



REPUBLIC OF VANUATU
**NATIONAL ADVISORY BOARD ON CLIMATE
CHANGE AND DISASTER RISK REDUCTION**

C/- VANUATU METEOROLOGY AND
GEO-HAZARDS DEPARTMENT

Private Mail Bag 9054, Port Vila
Telephone: (678) 22331; Fax: (678) 22310



TERMS OF REFERENCE

Short Term Consultancy Services

Lessons Learned & Best Adaptation Practice Profiles

INTRODUCTION

Climate change will have a significant impact on the livelihoods and living conditions of the poor in all developing countries, particularly those with high current levels of exposure to climate extremes like cyclones, floods and droughts. Long-term changes in climate will disproportionately affect regions in the more humid tropics like Vanuatu. Within these areas, the effects of climate change vary across islands, farming and food systems, households, and individuals of different age and gender. Moreover, other simultaneous global changes, including changing trade patterns and energy policies, have the potential to exacerbate the negative effects of climate change on some systems and groups. Thus, national awareness, delivered through the most effective information dissemination mediums, at all levels, across sectors and all groups is critical to effect informed decisions and build resilience.

The position is funded under Programme Estimate GCCA V1, Addendum No. 1.

OBJECTIVES

The objective of the contract is to collect quality information on adaptation best practice and improve government dialogues on climate change with partners by developing a mechanism for best practice adaptation technologies to be shared and disseminated.

SCOPE OF WORK

Services required

The consultant will develop a template for lessons learned and adaptation best practices, and produce at least 10 stand alone profiles from key NAB partners including GIZ, Mescal, Red Cross, VMGD and DARD.

The consultant will be responsible for the following tasks:

- i. Develop a template for recording and documenting lessons learned and climate adaptation best practice
- ii. Interview key NAB partners to collect lessons learned and best practices
- iii. Produce at least 10 lessons learned profiles

Timing and duration

The planned starting date of the consultancy is April 2013. The total expert input is 50 person-days.

THE CONTRACT WILL MAKE PROVISION FOR TRAVEL COST AND PER DIEM

Activities

The main activities of the contractor and the indicative timing are set out below:

Develop lessons learned template	April 2013	5 days
Interview NAB partners	April 2013	15 days
Develop 10 profiles	May 2013	30 days

Outputs

The consultancy shall produce the following outputs:

- A template lessons learned profile
- Interview notes from each partner discussion
- At least 10 completed lessons learned profiles in electronic format

EXPERTISE REQUIRED

Qualifications and skills

- A university degree/diploma/or courses in a field directly relevant to the tasks stipulated above, and climate change adaptation or equivalent experience pertinent to the envisaged assignment;
- Word processing skills are essential;
- Computer graphics and layout skills are essential;
- Proficiency in English, French and/or Bislama is essential.

MANAGEMENT, COORDINATION AND REPORTING ARRANGEMENTS

Management

This contract will be located at the Vanuatu Meteorology & Geo-hazards Department, Port Vila, Efate, Vanuatu. Travel to other Provinces may also be expected.

Supervisor

The Supervisor will be Imprest Administrator GCCA Component A.

Reporting

➤ **Language**

- Reports should be presented in the English language; a glossary of acronyms and technical term used must be included.

➤ **Submission timing**

- The best practice template should be submitted within 10 days of commencement of work;
- The 10 completed best practice profiles should be submitted within 60 days of commencement of the contract.

➤ **Number of report(s) copies**

- Two hard copies and an electronic copy of each report will be addressed to the Supervisor (Imprest Administrator, GCCA).
- The Supervisor will transmit the electronic version of each report to the EU Delegation.

Note that formal engagement is subject to final approval of project funding. Confirmation of approval is expected shortly. For further information, please contact Kathy Kanas on kkanas@meteo.gov.vu.

To apply for this position, send your application letter, resume and the names and current contact details of two referees by 4:00pm by **Monday 19 November** via email to Kathy Kanas (address above), or by mail to:

Vanuatu Meteorology and Geo-hazards Department
PMB 9054, Port Vila