

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE



Empowered lives.
Resilient nations.

Date: March 08, 2017

Reference: RSC/IC/2017/002

Country:	Ethiopia
Description of the assignment:	Two International Consultants - Africa's Public Expenditure on Adaptation
Project/Program Title:	Climate Change and Resilience
Post Title:	International Consultant
No Posts needed:	Two (team of 2)
Duty Station:	Home Based
Expected Places of Travel:	4 countries in Africa
Period of assignment/services:	35 working days each spread over a 6 months' period
Expected start date:	Immediate after concluding contract agreement

Proposal should be submitted by our secured e-mail: procurement.et@undp.org before Wednesday 22nd March, 2017 11:59 PM Addis Ababa Local Time.

OR

Contact Person :	MY – Procurement Unit
Name of Office:	info.procurementet@undp.org
	United Nations Development Programme (UNDP)
	ECA Compound Old Bld. 6th floor, North Wing
	Addis Ababa, Ethiopia
P.O. Box:	5580
Fax	+251 11 5514599 / +251 11 5515147

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above *the Procurement specialist or assigned personnel for this task* will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND/PROJECT DESCRIPTION

There is growing realization of the scale and nature of the challenge that climate change will pose for Africa. Early progress in the response to climate change involved the preparation and partial funding of National Adaptation Programmes of Action (NAPAs) and through the integration of climate change into mainstream development programmes, notably in sectors involving natural resources and infrastructure. NAPAs are being superseded by National Adaptation Plans (NAPs) which are of a longer-term nature and focus more on the process of mainstreaming and less on lists of projects. This progress has been captured in the Intended Nationally Determined Contributions (INDCs) presented at the Paris Conference of Parties (COP) meeting, which are being converted into NDCs as countries ratify the Paris Agreement.

Globally, there are growing international commitments to provide resources that will help the poorest countries of the world to respond to the adaptation challenge. Some funds have been created that are dedicated to adaptation. The Green Climate Fund, which is expected to be the largest source of climate finance, is planning to devote 50% of its resources to adaptation and this reflects an international consensus on the relative importance of both adaptation and mitigation.

There is also growing experience in the analysis of the climate relevance of public expenditure. More than 10 African countries have now completed Climate Public Expenditure and Institutional Reviews (CPEIRs) and many more are in the process of doing so. Two main approaches have been used to define and measure adaptation funding. One relies on the relative importance of adaptation in the declared objectives of the programme and this method gives an indication of the priority assigned to climate change in budgeting. The second is based on the extent to which climate change will affect the benefits from expenditure and this provides evidence of the extent to which expenditure will address the adaptation challenge.

Addressing the impacts of climate change is not normally associated with national budgets and fiscal policy and yet there is consensus on the significant dent to development indicators attributed to climate change. The knowledge of the level and effectiveness of public budget allocations and spending on climate change is particularly important now, when countries begin the implementation of NDC in fulfilment of Paris Agreement obligations. The Africa Public Expenditure on Adaptation study will assist in revealing the estimates of current and projected adaptation allocations/spending and funding gap. This will trigger informed decision making processes on the part of African Governments, donors, Africa Union, African negotiators and Non-state actors including Private Sector.

For detailed information, please refer to the TOR in Annex 1

2. SCOPE OF THE WORK

Objective

The objectives of the Africa Public Expenditure on Adaptation study are to:

- provide some initial estimates of the current spending on adaptation by African governments and international partners;
- assess the extent to which current and projected funding meets the adaptation challenge. This assessment aims to show how successful the level of adaptation spending is likely to reduce the adaptation gap i.e. the difference between adaptation needs and adaptation actions to reduce vulnerability to climate change;
- inform African Governments' decision-making on how to measure, report and verify (MRV) their

climate expenditure, as part of the fulfilment of Paris Agreement obligations.

Scope

The Africa Public Expenditure on Adaptation study will aim to cover all African countries and all elements of public expenditure, both domestic and international. It is expected that there will, however, be many gaps in data and many countries for which the available data is very limited. There will be in-depth focus on agriculture and infrastructure which will be done in those countries where evidence is available. Thus, whilst the work will be mainly a desk study, relying on publicly available evidence, field visits in a few selected countries with available data may be necessary for in-depth sector studies.

Specific Tasks

The Africa Public Expenditure on Adaptation study will contain two parts: (i) a review of existing adaptation finance and (ii) an assessment of the impact of that finance.

