

# Attachment A

CONCEPT NOTE  
Solomon Islands Technical Support  
Strengthening Disaster Risk Management

Version 1.0 November 2018

## Contents

Executive Summary .....	3
Background .....	3
Technical Proposal .....	4
Focus Areas .....	5
Governance Arrangements .....	6
Duration .....	6
Project Management .....	6
Budget .....	6
Reporting and evaluation.....	6
Annex 1: Budget.....	7
Annex 2: Project Manager Terms of Reference .....	11

## Executive Summary

The Solomon Islands is highly at risk and vulnerable to natural disasters. The Government of the Solomon Islands is working to strengthen its structures, systems and processes to be able to more effectively prepare for and respond to natural disasters. The Government has this year approved the National Disaster Management Plan 2018. This concept note outlines the design of the proposed Solomon Islands Strengthening Disaster Risk Management project that will support the Government to implement selected objectives in the new plan by providing a humanitarian coordination specialist to work with the National Disaster Management Office (NDMO). The specialist will act as a technical advisor to the NDMO and be a point of connection between the NDMO and the wider national and regional humanitarian network.

This concept note outlines a project that integrates the support implemented through UNDP since April 2016 into the Australian Department of Foreign Affairs and Trade's (DFAT's) new bilateral aid investment for supporting disaster management in Solomon Islands. This investment, the Australia-Solomon Islands Disaster Preparedness and Response Partnership (DPRP), is valued AUD5 million over 4 years and will commence in January 2019. As a central component of DPRP's implementation, this Concept Note will outline priority activities and management and reporting arrangements, noting these will be flexible to respond to the governance arrangements and objectives finalised in the DPRP design following peer review. Pending that, this Concept note will refocus the project to support the priorities of the Solomon Islands government that are outlined in the National Disaster Management Plan 2018 and the NDMOs annual and corporate planning process.

## Background

Solomon Islands is located on the Pacific Ring of Fire and within the tropical cyclone belt. It is exposed to several geological and hydro meteorological hazards which include earthquake, tsunami volcano, drought, tropical cyclone and flooding to name a few. The country comprises of an archipelago of 997 islands with a total land area of 28, 447 square kilometres islands spreading over 1.34 square kilometres of ocean. Its total projected population of 653,000 (2017) is dispersed across 90 inhabited islands. Distances between islands are also significant which poses a major logistical challenge in terms of provision of basic services especially when 85% of the population live in rural areas.

Disaster response is often challenged by huge cost of logistics, access to appropriate transport means and limited resources at the provincial level. This makes capacity building of the NDMO and its provincial disaster management offices an important priority in bringing assistance closer to affected communities.

The DFAT funded project through UNDP on Strengthening Disaster Risk Management in Solomon Islands was implemented since April 2016. This project focused on strengthening the NDMO's ability to coordinate and plan disaster response as well as to communicate crisis information. More than 85% of the funding and technical support for the past two years was used to conduct consultations at the national and provincial level to assist with development of the recently endorsed National Disaster Management Plan 2018 as well as strengthening of information management processes. These also included provision of appropriate information management tools. Following the finalization of the National Disaster Management Plan at the end of 2017, focus has shifted towards common preparedness activities such as contingency planning and development of common approach to response coordination in early 2018.

The current project term concluded in October 2018.

This project commenced soon after the beginning of the revision of the Disaster Risk Management Plan 2010 and provided financial as well as technical support to the review process until the end of 2017. In addition, this project also provided support to first phase of implementation of the finalized

National Disaster Management Plan 2018. Given the prolonged nationally led review process, implementation of key components of the plan were implemented concurrently to the review process. Below are key achievements of the project:

