



*Empowered lives.
Resilient nations.*

TERMS OF REFERENCE

INTERNATIONAL INDIVIDUAL CONSULTANCY - SUPPORT TO UN-REDD PARTNER COUNTRIES

1. Organizational Context

Reducing Emissions from Deforestation and forest Degradation, as established by the UN Framework Convention on Climate Change (UNFCCC), is often referred to as “REDD+”. The UNDP REDD+ team is based in UNDP’s Bureau for Policy and Programme Support - BPPS. It is part of the Sustainable Development cluster and also works closely with the Climate Change team.

The REDD+ team is responsible for a growing portfolio. The work is primarily concentrated in the UN-REDD Programme, a collaborative partnership with FAO and UNEP. UNDP is also a Delivery Partner for the Forest Carbon Partnership Facility (FCPF) and the REDD+ team hosts the secretariat for the Central African Forests Initiative (CAFI). In addition, the team is responsible for other REDD+ initiatives and ensuring overall quality assurance.

UNDP’s REDD+ Team is spread globally, with management based in Geneva. Regional teams are located in UNDP’s Regional Centres in Bangkok (Asia-Pacific) and Panama (Latin America and the Caribbean), while the regional team for Africa is in Nairobi in order to be co-located with UNEP’s REDD+ Team. The regional teams support UNDP’s country offices and partners in their region. Support to UNDP country offices is coordinated closely with the Regional Bureaux through the regional centres.

The UNDP REDD+ Team especially works closely with the Green Commodities Program (GCP) on drivers of deforestation related to agricultural commodity supply chains, the UNDP-GEF team to provide guidance on GEF-funded projects related to REDD+, and with the Low Emissions, Climate Resilient Development (LECRD) team to ensure UNDP’s efforts on REDD+ contribute to broader transformational change. The team can support the REDD+ initiatives of the regions and country offices and provide quality assurance on a full cost-recovery basis.

A notable example of UNDP’s support to REDD+ processes is in Kenya. UNDP is providing support to the Government of Kenya through its Regional REDD+ team and the UNDP Country Office. The support is to assist Kenya achieve its commitment to addressing the threat of human-induced climate change in all sectors, both by increasing the resilience of its people and environment through measures to decrease and adapt to the effects of climate change. This is detailed in the National Climate Change Strategy, Climate Change Action Plan and the Intended Nationally Determined Contribution (INDC)

submitted by Kenya to the UNFCCC. Within the REDD+ context, UNDP will continue to build on and consolidate the work that the Government has been leading together key partners.

In light of the above-mentioned and in order to advance on the implementation of regional and national activities on REDD+, UNDP is seeking an international consultant to provide country support to Kenya and other countries in the region to drive national REDD+ processes in Africa.

2. Objectives

In order to advance the implementation of UNDP's REDD+ activities in Africa, primarily from sources of funds other than UN-REDD, UNDP is seeking an international consultant to provide country support in the form of capacity building, knowledge transfer and advocacy to enable better facilitation of national efforts to drive national REDD+ processes.

The consultant will work with multiple stakeholders to achieve the tasks set out below. The consultant will work closely under the direct supervision of the UNDP Senior Regional Technical Advisor for REDD+ in Africa and country specific Technical Advisors, and under the overall leadership and guidance of the UNDP Principal Policy and Technical Advisor for REDD+.

3. Scope of Work

The consultant will carry out the following tasks:

Develop a Communication Strategy for Kenya to enhance the visibility of the REDD+ process and to support overall management of communication messages on REDD+

- Conduct a Stakeholder Mapping analysis to identify key target audience groups and an assessment of the media landscape and actors, leading to targeted communication messages with a range of proposed communication outputs;
- Support the launching of a communication strategy that will promote a sense of collective engagement and shared purpose across all sectors;
- Contribute to the enhancement of effective collaboration between REDD+ partners, particularly the Government, the REDD+ Secretariat, the REDD+ Expert Group, the Technical Working Groups, and development partners;
- Support enhanced visibility of the REDD+ process, highlighting objectives, experiences, and impact on the ground to form and strengthen partnerships, collaboration, and coalition building between external REDD+ stakeholders, including governmental, non-governmental institutions and the private sector in Kenya;
- Support the development and management of key communications messages, particularly in managing relationships with indigenous people and key stakeholders and actors.