The consultants are expected to perform the following tasks:

Part 1: Review of Existing Adaptation Finance

- A. Analysis of Public Accounts and Budgets. For as many African countries as possible, evidence will be collected on the sectoral breakdown of expenditure. This will be done for a period of at least 3 years, where possible. Ideally, the analysis will go to the level of department (i.e. the level below ministry), since the climate relevance of different departmental activities varies significantly. Where possible, the analysis will distinguish between domestic and international expenditure.
- B. Overview of Vulnerability. Before assessing the climate relevance of expenditure, the study will review the available vulnerability maps and define an index of vulnerability to each of the main dimensions of climate change (i.e. flood, drought, rainfall variability/seasonality, heat and sea-level rise) for each country. This will require a review of existing evidence on climate change projections from the IPCC Fifth Assessment Report and any regional or downscaled modelling that has been done for Africa.
- C. Classification of Climate Relevance (CC%). The analysis will classify all expenditure according to the contribution it makes to adaptation. This will be done using both the most widely used classification systems (i.e. the system based on objectives and the system based on benefits) and the results of both systems will be presented, along with an explanation of the different interpretation to be put on the results. The weights used will start with the standard international default weights used in CPEIR work, but will be adjusted to reflect geographical variations in vulnerability to climate change, as defined in Step 2.
- D. Agriculture and Infrastructure. A more in-depth analysis will be done for two of the most important sectors: agriculture/irrigation and urban infrastructure. For agriculture and irrigation, the assessment will look at the level of existing expenditure on routine development activities and the extent to which this is becoming more valuable, because of climate change. For infrastructure, the assessment will focus on the extent to which there is evidence that climate proofing is being incorporated in planned expenditure. This work is likely to focus on a small number of countries for which some existing analysis has already been done. The results for this step will then be used to refine the CC%s.
- E. Presentation of Expenditure Trends. Part 1 of the study will present the trends in adaptation expenditure, based both on the objectives of the expenditure and on the expected implications for benefits. This will show: a) the overall level of spending on adaptation; b) the sectoral composition of that spending; and c) the trends over recent years. A comprehensive literature review of past work on public spending on adaptation, including ODI, UK country studies, will be conducted.
- F. Next Steps and MRV. Part 1 will conclude with the next steps that African countries are planning to undertake to improve both the levels of adaptation finance and the way in which it is managed. It will also draw lessons from the review for how African countries might wish to report on climate change expenditure as part of the Paris Agreement.

Part 2: Expected Impact of Adaptation Finance in Closing the Adaptation Gap

- A. Financing Scenarios. To assess the expected impact of expenditure on adaptation, it is necessary to

make assumptions about future commitments. A small number of scenarios will be defined. These could include, for example: a) no change in expenditure as a % of GDP; b) continuation of the recent trend, at least for a limited period; and c) a higher scenario based on expenditure international commitments from the Green Climate Fund and other sources.

- B. Expected Adaptation Benefits. The analysis will define the expected additional adaptation benefits that arise from the adaptation expenditure. This will be done using the evidence on benefits collected in Part 1C. The benefits will be measured in terms of % of GDP in order to facilitate comparison between countries and aggregation to pan-African totals. The analysis will review the quality of the available evidence and the steps
- C. The Adaptation Gap. The available evidence on expected damage from climate change will be reviewed, to determine the adaptation needs. This will include international work (e.g. the UNEP Adaptation Gap Report, the World Bank studies on the Economics of Adaptation to Climate Change and the ECA work on Tanzania) as well as any published national studies. This will then be compared with the expected benefits derived from the various adaptation financing scenarios, which will allow the adaptation gap to be estimated for each scenario.
- D. Strategy for Closing the Adaptation Gap. Part 2 will conclude with suggested strategies for closing the adaptation gap, including: a) the level of expenditure required; b) the scope for improving the effectiveness of adaptation expenditure; c) the potential role of private sector adaptation; and d) institutional measures to coordinate the strategy.

