



## UNITED NATIONS DEVELOPMENT PROGRAMME

### Terms of Reference

#### 1. POSITION INFORMATION

|                             |  |
|-----------------------------|--|
| <b>Project:</b>             | <b>Developing climate resilient livelihoods in the vulnerable watershed in Nepal</b>   |
| <b>Position Title:</b>      | National Consultant - <b>Livelihood Specialist Consultant</b>  |
| <b>Location:</b>            | Kathmandu, Nepal   |
| <b>Organizational Unit:</b> | Energy, Environment, Climate and DRM Unit, UNDP CO Nepal   |
| <b>Reporting to:</b>        | ACD/Head of Energy, Environment, Climate and DRM Unit and Regional Technical Advisor (Adaptation) based in BRH, UNDP in close consultation with Senior Project Officer- Integrated Climate Risk Management and Climate Change Programme Analyst at UNDP CO |
| <b>Type of Contract:</b>    | Individual Contract  |
| <b>Contract Period(s):</b>  | 16 October 2017  |
| <b>Duration:</b>            | 60 working days (16 October 2017- 15 October 2018)   |
| <b>Duty Station:</b>        | Homebased with in-country mission (as required)  |

#### 2. CONTEXT

Among all physiographic regions of Nepal, the mountain regions are the most vulnerable, because warming trends are growing and the impacts are magnified by the extreme changes due to variation in altitude. The Himalayan catchments of Nepal, including watersheds in mountain regions are particularly prone to floods and associated landslides, because the melting snow coincides with the summer monsoon season and any intensification of the monsoon and/or increase in melting, is likely to contribute to flood disasters. Around 85% of rainfall occurs during the four monsoon months of June to September. Reports from Nepal's Ministry of Home Affairs (MoHA) show that over the course of the past 10 years, more than 4,000 people have died from climate-induced disasters and have resulted in accumulated economic losses of US\$5.34 billion (MoHA, 2010). At the other extreme, water scarcity and droughts also pose a threat to livelihood systems. The temporal variability of rainfall and runoff is hence very high, and the problem of

excess water during the monsoon and water scarcity during the dry season affects all aspects of life in the country.

**A long term solution** to this climate change problem is to rehabilitate and maintain functional integrity of watersheds that have critical functions of water storage and release, infiltration, drainage control, and soil moisture retention. Using watersheds as organizing units for planning and implementation of natural resources management and resilient livelihood development is an approach to effectively tackle an immediate and long term climate risk reduction, in relation to floods and droughts. Taking watershed management concerns into serious consideration UNDP plans to support the Government of Nepal by channelizing global fund (Least Development Country Fund) from Global Environment Facility (GEF) through the project “**Developing climate resilient livelihoods in the vulnerable watershed in Nepal**”.

The concept or Project Identification Form (PIF) to develop climate resilient livelihoods in vulnerable watershed in Nepal is approved by the GEF Secretariat - providing a green signal to proceed further with Project Formulation Phase.

### **3. REPORTING LINES AND WORKING TEAM ARRANGEMENT**

Thus, UNDP in collaboration with Govt. of Nepal plans to recruit a National Livelihood Specialist Consultant - to support the preparation of the detail project document based on UNDP/GEF standards. The Consultant will perform under the overall guidance and supervision of Assistant Country Director and closely work with Senior Project Officer- Integrated Climate Risk Management and Climate Change Programme Analyst at UNDP CO.

The Consultant will work closely under the lead of Project Development Specialist and together in close collaboration with International Watershed Specialist, National Watershed Restoration Specialist and National Gender Specialist. The overall reporting and draft finalization will be in close coordination with the Ministry of Forests and Soil Conservation, Department of Soil Conservation and Watershed management and the joint working team members representing ministry, department and UNDP.

### **4. OVERALL FUNCTIONS**

The National Livelihood Specialist will **contribute** to the team by supporting the overall function as listed below. The Key Functions/Expected Results for Livelihood Specialist is described in detail under Section 5.

