

# **TERMS OF REFERENCE**

## **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	Technical Consultant for National Adaptation Plans/ Global Support Programme (NAP-GSP) support to Anglophone countries in Africa
<b>AGENCY/PROJECT NAME:</b>	UNDP-GEF NAP-GSP, LDCF-2
<b>COUNTRY OF ASSIGNMENT:</b>	Home based with possible travel.
<b>Duration of Contract:</b>	220 days during 15 March 2017 to 14 March 2018

### **1) GENERAL BACKGROUND**

UNDP's Strategic Plan (2014–2017) lays out a commitment to strengthening sustainable development pathways and building resilience in developing countries. In this context, UNDP is currently supporting a number of countries to implement a large portfolio of climate change adaptation projects, which have designated sets of indicators to track project activities and impact. Among these initiatives is one that focuses on supporting countries to advance their national adaptation plan (NAP) process, which is meant to result in the integration of climate change considerations into planning and budgeting systems at the country level. Several sources of financing including the Least Developed Country Fund (LDCF), Special Climate Change Fund (SCCF) and bilateral funding from the Government of Japan and Germany, are also supporting this body of work.

In this context, UNDP is seeking a consultant to support a set of initiatives that are underway which focus on supporting LDCs and developing countries, with the National Adaptation Plans process. The support through this consultancy focuses mainly on English speaking countries

### **2) OBJECTIVES OF THE ASSIGNMENT**

The consultant will assist the LDCF-funded “Expanding the ongoing support to LDCs with country-driven processes to advance National Adaptation Plans (NAPs) with technical support activities, writing as well as research works related to NAP-GSP and project development, especially countries in Africa

### **3) SCOPE OF WORK**

Under the supervision of the Lead Technical Specialist and under guidance of the Senior Technical Consultant, the consultant will be responsible for the following tasks:

#### **3.1 Policy and analysis:**

- Undertake policy analysis of appropriate climate and development frameworks of countries in order to identify entry points for the NAP process.
- Compile and draft narrative reports on country support for NAP related projects
- Conduct background research and provide technical input into project concept notes and documents

- Provide technical inputs on other NAP-related activities, UNFCCC processes and outreach opportunities
- Provide technical input for NAP regional workshops
- Provide technical input for the drafting and review of presentations, notes, publications and other related technical documents
- Provide and/or supervise for technical documents, guidelines, papers, power- points and other NAP materials

### 3.2 Country support

- Prepare NAP technical support terms of reference in consultation with UNFCCC focal points and related national institutions in coordination with NAP GSP team and UNDP country offices.
- Find linkages of NAP technical support proposals to climate finance readiness activities and reflect in NAP support proposals.
- Facilitate and provide training sessions in NAP support missions in cooperation with UNDP COs and Governments in English-speaking countries
- Prepare narrative reports summarizing areas for future programme follow-up for NAP and areas for project development.
- Provide advice and guidance on best practices from in-country support missions
- Draft and review NAP Papers based on desk-review and fact-finding missions
- Prepare NAP-related reference documents to assist countries with the NAP process
- Review documents and providing technical feedback in English,
- Support the identification of technical expertise to support countries.
- Identify entry points and opportunities for UNDP assistance in English-speaking countries
- Provide input into project proposals to assist countries in accessing funding for NAP

### 3.3 Learning, knowledge management and communication

- Support to the evaluation, capturing, synthesizing of lessons learnt and best practice and knowledge, including the development of toolkits and other knowledge material (case studies, best practice write ups)
- Prepare case studies and best practice write ups to inform outreach for the NAP and associated projects based on country missions.
- Support to the organization of side events and other related outreach events in the frame of the UNFCCC and other related processes
- Contribute to an English version of the e-news-letter, in coordination with the Knowledge Management consultant

## 4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

**Duration of Assignment:** 15 March 2017 to 14 March 2018 (up to 220 days)

**Duty Station:** Home based with possible travel.

**Expected places of travel:** Home-based with possible travels (Ghana, Zambia, Uganda, Ethiopia, Malawi, Lesotho, Sierra Leone to be confirmed)

Travel will be approved by project manager and reimbursed according to UNDP rules. Destination shall be assigned and approved prior to travel, based on clear requests from the countries supported. For all international travel expected of this consultancy, return air-tickets on least-cost, economy fares will be arranged and paid separately. Once a mission plan is drafted, the consultant will submit the request for travel to the supervisor of this contract at least 3 weeks prior to the travel dates.

