

Terms of Reference

Contract	
Project	Vanuatu: Consultant - Training and events on Climate Change and the Private Sector
Expertise	
Category	Advisory:
Location	
Duty Station	Vanuatu – Port Vila
Contract Length	
Start Date	<i>15 October 2019</i>
End Date	<i>15 April 2020</i>
Part-time/Full-time	<i>Full Time</i>
Contract Value	
Daily Rate	<i>US\$400</i>
Days Estimated	<i>108 day</i>
Total Fees	<i>US\$ 43,200 plus travel expenses</i>
Specifics of Recruitment	
<p>Introduction:</p> <p>Vanuatu’s private sector is increasingly looking for ways where they can contribute towards CCDRR initiatives and increase the resilience of the country. The linkage between the economic and social resilience of local communities to the increasing impacts of climate change and the well-being of local markets is not yet fully understood by local businesses. Following Tropical Cyclone Pam in March 2015, the private sector worked in close collaboration with government and civil society partners to respond to the humanitarian crisis. Recent examples of private sector collaboration in CCDRR initiatives include the recent formation of the VBRC under the VCCI and the hosting of the region’s first Climate Finance Tradeshow. The private sector’s significant involvement in CCDRR development initiatives and humanitarian response show the commitment of local businesses in supporting the country’s resilience building efforts.</p> <p>The Vanuatu GCF Readiness Project "Mobilizing the Vanuatu Private Sector Towards Climate Change Action" which is being implemented by the Global Green Growth Institute in partnership with VCCI and VBRC, is seeking a Technical Expert Consultant for a period of 108 days from 15 October 2019 to 15 April 2020. The main area of work under the assignment will be:</p> <ul style="list-style-type: none"> • To develop and deliver training modules on basics of climate change and resilient development, focused on local private sector • To develop and deliver training modules on basic of climate change and resilient development in agriculture and tourism sectors to each of the 6 provinces in Vanuatu. <p>The consultant hired for this work will report to GGGI and liaise closely with the VCCI and VBRC staff and with other project consultants for the implementation of the work.</p>	
<p>Objectives/Purpose of the Assignment:</p> <p>The objective of the assignment is to support in building resilience to climate change and disasters, including response and recovery efforts in parallel and collaboration with the government, non-government organizations (including private sector) and civil society.</p>	

The purpose of the assignment is to:

- a. Develop and deliver workshops focused on basics of climate change and resilient development and its impact/relevance on Vanuatu's local private sector (e.g. "Climate Change 101") – this will be open to participants from all business sectors (tourism, agriculture, water, infrastructure,
- b. Develop and deliver a series of training workshops on climate resilience in agriculture and tourism sectors and development of GCF project activities in these industries
- c. Develop and publish knowledge management materials on climate-related best practices, educational/awareness tools, and other related products on private sector resilience within respective sectors

Scope of Work:

Under the guidance of the Program Coordinator and VBRC/VCCI the Consultant will deliver the tasks below.

- a. Develop training modules on series of basics of CC and resilient development focused on the local private sector.
- b. Deliver at least 2 trainings/workshops on series of basics of climate change and resilient development to strengthen knowledge of at least 30 business owners, manager or employees, 40% of which will be women. The participants will be drawn from a broad variety of sectors which have a role in adaptation to and mitigation of climate change.
- c. Develop training modules for Agriculture and tourism business resilience for local SMEs.
- d. Deliver at least 1 training/workshop on building climate resilience in agriculture and tourism sectors to each province (6 in total) to strengthen knowledge of at least 30 business owners/farmers/workers in each sector, 40% of which will be women.
- e. Development, including content creation and collection, of climate change and building resilience knowledge management materials for local private sector in various sectors. This would consist of at least five knowledge management materials produced and available publicly e.g. guideline on accessing grants and low-cost loans, toolkit on climate change project concept note development, guideline on pitching a project.

The consultant hired for this work will report to GGGI and liaise closely with the VCCI and VBRC staff and with other project consultants for the implementation of the work. This would include regular weekly or bi-weekly meetings depending on need. The consultant would be expected to coordinate deliver of the work at all times and GGGI/VCCI/VBRC will provide logistical support for organization of the workshops. The workshop venue and catering costs and any travel costs will be covered separately by GGGI.