#### **Component A: Technical review**

The following technical studies should be conducted during the preparation of the detail project document.

a. Baseline Studies to be undertaken:

- **Assessment of policy and institutional framework for watershed management.** This should include land use regulations and decisions for land assignments as well as socio-economic factors that influence land use practices. As part of this review identify the roles and responsibilities of various ministries and government institutions in watershed management, including land use and management decisions; Identify the gaps, conflicting mandates and the opportunities to reconcile these; assess whether climate change risks are considered in the watershed management decisions or associated capacity development
- **Stocktaking of the watershed assessments and related study reports in Nepal.** This includes stocktaking of existing hydrological and geophysical assessments, including the hydrological models that are available for Nepal. Identify data and knowledge gaps and address during the PPG to the extent possible and / or budget for the project implementation under the component 1;
- **Review and analysis of the existing driving factors of watershed degradation,** including underlying causes of deforestation, erosion and land degradation; should particularly examine the underlying causes identified at the PIF stage (but not limited to):
  - i. Fuel poverty and increasing rates of deforestation, degrading land and destabilizing landscapes, disrupting functional integrity of watersheds;
  - ii. Population growth and expansion of agricultural lands;
  - iii. While addressing community isolation and improving access to markets and services, road constructions often destroy water sources and destabilize the landscape;
  - iv. Expansion and poor construction standards of irrigation network, often result in seepages and further destabilization of landscape, increase susceptibility to erosion and landslides.
- **Assessment of past climate extreme events,** such as extreme floods, flashfloods and associated landslides, occurred in the target regions, at least across 10 years of timeframe;
- **Identify best practiced local adaptive measures** for watershed management and conservation
- **Analysis of national climate change scenarios** (as part of the SNC and other national and regional studies). Identify the climate change projections for Nepal and describe the models that have been used and why; Establish a method to facilitate integrated analysis of future climate change impacts and so-called Shared Socioeconomic Pathways (SSP);
- **Identification of references and clear articulation of the climate change related problem** across the following areas:
  - i. Observed changes in water yielding capacity of watersheds;
  - ii. Changes in time patterns of stream flows;
  - iii. Observed depletion and drying out of water sources;
  - iv. Correlate with an observed and projected changes in rainfall patterns as well as temperature increase;
  - v. More intense rainfalls over shorter timeframes; rainfall arrives in short intense bursts;
  - vi. Temperature increase leads to higher rates of evaporation and evapotranspiration;
  - vii. Local awareness and initiatives
- **Review of a criteria that underpin prioritization of watersheds for rehabilitation works** at the Ministry of Forestry and Watersheds; Identify the information and knowledge gaps that preclude use of climate change impact projections for prioritization;

- **Review the underlying causes of vulnerability of the communities** inhabiting the target watersheds; with particular attention to population density, gender disparity issues, land use practices, livelihood activities, employment rates, access to public services and income generation opportunities (all disaggregated by gender);
  - **Lesson learnings and to identify crucial interventions from baseline projects:** Stocktaking of ongoing investments, programmes and projects both government and donor financed that tackle watershed rehabilitation and management issues; Analysis of these baseline interventions and identification of good practices of such works, with particular focus on drainage control, retention ponds, groundwater recharge systems, community forestry, agroforestry, conservation agriculture, good construction practices that can be replicated and scaled up in the framework of the proposed project; Analysis of these baseline interventions and identification of maladaptive practices that need to be reversed or the critical gaps that can be addressed by the proposed project;
  - **Review status of public expenditure, budget allocations** for the watershed protection and rehabilitation; establish the financial gaps and identify the feasible financial instruments to leverage additional public or private funding for the protection of watershed systems;
  - Detailed **formulation of the normative solution and a detailed analysis of the barriers** to the normative solution;
  - **Assessment of various available methods for watershed-based planning** as well as financial mechanisms, including PES to rehabilitate and protect critical watershed functions and services;
  - **Identification of relevant indicators** and collection of the baseline data for these indicators.
- b. Carry out studies to address any opportunities/risks during an environmental and social screening of the project proposal:
- Identify activities that will minimize environmental and social impacts or increase vulnerability through the changes that this project will make to watershed management planning and finance processes at national and sub-national level;
  - Identify specific suit of measures that will reduce the likelihood of any land use related conflicts in the target areas as a result of establishing or expanding community forestry, other land use practices or hydrological infrastructure such as water retention structures and catchment ponds with controlled drainage and maintenance systems;
  - Identify women specific vulnerabilities and adaptation needs and tailor the measures that target and empower women.
- c. Identification of specific sites for intervention:
- At least three site visits to be organised in high, mid and low mountain ranges and series of consultations and participatory learning dialogues with the local governments, local communities and operating projects to be conducted to determine the most appropriate project locations.