Support the implementation of Ethiopia's National Forest Sector Development Programme (NFSDP) including the Long-term partnership between Ethiopia and South-Korea

- Provide overall support to the capacity building framework to be developed by UNDP as part of the implementation of the NFSDP;
- Support ongoing cross-sector dialogue with Regional Governments, particularly Benishangul Gumuz, in the implementation of its Readiness Plan;

- Ensure that appropriate mechanisms of cooperation - related to capacity building, collecting, documenting and sharing experience for the implementation of the MoU and the NFSDP are in place;
- Develop follow-up actions and proposals for the implementation of the MOU of the long-term partnership agreement between Ethiopia and South-Korea aimed at supporting the transfer of technologies, best practices and knowledge to support the implementation of the NFSDP.

Support partner countries to strengthen capacity as well as policy and institutional coordination including the establishment of strategic partnerships for REDD+ implementation

- Develop a South-South Cooperation Project Document and related documentation between Cote D'Ivoire and Costa Rica aimed at fostering closer collaboration to support Cote D'Ivoire's and Costa Rica's institutional capacity in the forestry, environment sector, and green growth through south-south exchanges based on technical cooperation, training, research/knowledge and technological support and transfer;
- Conduct capacity building training for Uganda REDD+ team and related packages on the processes needed for the finalization of the REDD+ strategy and its implementation.

Produce targeted communication and knowledge products in Ghana

- Support Ghana in strengthening their national capacities and visibility efforts to effectively and efficiently implement REDD+ and transition to Results Based Payments;
- Develop a knowledge package, highlighting lessons learned and country experiences that can be utilized for disseminating to donors, partners, countries and at various fora (missions, meetings, donor's roundtable, etc.); and
- Develop Info Brief on selected themes.

Additional Tasks

- Provide any other support to UNDP's REDD+ work in Africa and/or undertake any other action or other related functions requested by the Senior Regional Technical Advisor (SRTA) and Principal Policy and Technical Advisor (PTA).

4. Expected Outputs/ deliverables

The key outputs to be delivered by the Consultant are as follows:

- Kenya Communication Strategy outlining clear messages to address the different needs of stakeholders engaged in the REDD+ process
- Capacity Building Framework developed for UNDP in Ethiopia and Ghana
- Implementation support provided to the Cooperation Project Document between Ethiopia-Korea
- South-South Cooperation Project Document between Cote D'Ivoire and Costa Rica developed
- Capacity building training on REDD+ Team in Uganda conducted
- Three country-specific knowledge products (Cote D'Ivoire, Ghana and Kenya) developed

5. Reporting Modalities

The Consultant will work under the overall guidance of the UNDP Senior Regional Technical Advisor and country specific Technical Advisors. S/he will work in close collaboration with UNDP/UN-REDD team.

6. Proposed Time Frame and Deliverables

The assignment will have the duration of five months.

Deliverables	Timelines`	Payment shedule
<p>Work Plan Developed and Submitted</p> <p>Kenya Communication Strategy</p> <p>South-South Cooperation Project Document between Cote D'Ivoire and Costa Rica developed and associated knowledge products</p>	May and June 2017	<p>Lump Sum</p> <p>Deliverable 1: Clearance and acceptance of inception report and associated workplan plan triggers: 20% of total contract amount</p> <p>Deliverable 2: Clearance and acceptance of Kenya Communication Strategy and South-South Cooperation Project Document for Cote D'Ivoire and associated knowledge producs triggers: 20% of total contract amount</p>
3 country specific knowledge products developed Capacity Building programme framework development for Ethiopia	June and July 2017	<p>Deliverable 3: Clearance and acceptance of country knowledge products triggers: 20% of total contract amount</p> <p>Deliverable 4: Clearance and acceptance of regional knowledge products triggers: 20% of total contract amount</p>
Cooperation Project Document for the implementation of the MOU between Ethiopia-Korea developed Capacity building training on KM for REDD+ Team in Uganda conducted	August	Deliverable 5: Clearance and acceptance of Project Document for Ethiopia-Korea and report on capacity building for Uganda triggers: 20% of total contract amount