For detailed information, please refer to TOR in Annex 1

3. EXPECTED OUTPUTS AND DELIVERABLES

The work will be completed within 6 months, plus the time required for comments on the various reports. The expected deliverables and timescales are:

- I. Inception Report 1 month after signature of contract (The Inception Report will include a detailed outline of the Final Report as well as a review of data sources)
- II. Part 1 Draft Report 2 months after receiving comments on Inception Report
- III. Part 1 Final Report 2 weeks after receiving comments on the Part 1 Draft Report
- IV. Part 2 Draft Report 2 months of completing the Part 1 Final Report
- V. Part 2 Final Report 2 weeks after receiving comments on the Part 2 Draft Report

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report	5 Working days	Team Leader –CDT, Addis
2	Deliverable I- Report on Adaptation spending trends and impact on vulnerability and strategies for effective, transparent and accountable adaptation spending in Africa	15 Working days	Team Leader- CDT , Addis
3	Deliverable II- Report on the Impact of expenditure levels on adaptation benefits and strategies for Closing the Adaptation Gap in Africa	15 Working days	Team Leader - CDT , Addis
	Total	35 Working days each	

For detailed information, please refer to TOR in Annex 1

4. INSTITUTIONAL ARRANGEMENT/REPORTING RELATIONSHIPS

This review will be managed by the UNDP Regional Service Centre for Africa and Africa Climate Policy Centre (ACPC), who will create a Technical Steering Group to provide guidance and to review and comment on draft deliverables. For day-day issues the two consultants will work closely with the UNDP Regional Climate Policy Specialist under the overall supervision of the Team Leader- Climate Change and Disaster Cluster of the UNDP Regional Service Centre for Africa.

For detailed information, please refer to TOR in Annex 1

5. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC

UNDP-RSCA will provide both administrative and logistical support to the consultants.

For detailed information, please refer to TOR in Annex 1

6. DURATION OF THE WORK

The two consultants will be engaged for 35 working days each, following the selection process of the best candidates, with an option for extension as may be mutually agreed in writing between the consultants and the overall supervisor.

For detailed information, please refer to TOR in Annex 1

7. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

The Africa Public Expenditure on Adaptation study will be produced by two experts: one team leader and international expert in climate planning and budgeting; and one African expert in public financial management (PFM). Each expert will require 35 days.

a. Academic qualifications and experience

The Team Leader will take overall responsibility for drafting the report, for the methodology and for discussions with the Technical Steering Group. He/she will have at least 20 years' experience and a relevant masters' degree, with strong experience in national planning and finance, in public climate change policy and in analysing climate public expenditure.

The PFM Expert will be responsible for compiling the database of evidence on public expenditure by sector and for analysing this database, using the estimates of CC% provided by the Team Leader. He/she will have at least 5 years applied experience with PFM analysis in Africa and will have a masters' degree in PFM, economics or a related discipline.

Both consultants should demonstrate familiarity with UN organisations and working with African governments

b. Language and other skills:

- Excellent knowledge of English, including the ability to set out a coherent argument in presentations and group interactions. Knowledge of French will be considered an asset.
- Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff);
- Computer skills: full command of Microsoft applications (Word, Excel, PowerPoint) and common internet applications is mandatory;
- Excellent writing and analytical skills.

d. Compliance of the UN Core Values:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

Important Note:

The Consultant is required to have the following professional and technical qualifications. **Only the applicants who hold these qualifications** will be shortlisted and contacted.

For detailed information, please refer to TOR in Annex 1

8. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultants are expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization and completeness of the proposal		50%*
▪ Criteria b. Academic qualifications as required by ToR		15%**
▪ Criteria c. Experience in analysis of climate public expenditure		25%**
▪ Criteria d. Experience in public financial management		10%**
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

For detailed information, please refer to TOR in Annex 1

9. PAYMENT MILESTONES AND AUTHORITY

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st Installment	Inception report	Team Leader CDT	20%
2 nd Installment	Deliverable I	"	40%
3 rd Installment	Deliverable II	"	40%
			100%

For detailed information, please refer to TOR in Annex 1

10. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, prospective ICs are given a template of the Table of Contents. Accordingly, your Technical Proposal document must have at least the preferred content as outlined in the IC Standard Bid Document (SBD)/IC Proposal Submission Form attached hereto.

For detailed information, please refer to TOR in Annex 1

11. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

For detailed information, please refer to TOR in Annex 1

12. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.

For detailed information, please refer to TOR in Annex 1

Note: Submission of Technical and Financial proposal is mandatory. Failing to submit one of the proposals will be automatically disqualified.