- d. Identification of proposed project activities, according to the Outcome framework in the approved PIF; assessment of existing national capacity (including the government, civil society, private sector, etc.) to implement the identified activities.
- e. Integration with development plans, policies, budgets and complementary projects: Further describe and cost the programmatic baseline projects as discussed in the PIF; analyse weaknesses and gaps in these, and identify opportunities for joint action/identification for co-financing.
- f. Stakeholder consultations during technical review: Mobilize and engage stakeholders during project design. Negotiate partnerships with on-going projects to align their activities and the project to build synergies. Document these consultations.

### **Component B: Institutional arrangements, monitoring and evaluation**

- a. **Finalization of project results framework**: Define the results framework with appropriate objective-level and outcome-level quantitative and qualitative SMART **Error! Bookmark not defined.** Indicators, and end-of-project targets. Special attention to be made to include socio-economic and gender disaggregated indicators.
- b. **Definition of monitoring and evaluation (M&E)**: A detailed M&E work plan to be developed, including clear identification of responsibilities and accountabilities, as well as an appropriate M&E budget. The plan should be based on the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
- c. **Define sustainability plan**: The sustainability plan should outline the principles and guidelines for ensuring the long-term sustainability of project achievements. It should also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing. The sustainability of the project impact should be described in the context of institutional, environmental, social, and financial sustainability.
- d. **Stakeholder consultations under the Component B**: Involve key agencies in the development of the project strategy to ensure a strong national ownership. In close collaboration with key government representatives and other stakeholders ensure full participation in the development of the project results framework and ensure agreement on the project objectives and outcomes. Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.
- e. **Formulation of stakeholder involvement plan**: Results of the consultations described above, among other things, should be used to formulate a stakeholder involvement plan, which should map out how various partners will lead and participate in various project activities.

### **Component C: Financial planning and co-financing investments:**

- a. **Prepare a detailed multi-year budget** following the standard template provided in the UNDP-GEF project document template that reflects the mandatory requirements of the GEF M&E Policy.
- b. **Contribute in exploring multilateral and bilateral co-financing opportunities:** Undertake series of consultations with partners to ensure a coherent and sustainable financing package for the project including post- GEF grant phase, including the options for the GCF finance.
- c. **Support in ensuring completion of required official endorsement letters:** An official endorsement letter shall be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee should be collected from participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.
- d. **Assist in stakeholder consultations under the Component C:** The detailed multi-year budget needs to be discussed with the relevant stakeholders individually as well as consensus reached in the validation workshop. The co-financing figures should be discussed with the stakeholders and commitment to co-financing formally conveyed through written form.

### **Component D: Validation workshop**

- a. **A validation workshop** will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

### **Component E: Completion of final document**

- a. **Consolidate all technical and consultation inputs** into a clearly written UNDP Project document with all relevant sections and annexes.
- b. Complete **CEO endorsement request form**.

## **5. KEY RESULTS EXPECTED**

The key results expected from the Livelihood Specialist remain as below.