- Completed reorganisation of the Disaster Management Structure for Solomon Islands. The 2010 structure did not allow for clear lines of accountability with key government sectors clustered into three main groups. This project facilitated consultations with a wide range of stakeholders at the national and regional levels and created advocacy to drive the change. Solomon Islands DM Structure is now leaner with key sectors such as education, health and livelihoods taking responsibility of their roles in disaster management.
- The role of international community in the National DM Plan 2018 is now clearly outlined. Specific consultation with international community on the sections of the DM Plan allowed for DM Structure to capture the role of the international community in disaster preparedness and response. This project provided the required linkage between the NDMO led review team and the international partners for the views to be taken.
- Successfully conducted needs assessment process including provision of real-time data collection equipment and training. With technical support from OCHA Pacific Office, this project procured and programmed 25 Samsung tablets for real-time data collection using the KoBo online toolbox. This has greatly assisted information gathering and decision- making during times of disasters.
- Implemented joint preparedness initiative with N-DOC Sector Committees to strengthen preparedness and response capacity based on a given scenario.
- Developed the Solomon Islands Response Program Cycle to cater for national planning process. This response program cycle provides a common approach and a road map of common deliverables of key coordination fora as outlined in the revised DM Plan.

The proposed project is in line with OCHA and UNDP priorities for engagement in the Solomon Islands and reflects the consultations with DFAT and NDMO and builds on the best results of the previous project. At its core, the project will contribute to the implementation of the Solomon Islands National Disaster Management Plan 2018 as per the Aust-SI Disaster Preparedness and Response Partnership. This project will complement and coordinate UNDAC engagement with Solomon Islands and complementary information management support from the OCHA Office of the Pacific Islands.

## Technical Proposal

The objective of the project is to support the NDMO to roll out newly adopted National Disaster Management Plan 2018 at the national and provincial levels. The project will also support the government in humanitarian coordination and disaster preparedness and will deliver the following outcomes:

- Inter-sectoral coordination among N-DOC, N-DOC Sector Committees and non-state stakeholders is strengthened for effective disaster preparedness and response.
- Engagement with regional and global humanitarian partners and civil society is strengthened for effective disaster preparedness and response.
- In-country capacity is strengthened to support national level response and supplement capacity gaps in affected provinces.
- Minimum provincial preparedness strengthened.
- Solomon Island NDMO effectively implements its annual work plan for 2019.

More specifically, the project will support the NDMO to operationalise the newly developed National Disaster Management Plan 2018 in key focus areas.

## Focus Areas

### 1. **Strengthen inter-sectoral coordination between N-DOC, N-DOC Sector Committees and non-state stakeholders with a view to ensure concerted efforts in preparedness and response.**

#### *Activities:*

- Undertake local consultations on the role of N-DOC Sector Committees around response program cycle.
- Provide training in N-DOC Sectors on ISO & IDA Analytical Framework, sector response plans & reporting.
- Establish Solomon Islands Humanitarian Coordination Forum
- Support NDMO with humanitarian coordination in times of emergency.

### 2. **In coordination with OCHA Suva, engagement with regional and global humanitarian partners and civil society is strengthened for effective disaster preparedness and response.**

#### *Activities:*

- NDMO's understanding and access to Pacific Humanitarian Team and FRANZ partners capabilities strengthened, in coordination with OCHA Suva.
- Coordinate on behalf of the NDMO and in consultation with OCHA Suva and Resident Coordinator's designate for disaster response and preparedness in SOI (UNDP as at December 2018) to ensure that PHT and FRANZ partners are aware of when, triggers, and what assistance may be requested.
- Review of early warning systems and evacuation centres in targeted areas inform needs analysis
- Review of communication networks (mobile and radio) to issue early warnings and receive information from affected communities
- Support NDMO with coordination on process and mechanisms for requesting and receiving relief (expertise, assets and/or supplies) from PHT, FRANZ and civil society partners.
- Contribute to a training or simulation exercise which includes participation from PHT and FRANZ members. PHT coordination would be done in consultation with OCHA Suva.

### 3. **Strengthen in-country capacity to provide timely support to national level response and supplement capacity gaps in affected provinces.**

#### *Activities:*

- Provide training for NEOC Function Teams on deliverables of NEOC SOPs against response program cycle
- Consolidate and provide training for NERT Team 2
- Strengthen AIM (Assessment & IM) Wantok Network

### 4. **Strengthen minimum provincial preparedness.**

#### *Activities:*

- Conduct consultation with four selected provinces on criteria for minimum provincial capacity for response preparedness with clear targets

### 5. **Support implementation of Solomon Islands action plan for 2019.**

#### *Activities:*

- Provide technical support through the project manager to implement activities outlined in the action plan

It is intended that the project will be complemented by ongoing OCHA projects to strengthen coordination and information management capacity of the Solomon Islands NDMO.

## Governance Arrangements

The outcomes, focus areas and activities described above are subject to change pending the finalisation of the DPRP design and the implementation of its governance arrangements. Most notably these governance arrangements will include:

- A Partnership Manager – an adviser responsible to DFAT for overall implementation DPRP, and
- The DPRP Steering Committee – chaired by PS MECDM, responsible for strategic oversight

The Humanitarian Coordination Specialist will operate in line with and responsive to the decisions made through these arrangements. Formal 'Ways of Working' documentation and reporting requirements will be finalised in Q1 of 2019 by the DPRP Partnership Manager.

## Duration

The proposed duration of the project is from the date dual signatures are received on the Third-Party Cost Sharing Arrangement (in November 2018) to March 2020. The project will have two phases: approx. November 2018-October 2019 and October 2019 - March 2020. Successful implementation of the project and mid-term review could recommend a 6 months extension.

## Project Management

The project will be managed by the Joint Presence Office (currently UNDP). Funding for the project will be managed through UNDP. Primary reporting for the Project Manager would be to the head of the JPO with secondary reporting to the Head of Office of the OCHA Office of the Pacific Islands. The Project Manager will work closely under the guidance of the NDMO director for day-to-day project implementation.

## Budget

The proposed budget for the project is 400,000 USD for the duration of 18 months implementation to be disbursed in two equal tranche of 200,000 USD each. Tranches will be made in January 2019 and August 2019. GMS for the project period is 8% of the total contributions.

See annex 1 for detailed budget for phase one (November 2018 – October 2019).

In addition to Annex 1, the Humanitarian Specialist will have access to additional DPRP budget, with DFAT approval, for the implementation of DPRP activities, including those outlined in this Concept Note.

## Reporting and evaluation

There will be a progress report at 12 months that is submitted to DFAT and a final report at 18 months. A mid-term project review is proposed at nine months to determine continuity and extension beyond the initial 12 months timeframe to be done by project manager in consultation with DFAT, UNDP and OCHA.

In the first month of implementation a detailed results logframe will be developed by the project manager in consultation with the Solomon Island NDMO in line with project outcomes. As previously noted, the project will be reviewed at the 9 months mark for initial project progress in order to facilitate the extension.

## Annex 1: Phase 1 Budget (November 2018 – October 2019)

	Results and Resource Framework				
			UNORE	7.868	
Output 1	Expected Result	Indicative Activities	Costs (SBD)	Cost (USD)	Indicators
<p>Strengthened inter-sectoral coordination between N-DOC, N-DOC Sector Committees and non-state stakeholders with a view to ensure concerted efforts in preparedness and response.</p> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>• Limited understanding of <i>N-DOC sector committees on their roles &amp; responsibilities.</i></li> <li>• <i>Limited input from N-DOC Sector Committees to response planning.</i></li> <li>• <i>Limited engagement between N-DOC &amp; non- state humanitarian stakeholders in joint activities.</i></li> </ul>	<p>Sector preparedness is strengthened and aligned to N-DM Plan 2018 and reflects the strengths of diverse stakeholders.</p>	<p>1.1) consultations on role of N-DOC Sector Committees around response program cycle.</p> <p>1.2) Four Trainings of N-DOC Sectors on ISO &amp; IDA Analytical Framework, sector response plans &amp; reporting</p> <p>1.3) Establishment of SI Humanitarian Coordination Forum</p>	23,604	3,000	<p>One Scenario based training on response program cycle</p> <p>No. of N-DOC sector committees develop draft response plans.</p> <p>Four Quarterly meetings of non-state humanitarian stakeholders</p>
Output 2					

<p>Engagement with regional and global humanitarian partners and civil society is strengthened for effective disaster preparedness and response.</p>	<p>NDMOs understanding and access to PHT and FRANZ partners capabilities strengthened</p> <p>Support NDMO with coordination on process and mechanisms for requesting and receiving relief (expertise, assets and/or supplies) from PHT, FRANZ and civil society partners.</p> <p>PHT and FRANZ partners aware of when, triggers, and what assistance may be requested</p>	<p>2.1) Review of early warning systems and evacuation centres in targeted areas inform needs analysis</p> <p>2.2) Review of communication networks (mobile and radio) to issue early warnings and receive information from affected communities</p> <p>2.3) Process and mechanisms for requesting and receiving relief (expertise, assets and/or supplies) from PHT, FRANZ and civil society partners clearly outlined.</p> <p>2.4) Contribute to a training or simulation exercise includes participation from PHT and FRANZ members</p>	<p>23,604</p>	<p>3,000</p>	<p>TBD</p>
<p><b>Output 3</b></p>					



<p>In-country capacity available to provide timely support to national level response and supplement capacity gaps in affected provinces.</p> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>• Limited understanding of NEOC FTs in their deliverables for decision making</li> <li>• Limited EOC capacity in provinces</li> <li>• Limited access to key data for response planning</li> </ul>	<p>NEOC Functional Teams are able to provide time-bound deliverable for decision- making at national level and deploy appropriate skill sets to supplement capacity gaps in provincial EOCs.</p>	<p>3.1) Training of NEOC Function Teams on deliverables of NEOC SOPs against response program cycle</p> <p>2.2) Consolidation and Training of NERT Team 2</p> <p>2.3) Strengthening of AIM (Assmnt &amp; IM) Wantok Network</p>	<p>23,604</p>	<p>3,000</p>	<p>7 FTs have completed SOPs</p> <p>2 NERT Teams consolidated.</p> <p>No. of data challenges addressed</p>
<b>Output 4</b>					
<p>Minimum provincial preparedness strengthened.</p> <p><b>Baseline:</b></p> <ul style="list-style-type: none"> <li>• No agreed criteria for assessing provincial response capacity</li> <li>• No agreed provincial EOC configuration of functional teams to allow for appropriate upskilling.</li> </ul>	<p>Selected provinces are able to manage small scale disasters with minimum support from national level.</p>	<p>4.1) Consultation with 4 selected provinces on criteria for minimum provincial capacity for response preparedness with clear targets</p>	<p>23,604</p>	<p>3,000</p>	<p>Four provinces develop provincial specific EOC work plans</p>
<b>Output 5</b>					
<p>NDMO in Solomon Islands is well supported to implement its 2019 annual work plan effectively and strengthened coordination arrangements within UN vis-à-vis national and international partners are supported.</p>		Office space (UNDP)	25,210	3,204	
		Telephone	3,000	381	
		Internet/ Video Conference	13,545	1,722	
		Stationery & Printing	2,000	254	
		Transport (land transport)	2,000	254	
		Travel (In-country deployments & Meetings)	20,000	2,542	

		Utilities (Electricity, Water, Garbage, Security)	7,250	9,212	
		Staff costs- ICT & Receptionists (GS cost-share)	4,000	508	
		Staff costs (IP- P3)	1,725,445	219,299	
		General Management Services Cost (GMS) @ 8%	168,430	21,407	
		Staff training	39,340	5,000	
		Annual visit to Fiji for planning purposes	39,340	5,000	
<b>Output 5 SUB-TOTAL</b>			<b>2,049,560</b>	<b>268,783</b>	
		<b>TOTAL BUDGET</b>	<b>2,209,200</b>	<b>280,873</b>	

## Annex 2: Project Manager Terms of Reference

Position:	Humanitarian Coordination Specialist
Location:	Honiara, Solomon Islands
Type of Contract:	FTA International
Post Level:	P-3
Starting Date:	01 October 2018 (date when the selected candidate is expected to start)
Languages Required:	English
Duration of Contract:	12 Months (extendable for a further six months)

### Background

The Solomon Islands is an archipelago of 992 Islands, a third of which is Inhabited. Around 10 per cent of the total population lives in the capital, Honiara. Solomon Islands is ranked as sixth most vulnerable country in the world in the 2014 World Risk Index. The country is vulnerable to tropical cyclones, storms, floods, earthquakes, landslides, volcanic eruptions, tsunamis, droughts, pandemics, agricultural pests and diseases. Within the last ten years, 18 natural disasters have occurred, leaving 110 people killed and affecting thousands of people. These disasters also reverse a lot at development gains that the country has achieved. Preparedness and response to disasters is led by the National Disaster Management Offices (NDMO).

In April 2014, Tropical Cyclone Ila triggered some of the worst flooding in the country's history, resulting in 22 deaths, more than 50,000 affected people and damage of USD 24 billion. Around 10,000 people were displaced, mainly those around the main river systems in Honiara. The Government led the response with the support of donors, Red Cross movement, national and international non-governmental organizations, UN agencies. Following government led lessons learnt exercise for the April floods conducted in October 2014, the Government has started the process of revising its National Disaster Management Plan. This will hopefully improve preparedness and response to future disasters in the country.

The Australian Government's support to disaster management is presently being designed in a new aid investment called the Australia-Solomon Islands Disaster Preparedness & Response Partnership (DPRP). This will govern Australia development assistance in this sector over the next four years, commencing January 2019. The Humanitarian Coordination Specialist's role is a central component of the Partnership.

Under the direct supervision of the Manager of the Joint Country Presence in Solomon Islands, and in association with the DPRP Partnership Manager and DPRP governance arrangements, the Humanitarian Coordination Specialist will support the effective coordination of matters relating to Disaster preparedness and Response and related programs. The Humanitarian Coordination Specialist works in close collaboration with in country humanitarian and development actors, UNCT members in Suva, program and operations teams of the Agencies, and especially OCHA Office of the Pacific Islands in light of humanitarian activities undertaken by the Pacific Humanitarian Team. The Humanitarian Coordination specialist will work with the NDMO to link with and benefit from donor and partner supported activities.

### Duties and Responsibilities

- Support the implementation of the Solomon Islands National Disaster Management Plan and the activities and objectives of the DPRP
- Assist in the development of the National Emergency Response Team, portable needs assessment capacity and resources for the NDMO:

- Strengthen the connections between provincial, municipal and national response functions. Deliver training across all three levels;
- Developing and embedding information management practices, tools and templates within the NDMO and clusters: Training cluster leads and associated staff;
- Strengthening early warning capacity, communication and public alert capacities, including national SMS and online: Develop the NDMOs public awareness procedures and capacity;
- Foster collaboration between NDMO, Met Services and Geo Hazards divisions and strengthen these work areas ability to deliver on their mandates:
- Support the Solomon Islands Humanitarian Team, involving UN, NGO and Civil Society organizations, to improve coordinated preparedness and response in support of the national authorities:
- Perform any other duties as required by the DPRP governance arrangements.

Function/ Expected Results:

- Support effective coordination and communication. This will imply working closely with the senior management of the DPRP Partnership Manager, DFAT, UN RC Office, OCHA, DSS, UNDP, other UN Joint presence office colleagues and donors.

Function/ Expected Results:

- Development of partnerships with IFI's, government Institutions, bi-lateral and multi-lateral donors, private sector, civil society.

Function I Expected Results:

- Identification of sources of information related to coordination:
- Identification and synthesis of best practices and lessons learnt directly linked to country policy goals.

Function/ Expected Results:

- Provision of referral services for agencies without field representation to access national Institutions and processes and for national partners to access the expertise of agencies without field representation

Function I Expected Results:

- Organization of trainings to UN and other staff on coordination issues, drafting of all relevant reports.

Competencies

Functional Competencies:

- Advocacy/Advancing A Policy-Oriented Agenda: Creates effective advocacy strategies;
- Performs analysis of political situations and scenarios, and contributes to the formulation of institutional responses.

Results-Based Program Development and Management:

- Provides Information for linkages across program activities to help identify critical points of integration; Provides Information and documentation on specific stages of projects/program implementation;
- Provides background Information to identify opportunities for project development and helps drafting proposals; Participates In the formulation of project proposals.

Building Strategic Partnerships:

- Effectively networks with partners seizing opportunities to build strategic alliances relevant to UNDP's mandate and strategic agenda;
- Identifies needs and interventions for capacity building of counterparts, clients and potential partners; Promotes UNDP's agenda in inter-agency meetings.

Innovation and Marketing New Approaches:

- Seeks a broad range of perspectives in developing project proposals; Identifies new approaches and promotes their use in other situations; Creates an environment that fosters innovation and Innovative thinking; Makes the case for Innovative ideas from the team with own supervisor.

Resource Mobilization (Field Duty Stations):

- Analyses information on potential bilateral donors and national counterparts to recommend a strategic

- approach; Identifies and compiles lessons learned;
- Develops a resource mobilization strategy at the country level.

#### Promoting Organizational Learning and Knowledge Sharing:

- Makes the case for Innovative Ideas documenting successes and building them into the design of new approaches;
- Identifies new approaches and strategies that promote the use of tools and mechanisms.

#### Job Knowledge/Technical Expertise:

- Understands more advanced aspects of primary area of specialization as well as the fundamental concepts of related disciplines;
- Keeps abreast of new developments in area of professional discipline and job knowledge and seeks to develop him/herself professionally;
- Demonstrates comprehensive knowledge of information technology and applies it in work assignments;
- Demonstrates comprehensive understanding and knowledge of the current guidelines and project management tools and utilizes these regularly in work assignments.

#### Global Leadership and Advocacy for UNDP's Goals:

- Performed analysis of political situations and scenarios, and contributes to the formulation of institutional responses;
- Uses the opportunity to bring forward and disseminate materials for global advocacy work and adapts it for use at country level.

#### Client Orientation:

- Works towards creating an enabling environment for a smooth relationship between the clients and service provider; Demonstrates understanding of client's perspective;
- Solicits feedback on service provision and quality.

#### Core Competencies:

- Promoting ethics and integrity, creating organizational precedents; Building support and political acumen;
- Building staff competence, creating an environment of creativity and Innovation; Building and promoting effective teams;
- Creating and promoting enabling environment for open communication; Creating an emotionally Intelligent organization;
- Leveraging conflict In the Interests of UNDP & setting standards.

#### Required Skills and Experience

##### Education:

- Advanced university degree (Master's degree or equivalent) In political science, social science, public administration, international studies, economics, engineering, earth sciences or a related field;
- A first-level university degree in combination with additional two years qualifying experience may be accepted in lieu of the advanced university degree.

##### Experience:

- A minimum of five years of progressively responsible experience In humanitarian affairs, emergency preparedness, crisis/emergency relief management, rehabilitation, development, or other related area is required;
- Working experience in external relations and/or partnerships with Member States and/or Regional Organizations is desirable. Professional field experience in humanitarian affairs, preferably in the context of UN activities, mandates and core policies would be an advantage.

Language:

- Strong written and spoken English skills;
- Knowledge of other Pacific Island languages an advantage.