



*Empowered Lives,  
Resilient nations*

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: October 19, 2012

---

### Description of the assignment:

The proposed consultant will be engaged with UNDP and work closely with the Government of Vanuatu to draft a Country Case Study Report which will focus on the Implementation of Law and Regulations in Support of Disaster Risk Reduction (35-45 pages not including annexes, structured according to the terms of reference).

**Project name:** UNDP/IFRC Case Study - Vanuatu

**Period of assignment/services:** 40 working days (5 November 2012 – 31 December 2012)

Proposal should be hand delivered to the UN Joint Presence Office in Port Vila Vanuatu, Level 5, Equity Plaza Building, Port Vila, Vanuatu or by email to [registry.fj@undp.org](mailto:registry.fj@undp.org) or Donald Wouloseje ([donald.wouloseje@undp.org](mailto:donald.wouloseje@undp.org)) no later than 20 October 2012.

Any request for clarification must be sent in writing or by standard electronic communication to Donald Wouloseje ([Donald.Wouloseje@undp.org](mailto:Donald.Wouloseje@undp.org)) or Navin Bhan ([navin.bhan@undp.org](mailto:navin.bhan@undp.org)) UNDP will respond in writing or by standard electronic mail and will send the same response to all consultants, including an explanation of the query without identifying the source of inquiry.

---

## 1. BACKGROUND

In January 2005, a UN Conference of over 4,000 representatives of governments, non-governmental organizations (NGOs), the Red Cross and Red Crescent, UN agencies, academic institutes and the private sector adopted the Hyogo Framework for Action 2005-2015 (HFA), consisting of a set of commitments and priorities to take action to reduce disaster risks. The first priority set out by the HFA was to “ensure that disaster risk reduction is a national and a local priority with a strong institutional basis for implementation,” notably through “policy, legislative and institutional frameworks for disaster risk reduction.”

In the years following, a significant amount of new legislation has been adopted in various parts of the world aimed at strengthening the focus on risk reduction. However, important gaps still remain, particularly with regard to follow-through at the community level. This has been confirmed in a number of reports prepared around the time of the mid-term review of the HFA and subsequently, including country case studies. Communities were found not to be well enough informed, engaged or resourced to take an active part in reducing risks, and it was noted that rules to deter risky behaviors (particularly in construction and land use) often go unenforced.

## 2. SCOPE OF WORK

**The successful candidate is expected to complete the following tasks:**

- i) Analysis of findings in the National Law Desk Survey Report and review of other relevant laws and regulations at national level as required. Then, based on independent research and advice from interviewees, analyse the relevant laws and regulations and their implementation at (a) national level, (b) within one province outside the capital (Port Vila), and (c) at the local Wards/Area Council level within the same province.
- ii) Identification at national, provincial, local and community level of:
  - a. Good Practices enabled or mandated by legislation that provide the basis for effective reduction of natural hazard risks, including good examples of wording/drafting, institutional structures, coordination and planning between sectors, and involvement of civil society and communities, and
  - b. Gaps in the legal, institutional and resources framework for DRR, and the views of stakeholders about what forms of regulation or implementation would be effective in closing these gaps, especially at the community level.
- iii) Preparation of a comprehensive Report on Implementation of Law and Regulations in Support of Disaster Risk Reduction in Vanuatu that is based on the analysis of findings of the desk survey, and series of interviews conducted

## 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS

Applicants should send the following:

**i) Technical proposal which includes an updated current CV, information on referees and a cover letter setting out:**

- How the applicant meets the qualifications and experience required
- Approach and methodology including a tentative work plan based on timelines proposed in above matrix.
- Proposed costs for undertaking this consultancy

**ii) Financial Proposal including monthly consultancy fees**

### APPLICATIONS

This consultancy will be undertaken using the Individual Consultant (IC) contracting modality where the contract price is on a fixed output based price regardless of extension of time. Please note that this contract modality is for individuals therefore no joint proposals will be accepted.

Completed applications with an updated Results-oriented Resume and UN P.11 form both of which are available on the UNDP website <http://www.undp.org.fj/>, cover letter. All applications should be clearly marked as “Consultancy: (Vanuatu) UNDP/IFRC Country Case Study” and submitted by 31 October 2012.

**Incomplete applications will not be considered and only candidates with whom there is further interest will be contacted.**

Copies of the full ToR should be obtained from [navin.bhan@undp.org](mailto:navin.bhan@undp.org) or [donald.wouloseje@undp.org](mailto:donald.wouloseje@undp.org) or call (679) 3227724 or 678 547 5715.