Submission Through our secured email

- The proposal must be prepared in English. Failing to do so will make the proposal automatically disqualified
- You shall send your proposals through our secured email: procurement.et@undp.org
- Your proposals shall be sent in a **separate email** as Technical and Financial proposals under subject line:
 1. For Technical: Technical Proposal – **RSC-IC-2017-002 –International Consultant for Africa’s Public Expenditure on Adaptation** - [\[insert your name\]](#)
 2. For Financial: Financial Proposal – **RSC-IC-2017-002 – International Consultant for Africa’s Public Expenditure on Adaptation** - [\[insert your name\]](#)
- All prices/rates quoted must be in **USD and exclusive of VAT and all taxes**, since the UNDP is exempt from taxes.

ANNEX

ANNEX 1: TERMS OF REFERENCES (TOR)

ANNEX 2: TECHNICAL PROPOSAL COVER PAGE AND SUMISSION FORM

ANNEX 3: FINANCIAL PROPOSAL COVER PAGE AND SUMISSION FORM

ANNEX 4: GENERAL CONDITIONS OF CONTRACT FOR IC

Annex 1

TERMS OF REFERENCES (TOR)

Attached as a supporting document in this procurement notice under:

Annex 1-ToR for International Consultant for Africa's Public Expenditure on Adaptation

Annex 2

TECHNICAL PROPOSAL

Cover Page

**IC Reference: RSC-IC-2017-002 – International Consultant for Africa’s
Public Expenditure on Adaptation**

Prepared by: _____

Date: _____

TECHNICAL PROPOSAL SUBMISSION FORM

Proposed by: [\[insert your name\]](#)

Directions:

- a. Briefly explain why you are the most suitable for the consultancy service you applied for. It should not be more than four hundred fifty words.
- b. Provide a detailed approach and/or methodology you plan to apply or conduct the work in due course of offering prescribed consultancy service and/or works.
- c. Include your proposed work plan which shall be supported by Gantt chart to indicate the timeframe to complete the tasks and/or activities indicated in your proposed methodology above.
- d. Past experience in similar projects and/or consultancy services and their respective contract person name and address.
- e. List of three personal referees in terms of their title (position), where they work, email, and telephone address
- f. It must be prepared in English.

Annex 3

FINANCIAL PROPOSAL

Cover Page

**IC Reference: RSC-IC-2017-002 – International Consultant for Africa's
Public Expenditure on Adaptation**

Prepared by: _____

Date: _____

FINANCIAL PROPOSAL SUBMISSION FORM

Proposed by: [insert your name](#)

Directions:

- a. The financial proposal shall specify a **total lump sum amount** (including travel, per diems, and number of anticipated working days)
- b. Payments are based upon output, i.e. upon specific and measurable (qualitative and quantitative) deliverables (as indicated in Section II hereunder) of the services specified in the ToR.
- c. Failing to submit one of the two Sections hereunder and/or incomplete information will make the proposal automatically disqualified.
- d. You must send this proposal separately through **our secured email** procurement.et@undp.org in a **PDF FORMAT**



I. BREAKDOWN OF COST BY COMPONENTS:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration in USD
Personnel Costs			
Professional Fees			
Life Insurance [if you find it applicable]			
Medical Insurance [if you find it applicable]			
Communications [if you find it applicable]			
Land Transportation [if you find it applicable]			
Others [pls. specify]			
Travel Expenses to Join duty station			
Round Trip Airfares to and from duty station [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
Duty Travel			
Round Trip Airfares [if you find it applicable]			
Living Allowance [if you find it applicable]			
Travel Insurance [if you find it applicable]			
Terminal Expenses [if you find it applicable]			
Others [pls. specify]			
AGGREGATE AMOUNT in USD			

Amount in Words: [Insert the total amount in words]

II. BREAKDOWN OF COST BY DELIVERABLES*

No.	Deliverables [list them as referred to in the TOR]	Percentage of Total Price (Weight for payment)	Amount (in USD)
1	Inception Report	20 %	
2	Deliverable I	40%	
3	Deliverable II	40%	
Total Amount in USD		100%	

*Basis for payment tranches

Full Name: _____

Signature: _____

Date Signed: _____

Annex 4

GENERAL CONDITIONS OF CONTRACT For the Services of Individual Contractors (IC)

Attached as a supporting document in this procurement notice.

Annex 4-General Conditions of Contract-Individual Contractors(IC)