7. Qualification and Education Experience

The expert will have the following profile:

- Advanced degree in a relevant social and nature science, international relations or a development-related subject
- At least 13 years of experience in project management, setting up/managing diverse and innovative partnerships, and knowledge management and communication
- Familiarity with the concept and practice of REDD+, and broad knowledge of climate change will be an advantage;

- Proven track record of working with governmental and non-governmental institutions.
- Good interpersonal skills
- Proven experience in drafting reports and action plans
- Knowledge of both French and English required

8. Evaluation Criteria

<i>Only candidates obtaining a minimum of 70 points will be considered</i>		
Criteria	Weight	Max. Point
<u>Technical</u>	100%	100
Advanced degree (Masters) in Environment/Natural Sciences, Natural Resource Management, International Relations	20	20
At least thirteen (13) years of relevant experience in project management, managing partnerships, knowledge management and communication	25%	25
Knowledge of concept and practice of REDD+, and broad knowledge of climate change will be an advantage	25%	25
Excellent Analytical and report writing skills	10%	10
Fluency in French and English	10%	10
Experience in working in the UN system	10%	10

9. Evaluation method

Method: cumulative analysis method will be used to evaluate proposals.

The evaluation Criteria as shown below shall be used to evaluate all the proposals received.

The award of the Individual Contractors Contract shall be made to the individual contractors whose offer has been evaluated and determined as:

- 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.

Technical Criteria weight - 70 points

Financial Criteria weight - 30 points

The following formula will be used to evaluate financial proposal: $p = y (\mu/z)$,

- p = points for the financial proposal being evaluated;
- y = maximum number of points for the financial proposal;
- μ = price of the lowest priced proposal;
- z = price of the proposal being evaluated;

Financial Proposal (30%): Your financial proposal shall include a breakdown of the lump sum indicating fees and any other expenses that consultant might think is required for the assignment.

10. Duration of assignment, duty of station and expected places of travel

The assignment is expected to be carried out for six months from May 2017 to October 2017. UNDP Country Office in Cote D'Ivoire, Uganda and the UNDP REDD+ team will jointly contribute to this consultancy. UNDP will cater for the travel costs out of Nairobi where such trips are deemed necessary.

11: Remuneration

- The successful consultant will be paid on UNDP terms and condition for the relevant contract modality.
- Payment will be done on a lump sum basis against a disbursement schedule as outlined in the contract and based on receipt of clearly defined deliverables with a specific timeline.
- Transport for field work will be provided.
- DSA will be provided to the consultant while in the field.

12.Submission details

Submission must be online following the instruction given on the website Please submit the following to demonstrate your interest and qualifications.

- P11 (required), indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- Personal CV (optional)
- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided [see details on link further down];
- Financial proposal (All-inclusive daily fee): Interested individuals are kindly requested to submit an all-inclusive daily consultancy fee (template provided)
- Travel: All envisaged international travel costs must be included in the financial proposal in a separate line, though not the cost of in-land travel, which will be handled directly by the UNDP Country Office.

Other Information

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.

Incomplete application and applications received after the deadline will not be considered. Only selected candidates will be notified.

Application Evaluation Process: Individual consultants will be evaluated based on the Cumulative Analysis methodology [weighted scoring method], where the award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of technical and financial criteria specific to the solicitation. Technical Criteria weight; [70%]. Financial Criteria weight; [30%].

Only Individual Consultants obtaining a minimum of 70% of the obtainable 100 points in technical evaluation would be considered for the Financial Evaluation.

Duty Station

Nairobi, Kenya.

Application process

Interested and qualified candidates should submit their applications which should include the following:

1. UNDP Personal History Form (P11)
2. Detailed Curriculum Vitae
3. Proposal for implementing the assignment
4. Offeror's letter to UNDP

Qualified candidates are requested to email their applications to **consultants.ken@undp.org** to reach us not later than **COB on 02 May 2017.**

Please quote **"Country support to REDD+"** on the subject line.

ANNEXES

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - IC PROPOSAL FORM

ANNEX 3 - P11 TEMPLATE

ANNEX 4- OFFEROR'S LETTER TO UNDP

ANNEX 5 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

UNDP applies a fair and transparent selection process that will consider the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.