## **5) FINAL PRODUCTS**

### **1) Policy and analysis:**

- Key NAP support documentation available in English
- 2 regional workshops for English -speaking countries
- Strategic input into work planning of the NAP with regards to English -speaking countries
- Policy guidance, including draft policy paper on mainstreaming climate change into planning and budgeting
- Input given for the development of 5 new project documents

### **2) Country support**

- 4 Stocktaking and policy analysis reports prepared for English -speaking countries
- 5 brief reports based on country missions
- 4 additional stocktaking reports reviewed for English-speaking countries
- 10 support missions and workshops planned and organized in English -speaking countries, including participation in up to 5 missions.
- Trainings in at least 5 countries conducted using UNDP/UNITAR/GIZ training package
- Identification of support and follow up needs for at least 10 English - speaking developing countries
- Follow-up reports on areas for future programme development for NAPs
- Terms of reference of missions, assessments, roadmaps drafting.
- 5 back to office reports (BTORs)
- 5 Training reports

### **3) Learning, knowledge management and communication:**

- 1 case studies document on best practices and lessons learnt from in-country support missions
- 5 draft case studies on NAP progress in countries with specific areas for each country defined.
- 10 country pages for English speaking countries are updated and contain all relevant documentation from NAP-GSP missions
- 2 side events at UNFCCC sessions
- 10 articles on country support missions
- Technical input into other knowledge products

## **6) PROVISION OF MONITORING AND PROGRESS CONTROLS**

The consultant will report directly to the Senior Technical Consultant under direct supervision of the Lead Technical Specialist and will effectively work with the NAP-GSP team on a routine basis and coordinate his/her efforts to match the timelines of the assignments throughout the consultancy.

## **7) DEGREE OF EXPERTISE AND QUALIFICATIONS**

- Master's degree or equivalent in Environmental Economics, Climate Change and Development, Social Sciences or closely-related field;
- A minimum of 5 years of experience in environmental policy analysis and policy development
- Experience in capacity building, organization and delivery of trainings related to climate change and development
- Experience working with and supporting Governments in developing and/or Least Developed Countries, especially in Africa.
- Experience in working in fields related to climate change, sustainable human development, environmental management issues, adaptation, vulnerability and impact assessments.
- Work experience in an international organization.
- Good communications skills, both oral and written;
- Excellent English (proficiency in both at the level of being able to do technical drafting).

## **8) REVIEW TIME REQUIRED**

The review and approval of payments will be made by the assigned supervisor(s) within 14 days.

## **9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES**

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

## **10) PAYMENT TERMS**

Payment will be made based on daily fee rates, approved by the supervisor against the satisfactory completion of deliverables in section (5) as per an agreed work plan at the beginning of the consultancy and submission of deliverables over the duration of the consultancy. Monthly payments will be made based on a summary report provided 5 days in advance of each month's end, with deliverables and a narrative about progress.

## **11) REQUIRED DOCUMENTS**

The following documents will be requested:

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;

- c) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, on how they will approach and complete the assignment;
- d) Financial Proposal that indicates the all-inclusive daily professional fee, as template provided in Annex 2. Kindly indicate the costs related to the 4 aforementioned missions under a separate heading;

## **12) CRITERIA FOR SELECTION OF THE BEST OFFER**

The following criteria will serve as basis for evaluating offers:

Combined scoring method - When using this weighted scoring method, the award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of seventy (70) technical points would be considered for the consultancy.