- a) **Review in detail** the recent and ongoing programmes and projects that support livelihood development with particular focus on conservation agriculture, community forestry and agroforestry; analyze key lessons and successful practices for further upscale and replication in the framework of the proposed project;

- b) **Map out existing livelihood related support** that exists in the target districts/communes and facilitate a dialogue with local district, sub-district and village ward level authorities about ways in which these agencies can be more effectively integrated into the sub-national development planning process;
- c) **Assess the existing livelihood practices** in the target sites; assess to what extent these practices (including the livelihood support provided by other donors) take into account future climate change scenarios such as increasing variability and flood risks.
- d) In close cooperation with the ecosystems and gender specialist and under an overall guidance by the International Project Development Specialist **prepare suit of socially and economically viable social businesses** with high gender and adaptation benefits; identify the main barriers to and opportunities for the community forestry, non-timber products development, agroforestry, fodder production and efficient stoves.
- e) **Identify the delivery mechanism** for such measures taking into considerations financial and institutional sustainability options;
- f) Under the component 2 **outline a detailed set of activities for social enterprise development** closely considering traditional land use agreements, employment opportunities, market value and gender benefits.
- g) Take a **lead to coordinate National Consultants and liaison between International Project Development Consultant** by ensuring all the above mentioned baseline studies, reviews, assessments, models and strategies are compiled and submitted to International Project Development Consultant.

## 6. RECRUITMENT QUALIFICATIONS

### Education

- Master's Degree natural resource economics/management, rural development, environmental management, social sciences, or other closely related field.

### Experience and Requirements

- Experience of working on livelihood and market based approaches, social enterprise/entrepreneurs, natural resource management/economics for at-least 15 years;
- Work experience in community based adaptation and risk reduction programs and initiatives for at least 8 years preferable;
- Background in partnership building is preferred;
- Experience in working with government, donors or the UN previously is an asset;
- Good knowledge and understanding of the global debate on livelihood, water resource and experience in multilateral conservation and management dialogues and processes;
- Proven experience and knowledge of country's institutional framework and policies of livelihood/watershed management is an asset; and

- Demonstrated understanding of issues related to gender and community based adaptation; experience in gender sensitive evaluation and analysis.

### **Language Requirements**

- Proficiency in written and spoken English.

### **7. COMPETENCIES:**

- Ability to communicate effectively to varied audiences;
- Ability to work under tight schedules;
- Ability to coordinate and collate information obtained from various sources;
- Ability to guide team members to achieve better results in timely manner;
- Proven strong analytical abilities;
- Ability to work under pressure with several tasks and various deadlines;
- Actively generates creative, practical approaches and solutions to overcome challenging situations;
- A pro-active approach to problem-solving.

### **8. PAYMENT AND DELIVERABLES:**

Coordinate inputs from international and national consultants and relevant stakeholders:

- To liaise with the relevant experts involved in the project formulation to obtain their expected inputs for the feasibility study, and concept design;
- To participate in a series of consultation discussions with stakeholders and obtain technical inputs from UNDP and ministries as deem relevant;
- To participate and obtain inputs from CSO and private sector meetings which are organized by the UNDP/ ministries;
- To participate in community level consultations to validate the design and input in to the full proposal;
- Ensure all project interventions are robustly designed meeting GEF criteria and is backed up with evidence including pre-scoping assessments, evaluations, relevant studies etc.