Output/Reporting Requirements/Deliverables:

- **Deliverable A:** Brief inception report (5 pages) with work plan for the assignment within 1 week of contract signature – 5% contract value.
- **Deliverable B:** Provide draft training modules on series of basics of CC and resilient development – within 1 month of contract signature – 10% contract value.
- **Deliverable C:** Provide draft training modules for Agriculture and Tourism business resilience for local SMEs – within 2 months of contract signature – 10% of contract value.

- **Deliverable D:** Provide a draft training calendar for training implementation – within 1 month of contract signature – 5% contract value
- **Deliverable E:** Provide final draft of training modules for business resilience – within 3 months of contract signature – 10% contract value. (This can be invoiced along with Deliverable F & G, with total of 25% since all 3 deliverables have the same timeframe)
- **Deliverable F:** Provide final draft of training modules for Agriculture and tourism business resilience for local SMEs – within 3 months of contract signature – 10% contract value
- **Deliverable G:** Provide final training calendar for training implementation within 3 months of contract signature – 5%
- **Deliverable H:** Deliver two workshops on series of basics of CC and resilient development to at least 30 business owners, manager or employees, 40% must be women, including a report of the 2 training workshops and their evaluations by participants (template for participant feedback/evaluation will be provided by GGGI) – 15% of contract value
- **Deliverable I:** Deliver six workshops on CC resilience in agriculture and tourism sectors (one in each province) to at least 30 business owners /farmers/worker in each sector, 40% must be women, including a report of the training/workshops and their evaluation – 15% of contract value
- **Deliverable J:** At least five knowledge management materials produced and available publicly e.g. guideline on accessing grants and low-cost loans, toolkit on climate change project concept note development, guideline on pitching a project - 15% of contract value

Qualifications/Experience/Expertise

- At least 3 years of professional experience in climate finance and project concept Experience in climate change and/or disaster risk management projects
- Experience in developing training modules and deliver trainings
- Experience working with the private sector and/or with private sector associations
- Demonstrable relationship management and networking experience
- Demonstrate ability of analytical and report drafting work
- Excellent communication skills in English (oral and written)
- Excellent command of Word, Excel and PowerPoint; familiarity with Adobe applications would be an advantage.
- Workshop logistics and management experience
- Understanding of the climate change sector, including how climate change impacts Vanuatu and mitigation and adaptations options would be an advantage
- Understanding of how businesses can build resilience to climate change in Vanuatu would be an advantage
- Previous experience in similar work in Vanuatu would be an advantage.
- Knowledge of Bislama would be an advantage

Payment Modalities

The consultant shall be paid the consultancy fee upon completion of the following milestones

Milestone #	Description	Expected Deliverable Date, after signing of contract	Payment %
1	Upon acceptance of Inception Report.	Week 1	5%
2	Upon acceptance of draft training modules on series of basics of CC and resilient development	Week 4	15%
	Upon acceptance of draft training calendar for training implementation local SMEs		
3	Upon acceptance of draft training modules for Agriculture and Tourism business resilience for	Week 8	10%
4	Provide final draft of training modules for business resilience	Week 12	25%
	Provide final draft of training modules for Agriculture and tourism business resilience for local SMEs		
	Provide final training calendar for training implementation		
5	Deliver two workshops on series of basics of CC and resilient development to at least 30 business owners, manager or employees, 40% must be women	Week 16	15%
	Report of training/workshop and its evaluation on business resilience		
6	Deliver one workshop on CC resilience in agriculture and tourism sectors to each province (6) to at least 30 business owners /farmers/worker in each sector, 40% must be women	Week 19	15 %
	Report of training/workshop and its evaluation on Agriculture and tourism business resilient		
7	At least five knowledge management materials produced and available publicly e.g. guideline on accessing grants and low-cost loans, toolkit on climate change project concept note development, guideline on pitching a project (e.g. website, VCCI office, VBRC events)	Week 22	15%
	Final implementation training calendar		
			100%

How to apply, visit the link below, and submit your CV:

<https://careers.gggi.org/vacancy/training-and-events-on-climate-change-and-the-private-sector-consultant-vanuatu-399944.html>

All submission are done online via the link above and must be submitted before the due date/time.

If you have difficulties on submission, write to Mr Christopher Simelum and copy Mr Karthik Gopavarapu on your email. Mark your email subject clearly with “***Confidential: Consultant - Training and events on Climate Change***”

Mr Christopher Simelum

Email: Christopher.Simelum@gggi.org

Mr Karthik Gopavarapu

Email: Karthik.Gopavarapu@gggi.org