



## **TERMS OF REFERENCE**

### **FOR INDIVIDUAL CONTRACT**

<b>POSITION TITLE:</b>	NAP Country Support Consultant
<b>AGENCY/PROJECT NAME:</b>	UNDP BPPS GEF, NAP GSP
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Bangkok based with possible travel to Nepal</b>
<b>Duration:</b>	<b>Up to 70 days between 12<sup>nd</sup> April 2018 and 31<sup>st</sup> December 2018</b>

#### **1) GENERAL BACKGROUND**

The NAPs process was established under the Cancun Adaptation Framework (2010) in order to prepare countries for addressing climate risk in the medium term. The process is intended to be continuous, progressive and iterative. NAPs require building a stronger evidence base, improving skills and capacity and adopting learning by doing approaches. NAPs need to be country-driven, gender-sensitive, participatory and use transparent approaches.

Financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF), the joint UNDP-UNEP NAP-Global Support Programme (NAP-GSP) and its partners and collaborators are assisting countries to identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning. The partner agencies of the NAP-GSP are the FAO, GIZ, GWP, IFAD, PROVIA, WHO, UNFCCC, UNISDR and UNITAR. The GSP is one of a number of initiatives in place to support Countries to advance their NAP process.

In addition, the United Nations Development Programme (UNDP) and the Food and Agriculture Organization of the United Nations (FAO) are working together on the project Integrating Agriculture in National Adaptation Plans programme ("NAP-Ag") with ministries of Agriculture, Environment, Planning and Finance, and key national stakeholders in Nepal, Kenya, the Philippines, Thailand, Uganda, Uruguay, Viet Nam, Zambia, Guatemala, Colombia, and The Gambia to incorporate agricultural sectors into National Adaptation Plans (NAPS) processes. In doing so, the programme aims to safeguard livelihoods, raise agricultural production and boost food security. In all target countries, agricultural sectors, including forestry and fisheries, have been identified as the most vulnerable to the effects of climate change, but also key to ensuring food security and reducing poverty. The programme is funded by the International Climate Initiative of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB).

Against this background, the consultant will provide support to countries formulate and advance their national adaptation plans, and technical assistance to implement the NAP-Ag Programme.

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

The objective of this assignment is to assist countries, to advance their respective NAP processes. This assistance will support countries to identify and plan for technical support activities and multi-sectoral

cooperation to formulate and implement NAP processes and assist the NAP – GSP project with technical support activities as well as research works related to NAPs and project development. This will also contribute to accelerating the delivery of the NAP Ag Programme in Nepal and Thailand.

### 3) SCOPE OF WORK

Under the supervision of the Lead Technical Specialist – NAP-GSP, the consultant will be responsible for the following tasks:

- A. Provide technical guidance to Nepal and Thailand NAP Ag Country Team for the effective implementation of the Programme at country level, incl. review of workplans, review of quarterly reports, review of technical outputs, liaison with the country teams, attendance to workshops
- B. Contribute to country briefs, case studies and other knowledge products on NAP-Ag and NAP GSP
- C. Support the inception phase of NAP GCF proposals for up to 2 countries, including drafting of project document under UNDP template, preparing inception workshops

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory and coordination work; (b) leading or participating in country level consultations (together with NAP-GSP partners) and; (c) post-mission drafting of bankable proposals, stock-taking reports, based on the outcomes of the in-country consultations;

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

Duration: up to 70 days (between 12<sup>nd</sup> April 2018 – 31<sup>st</sup> December 2018)

Duty station: Bangkok based with possible travel

Expected places of travel: Nepal

The expected travel schedule will be defined in consultation with the country. The consultant is required to arrange for his/her own travel. The travel cost shall be reimbursed at actual but not exceeding the amount quoted by UNDP travel agent.

### 5) FINAL PRODUCTS

Expected Deliverables	Number of Working Days
2 work plans adjusted for Nepal and Thailand	5 days
6 quarterly reports/country finalized	5 days
6 meetings/workshops reports drafted	15 days
2 country briefs drafted for Thailand and Nepal	10 days
4 thematic case studies reviewed and finalized on gender, cost-benefit analysis, M&E, and/or impact evaluation for Nepal and Thailand	20 days

2 PPTs, 2 agendas and 2 project documents drafted on 2 countries for the NAP GCF projects	15 days
<b>Total</b>	<b>70 days</b>

In addition to these tasks, the consultant may be required to support the work of the NAP-GSP against their targets, including assistance to the development and drafting of UNDP working papers and documents.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will report directly to the Lead Technical Specialist – National Adaptation Plan (Global Support Programme), 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

### Competencies:

#### Corporate Competencies

- ) 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 favoritism.

#### Communication:

- ) Communicate effectively, both in writing and verbally, to a varied and broad audience in a simple and concise manner.

#### Professionalism:

- ) Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- ) Excellent analytical and organizational skills;
- ) Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

#### Teamwork:

- ) Work well in a team to advance the priorities of UNDP and the LDCF;
- ) Projects a positive image and is ready to take on a wide range of tasks;
- ) Focuses on results for the client;
- ) Welcomes constructive feedback.

### Required Skills and Experience:

#### Education:

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

**Experience:**

- ) A minimum of 1 year 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 countries, especially in Asia;
- ) Sound understanding of climate change, sustainable human development, environmental management issues adaptation, vulnerability and impact, and other related sustainable human development issues;
- ) Work experience in an international organization.

**Language:**

- ) Proficiency in English with excellent verbal and drafting skills.

**8) 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 experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) Financial Proposal that indicates the all-inclusive daily price, supported by a breakdown of costs, as per template provided in [Annex 2](#). If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. Kindly indicate the costs related to the 4 aforementioned missions under a separate heading.

**9) CRITERIA FOR SELECTION OF THE BEST OFFER**

The following criteria will serve as basis for evaluating offers:

- ) Only those applications which are responsive and compliant will be evaluated;
- ) The technical criteria (education, experience, language) will be worth a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview;

\* Technical Criteria weight; 70%

- a. **Criteria 1:** Relevant Education- **max 25 points;**
- b. **Criteria 2:** Experience in environmental policy analysis and policy development, capacity building, organization and delivery of trainings related to climate change and development - **max - 20 points;**
- c. **Criteria 3:** Experience working with and supporting Governments in developing countries especially in the Asia region - **max 20 points;**
- d. **Criteria 4:** Experience in climate change, sustainable human development, environmental management issues adaptation, vulnerability and impact, and other related sustainable human development issues- **max 20 points;**

e. **Criteria 5:** Excellent English (proficiency in both at the level of being able to do technical drafting) - **max 15 points.**

- ) The interview will be given a maximum of 100 points (30%). When combined with the technical review of 100 points (70%), only candidates who pass 70% of technical and interview evaluation will be evaluated further;
- ) For those passing technical and interview evaluation above, offers will be evaluated per the Combined Scoring method:
  - a. Technical and Interview (70%)
  - b. Financial Evaluation (30%)
- ) The financial proposal shall specify an all-inclusive<sup>1</sup> daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- ) Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

#### 8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE                      ☐ PARTIAL                      ☐ INTERMITTENT                      ☐ FULL-TIME

#### 9) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum                      ☒ Daily

#### 10) APPROVAL

This TOR is approved by

Signature:

Name: Ms. Rohini Kohli  
*Lead Technical Specialist – Climate Change Adaptation*

Date: