



**Ministry of Infrastructures, Land Management, and Housing**  
**THE ROAD INSTITUTE**

**TERMS OF REFERENCE**

**Consultant Services for Cabo Verde: Climate Change Adaptation & Disaster Risk Management**  
**Technical Advisory Consultant**

**1. Background**

The Government of Cabo Verde (GoCV) is aware that the country's infrastructure assets are vulnerable to climate change and natural hazards and is acting accordingly. The GoCV intends to better integrate climate resilience into its development planning, policies and strategies, including in the road transport sector.

The GoCV is seeking consultancy services to prepare a detailed assessment of vulnerabilities in road transport and to develop a strategy for enhancing the climate resilience of the overall road network (1,650 km) across 9 inhabited islands. The services required from the consulting firm include, in more detail:

- A. *Preparation of a climate change and natural hazard vulnerability and risk assessment:*
  - (i) identify existing hazard types and the effect of different climate change scenarios on future levels of hazard, (ii) identify the exposure to adverse natural hazards in terms of the road network, demographic and socioeconomic data, and location of critical services and major economic activities, (iii) assess the risk to natural disasters of all major links of the road network; (iv) assess the impact of loss of connectivity in priority areas; and (v) prioritize areas according to their level of risk to existing and future levels of hazard and the impact of the loss of connectivity.
- B. *Climate resilience and adaptation strategy for Cabo Verde's entire road network:* Based on the vulnerability and risk analysis above, preparation of a road network adaptation strategy that will: (a) outline a general climate change adaptation policy framework and objectives for the roads sector; (b) recommend a program of priority investments and other interventions at specific risk locations; and (c) propose specific policy reforms required to provide a foundation for climate change adaptation and to address natural hazard vulnerability in the roads sector.

**2. Objective (s) of the assignment**

The objective of this assignment is to assist the Road Institute in (i) the evaluation of the proposals received for the provision of consulting services to prepare a climate change and natural hazard vulnerability and risk assessment and climate resilience and adaptation strategy for Cabo Verde's entire road network; and (ii) provide ongoing technical support for the duration of the study. Cabo Verde is following best practice by recruiting a technical advisor to develop a methodology, train the panel to adequately assess the various technical proposals, and provide technical guidance.

**3. Scope of Work**



The scope of work will involve working with the Road Institute and other members of the GoCV evaluation committee (which may also include representatives from the Ministry of Infrastructure, Land Management, and Housing) to provide specialist climate resilience, disaster risk management and vulnerability assessment advice. The Consultant services will be provided for (i) the evaluation of proposals received for the provision of consulting services to prepare a climate change and natural hazard vulnerability and risk assessment and climate resilience and adaptation strategy for Cabo Verde's road network; and (ii) for the duration of the study.

The consultant will not be expected to complete the entire technical evaluation report, but to deliver technical written advice and verbal guidance to the committee on the Climate Change Adaptation (CCA) and Disaster Risk Management (DRM) related elements, including identifying the strengths and weaknesses of the methodologies and qualifications of key staff proposed by the short-listed firms. The consultant's advice will help inform the overall technical evaluation by the committee, and the written advice may be used as an input into the corresponding evaluation report to be prepared by the selection committee. The consultant will be required to review the committee's draft technical evaluation report and provide comments to the committee. The consultant will provide ongoing technical support to the GoCV by reviewing reports and deliverables of the study mentioned and providing feedback.

The consultant will utilize specialist knowledge and expertise in climate resilience and experience in risk and vulnerability assessment to;

- (i) Develop sub criteria for the CCA and DRM components of the evaluation in conformity with the criteria given in the Request for Proposals (RFP)
- (ii) Develop a suitable scoring system, assigning marks to sub criteria and to match the marks given in the RFP
- (iii) Introduce the formats to the appointed evaluators
- (iv) Hold discussions, meetings and review the work of the evaluators, and make any necessary changes in consultation with them
- (v) Review reports and deliverables provided by the consultant and provide feedback to the GoCV
- (vi) Participate in workshop/consultations with stakeholders

The Consultant is expected to provide the following working-day inputs:

Ten working days in-country (indicative): Consultant to be stationed in Cabo Verde, covering items (i) to (iv) and (vi) above. This input will commence at the start of the assignment. The Consultant may work in-country, as required, on (v) for the duration of the assignment.

Fifteen working days from home office (indicative): Consultant shall have the option of working from home office to prepare and submit written input for the Technical Evaluation Report (TER) to the Road Institute, provide remote advice to the selection panel as needed as well as prepare the brief final written report. The Consultant will provide written comments and feedback to the GoCV on the specific deliverables of the study: inception report, mid-term report, draft final report, and final report. He/she will also participate in consultations with stakeholders/workshop. The Consultant will be expected to provide interactive and regular support remotely for the duration of the study.



#### **4. Qualification requirements and basis for evaluation (evaluation criteria)**

The CV will be evaluated for the qualification and experience of the candidates in accordance with the following criteria:

(i) Specific experience relevant to the assignment

- At least 10 years of relevant professional experience out of which at least eight years should comprise international work experience focused on Climate Change Adaptation (CCA) and/or Disaster Risk Management (DRM) issues (most of which should come from working for donor agencies in the recent past on projects of similar nature and magnitude); and
- Substantive experience evaluating or developing complex methodologies for CCA/DRM analytical work and/or technical assistance.

(ii) Qualifications and competence for the assignment

- Degree in Engineering, Science or equivalent and a post graduate qualification covering climate change studies

(iii) Specific experience in transfer of knowledge and skills to counterpart staff

- Proven record of providing technical guidance to counterpart staff in climate change and natural hazard vulnerability assessments/climate resilience/adaptation strategies, etc.
- Portuguese language skills would be an advantage.

#### **5. Reporting requirements**

Submission to the Road Institute:

- (i) Written input for the Technical Evaluation Report, based on the World Bank's sample evaluation format, and in conformity with the criteria specified in the Request for Proposals (RFP), the latest World Bank's Procurement Guidelines (2017), and the instructions of the GoCV, to be submitted within one week of receipt of copies of the firms' technical proposals.
- (ii) A brief final written report, of between five and ten pages, summarizing key items to be covered during negotiations with the highest-ranking firm, and any issues which may need to be further considered by the Road Institute, at the end of two weeks from the start of the assignment. Written reports will be of a quality and standard acceptable to the Road Institute.
- (iii) Comments on the (i) inception report; (ii) mid-term report; (iii) draft-final report; presentation and workshop; and (iv) final report.