

TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE:	Senior Technical Consultant for National Adaptation Plans/ Global Support Programme (NAP-GSP) support to African Anglophone countries
AGENCY/PROJECT NAME:	UNDP-GEF NAP-GSP, LDCF-2
COUNTRY OF ASSIGNMENT:	Home based with possible travel.
Duration of Contract:	220 days during 18 April 2017 to 17 April 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), the Green Climate Fund, and bilateral funding from the Governments of Japan and Germany, are also supporting this body of work.

In this context, UNDP is seeking a Senior 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 in Africa, and may expand to different regions, depending on the business needs and country requests.

2) OBJECTIVES OF THE ASSIGNMENT

The Senior Consultant will assist with technical support activities, as well as providing direct technical support related to NAPs and project development. In addition, the Senior Consultant will be expected to coordinate the support requested from an array of countries assigned to him/her, by defining the scope of technical assistance, identifying national and international experts and find synergies with other NAP projects, such as the BMUB-funded Integrating Agriculture in the NAPs process initiative, initiatives supported by GCF etc.

3) SCOPE OF WORK

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

A) Policy and analysis

For the countries assigned to her/him:

- J Convene strategic dialogues with Ministries including Climate Change Departments and Ministries of Environment, Finance and Planning, on NAPs; provide direct training, conduct stock-taking exercises and identify areas for resource mobilization to advance NAPs (including GCF);
- J Coordinate with countries requesting support defining the scope of technical assistance and identifying national and international resources and experts;
- J Undertake policy analysis of appropriate climate and development frameworks of countries in order to identify entry points for the NAP Process;
- J Compile and draft narrative reports on country support for NAP related projects;
- J Conduct background research and provide technical input into project concept notes and documents;
- J Provide technical inputs on other NAP-related activities, UNFCCC processes and outreach opportunities;
- J Provide technical inputs for NAP regional workshops;
- J Provide technical inputs for the drafting and review of presentations, notes, publications and other related technical documents;

B) Country support

- J 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;
- J Find linkages of NAP technical support proposals to climate finance readiness activities and reflect in NAP support proposals;
- J Facilitate and provide training sessions in NAP support missions in cooperation with UNDP COs and Governments in African English-speaking countries;
- J Prepare narrative reports summarizing areas for future programme follow-up for NAP and areas for project development;
- J Provide advice and guidance on best practices from in-country support missions;
- J Draft and review NAP papers based on desk-review and scooping missions;
- J Prepare NAP-related reference documents to assist countries with the NAP process;
- J Review documents and provide technical feedback in English;
- J Identify technical expertise to support countries;
- J Identify entry points and opportunities for UNDP assistance in English-speaking countries;
- J Provide input into project proposals to assist countries in accessing funding for NAP;
- J Where necessary, draft project proposals and/or Project Documents to assist countries access funding for NAP;

C) Learning, knowledge management and communication

- J Evaluate, capture, synthesize lessons learnt and best practice and knowledge, including the development of toolkits and other knowledge material (case studies, best practice write-ups) from the countries supported;
- J Prepare case studies and best practice write ups to inform outreach for the NAP and associated projects based on country missions;
- J Identify potential areas of regional cooperation between the NAPs portfolio and regional scientific and training institutions and networks with a focus on supporting countries with NAP relevant components such as forging cross-border collaboration, using climate information, use of cost-benefit analysis for adaptation analysis, monitoring and evaluation, improving vulnerability assessments;

-) Support 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: 18 April 2017 to 17 April 2018 (up to 220 days)

Duty Station: Home based with possible travel.

Expected places of travel: Home based with possible travel, but not limited to Ghana, Zambia, Uganda, Ethiopia, Malawi, Lesotho, Sierra Leone, Somalia.

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

The expected outputs from this assignment are:

a) Policy and analysis:

-) Key NAP support documentation available in English
-) 2 regional workshops for African English -speaking countries
-) Strategic inputs into work planning of the NAP with regards to African English -speaking countries
-) Policy guidance, including draft policy paper on mainstreaming climate change into planning and budgeting
-) Inputs given for the development of 8 new project proposals and project documents

b) Country support

-) At least 4 Stocktaking and policy analysis reports prepared for African English -speaking countries
-) At least 5 brief reports based on country missions
-) At least 4 additional stocktaking reports reviewed for African English-speaking countries
-) At least 10 support missions and workshops planned and organized in African English - speaking countries;
-) 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 African countries
-) Follow-up reports on areas for future programme development for NAPs
-) Draft Terms of reference, assessments and roadmaps for all missions planned and conducted;

c) Learning, knowledge management and communication:

-)] At least 1 case study document on best practices and lessons learnt from in-country support missions
-)] At least 5 draft case studies on NAP progress in countries with specific areas for each country defined.
-)] At least 10 country pages for African English speaking countries updated and contain all relevant documentation from NAP-GSP missions
-)] At least 1 strategic initiative or partnership that leverages regional scientific and training institutions and networks in support of enhancing countries' capacity to advance their NAPs through partnership and/or cross-border collaboration
-)] Support the organization of 2 side events at UNFCCC sessions
-)] 10 articles on country support missions
-)] Technical inputs into other knowledge products, as required from time to time;

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report directly to the Senior Technical Consultant under the 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

Educational Qualifications:

-)] Master's degree or equivalent in Environmental Economics, Climate Change and Development, Social Sciences or closely-related field

Experience:

-)] A minimum of 7 years of directly relevant experience in environmental policy analysis and policy development. Relevant experience can include areas such as designing programmes on climate adaptation, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, development management, public administration and related initiatives Demonstrated knowledge of climate change adaptation and development
-)] Experience working with and delivering support to Governments, including 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.

Language requirements:

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 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.

Technical Criteria for Evaluation (Maximum 500 points)

- J Criteria 1: Education (Max 75 Points)

- J Criteria 2: A minimum of 7 years of directly relevant experience in environmental policy analysis and policy development (Max 125 Points)
- J Criteria 3: Experience in capacity building, organization and delivery of trainings related to climate change and development (Max 75 Points)
- J Criteria 4: Experience working with and supporting Governments in developing and/or Least Developed Countries, especially in Africa (Max 75 Points)
- J Criteria 5: Experience in working in fields related to climate change, sustainable human development, environmental management issues, adaptation, vulnerability and impact assessments (Max 50 Points)
- J Criteria 6: Work experience in an international organization (Max 50 Points)
- J Criteria 7: Excellent English and French (proficiency in both at the level of being able to do technical drafting) (Max 50 Points).

Only candidates obtaining a minimum of 350 points (70% of the total technical points) would be considered for the Financial Evaluation.