#### **Deliverables:**

- Payment to be made on a deliverable basis
- Total working days = 60
- Deliverables/Outputs will be monitored by EECDRM team as below.
- The deliverables/outputs are linked with International Project Development Specialist.

| <b>Deliverables</b>   | <b>Timeline 2017/2018</b>                   | <b>Payment Schedule</b> |
|---|---|-------------------------|
| a) Submission of Inception report;  | 2 weeks after the contract is signed        | 10%                     |
| b) Field visit and submission of first draft report;  | Within 3 months after contract is signed    | 25%                     |
| c) Submission of draft Project Document with a detailed set of activities incorporating all technical and consultation inputs into a clearly written UNDP Project document with all relevant sections and annexes | Within 8 months after contract is signed.   | 40%                     |
| d) Submission of Final Project Document and Completion of a CEO endorsement request form.   | Within 10 Months after contract is signed   | 20%                     |
| e) Incorporate inputs from GEF Sec; finalise Final Project Document and clearance from GEF Sec  | Within 12 Months after signing the contract | 5%                      |

(All deliverables will only be accepted if they meet highest quality standards. In country mission and meetings must be well prepared and executed professionally. Documents, including drafts, have to be well structured and written. Data collection, analysis and presentation are expected to meet highest standards. All final documents have to be proofread and professionally edited before submission.)

#### **9. SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS:**

Lump Sum Amount – the financial proposal must be expressed in the form of an “all-inclusive” lump sum amount supported by a detailed breakdown of costs as per the template provided. Under the lump sum approach, the contract price is fixed regardless of changes in the cost components or duration of the assignment.

NOTE: DSA and Travel will be arranged by UNDP for the field visits outside KTM Valley.

#### **10. REPORTING AND COORDINATION LINE:**

- The National consultant (hired under UNDP’s Individual Contract modality) will report directly to UNDP, with direct supervision by head of the unit - EECDRM in the UNDP Country Office and Regional Technical Advisor (Adaptation) based in BRH UNDP in close coordination with Senior Project Officer- Integrated Climate Risk Management and Climate Change Programme Analyst at UNDP CO
- S/he is also expected to work closely with other colleagues working on Climate Change and Disaster Risk Management portfolio with EECDRM unit at CO.

- The National Consultant will need to work closely with UNDP CO, other National and International consultant for all the technical requirements towards developing and finalizing the full-size project formulation and in close coordination with BPPS/UNDP-GEF Regional Technical Advisor on Climate Change Adaptation;
- The National Consultant will facilitate necessary contributions by all national and expert/s assigned to respective tasks for GEF project formulation for Nepal;
- The National Consultant will lead and coordinate with other team members in his/her project formulation team to work with DSCWM, MoSFC, MoPE, DHM, DWIDM and other government and non-government counterparts and UNDP during the consultation and formulation process.
- In addition, the draft report shall be submitted to the working team members representing MoFSC, DSCWM and UNDP.

#### 11. CRITERIA FOR SELECTION OF THE BEST OFFER:

Combined Scoring method – where the qualifications and methodology will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%. Only candidates scoring 70% (i.e. 49 points) in the technical evaluation will be considered for financial proposal evaluation.

| Technical Evaluation Criteria  | Maximum Points | Weight % |
|--|----------------|----------|
| <b><i>(a) Academic Qualification</i></b>   | <i>(20)</i>    |          |
| Master's Degree natural resource economics/management, rural development, environmental management, social sciences, or other closely related field;           | 20             | 20%      |
| <b><i>(b) Knowledge and Experience</i></b>   | <i>(30)</i>    |          |
| Experience of working on livelihood and market based approaches, social enterprise/entrepreneurs, natural resource management/economics for at-least 15 years; | 20             | 20 %     |
| Work experience in community based adaptation and risk reduction programs and initiatives for at least 8 years;  | 5              | 5 %      |
| Experience working in Nepal is preferred; and with government, donors or the UN previously is an asset   | 5              | 5 %      |
| <b><i>(c) Technical Proposal</i></b>   | <i>(20)</i>    |          |
| <b>Organization &amp; Methodology</b> for carrying out this assignment   | 20             | 20%      |

|                                |            |             |
|--------------------------------|------------|-------------|
| <b>Total Technical:</b>        | <b>70</b>  | <b>70%</b>  |
| <b>Financial Proposal: 30%</b> | <b>30</b>  | <b>30%</b>  |
| <b>FINAL SCORE:</b>            | <b>100</b> | <b>100%</b> |