING SYSTEMS IN SAMOA

The Ministry of Natural Resources and Environment (MNRE) is the key Implementing Agency for the PREP, whilst the Ministry is involved in implementation, key focal divisions responsible for driving the Samoa PREP include the Disaster Management Office (DMO), Meteorological Division (SMD) and the Water Resource Division. For PREP Phase 1, focus is on strengthening early warning and preparedness and undertaking key risk reduction and resilient investments.

The Samoa Meteorological Division (SMD) is responsible for the provision of meteorological, geo-science, climate change advisory services. To be specific, SMD is responsible for the (i) National Tropical Cyclone Warning Centre (NTCWC) that provides cyclone forecasts warnings and other non-cyclonic severe weather events, (ii) local weather and coastal forecasts daily – forecasting, provision of real time, short and long range forecasting, (iii) seismic monitoring through operating of a network of seismograph that provides real time and continuous monitoring of earthquakes and study of ground motion, (iv) national tsunami warning centre – part of international monitoring network that provides tsunami warnings and alerts for Samoa, (v) national climate early warning system (CLEWS) which provides tailored alerts, climate forecasts, El Nino updates, climate summaries and trends to sectors to manage climate risks. They feed data to DMO in order to alert National Disaster Council (NDC) and Disaster Advisory Committee (DAC) to likelihood of serious climatic event and (vi) national weather, climate and sea level observation network which consists of 42 manual rainfall stations, 8 manual climate stations, 12 automated rain gauges with telemetry capability and full automatic weather stations (vii) provision of historical climatic data

The Disaster Management Office (DMO) is responsible for (i) assist response agencies and the community generally to identify, implement and participate in disaster risk reduction activities and programmes; (ii) assist the response agencies and other entities to prepare response plans (iii) collate the plans prepared under Part IV and refer them to the Disaster Advisory Committee for review and then to the National Disaster Council for approval, (iv) provide administrative support to the Disaster Advisory Committee and the National Disaster

¹The first phase (Phase I) of the Program will include a series of Projects for countries (i.e., Samoa, Tonga, RMI and Vanuatu), and regional organizations (SPC and PIFS).

Council (v) undertake such activities as are necessary to prepare for responses to disasters and emergencies (vi) coordinate response activities and the implementation of the National Disaster Management Plan during disasters and emergencies (vii) provide facilities and staff for the National Emergency Operations Centres (viii) publicise the National Disaster Management Plan and liaise with communities and private industry representatives to raise awareness about disaster planning and the approved processes corresponding to disasters and emergencies (ix) to undertake such activities as are necessary to assist sectors of the community to recover from the effects of disasters and emergencies and (xi) to implement decisions of the National Disaster Council, Disaster Advisory Committee, and the Minister to give proper effect to the provisions of this Act and the National Disaster Management Plan.

The MNRE currently sends weather information and updates to the general public through the use of (a) daily and special weather bulletins published on websites and through social media (b) use of radio to inform public daily on weather and hazard forecasts (c) use of weather apps and SMS text messages using smart phones and local network providers and (d) live weather forecasts on local television channels.

PROJECT IMPLEMENTATION UNIT

The Samoa PREP is currently implemented and coordinated through a Project Implementation Unit (PIU) which houses a Project Manager, a national Procurement Officer, a Monitoring & Evaluation Officer (M&E) and an Implementation Support Specialist which is based in the Ministry of Finance CRICD. The PIU has been established in MNRE to manage and support the day-to-day implementation of the PREP activities for Samoa.

The Survey of warning utility with public and other sectors Consultant will be based at the PREP PIU Office hosted by the MNRE DMO Office at the TATTE Building in Apia.