



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE: NAP Country Support Consultant
AGENCY/PROJECT NAME: UNDP/BRH/NAP-GSP
COUNTRY OF ASSIGNMENT: Home based with expected travel to 2 countries
DURATION: Between 15th May 2018 and 31st December 2018 (up to 105 working days)

1) GENERAL BACKGROUND

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 LDCs 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 NAPGSP 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.

Within this overall background, UNDP is supporting countries with one-on-one technical assistance to identify specific needs, capacity gaps, provide training and suggest next steps with regards to advancing their National Adaptation Plan (NAP) processes. This also includes the development of programmes and initiatives for mobilizing resources for countries to undertake the NAP process. This tailored support complements NAP-GSPs activities that are focused on region-based technical training, awareness-raising, and knowledge sharing and exchange.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to assist least developed and developing 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. This will include identifying areas for resource mobilization, analyzing gaps in institutional capacity to initiate NAP process, suggest tangible ways of addressing capacity gaps as well as locate strategic opportunities for follow-up. This assistance is also expected to contribute to building awareness about the NAP process in countries and be able to support the communication of the results to stakeholders both in-country as well as externally.

The NAP country support consultant will provide direct assistance to at least two countries that are least developing or developing countries.

3) SCOPE OF WORK

The consultant will be responsible for:

- A. Support the inception of NAP GCF projects, including through producing powerpoint and design on TOC session
- B. Support the delivery of the NAP GSP knowledge management plan, through the coordination of the production of country briefs, the technical review and editing of country briefs and case studies, the drafting of 1 technical brief on NAP-NDC-SDG linkages or related topic and 1 chapter of a UNDP publication of Mainstreaming Adaptation
- C. Support the implementation of the monitoring and evaluation capacity building workstream under NAP Ag: prepare and conduct 2 trainings in Asia, 1 case study on M&E drafted
- D. Support the delivery of the NAP GSP knowledge management plan, through the coordination of a webinar, and technical review of knowledge products.

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) in selected countries and; (c) post-mission drafting of bankable proposals, stock-taking reports and road-maps, based on the outcomes of the in-country consultations);

The two countries to be supported as per point A in this Terms of Reference are indicatively Lebanon and Bangladesh

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

Duration: between **15th May 2018 and 31st December 2018 (maximum of 105 working days)**

Duty station: Home based with possible travel.

Expected places of travel: Nepal and Thailand

The expected travel schedule will be defined in consultation with the countries. 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

Deliverables	Activities	Number of Working Days
Under NAP - GSP (55 days)	1. 1 PPT and 1 inception workshop agenda prepared for up to 2 countries;	5 days
	2. Up to 20 country briefs and 3 other knowledge products reviewed and finalized;	30 days
	3. 1 technical brief of NAP-NDC-SDG linkages or related topic	10 days

	4. 1 chapter of the UNDP publication of Mainstreaming Adaptation	10 days
Under NAP Ag (50 days)	1. 1 webinar and other learning event coordinated on NAP-NDC-SDG and related topic and drafting of related briefing note in conjunction with NAP GSP brief;	2 days
	2. 2 case studies on M&E of adaptation (8 days)	8 days
	3. Up to 2 trainings tailored from the M&E training package and conducted through country missions in Asia or Africa;	20 days
	4. 2 NAP-Ag country case studies	10 days
	5. Up to 3 knowledge products technically reviewed and edited	10 days
Total		105 days

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the NAP-GSP Lead Technical Specialist throughout the consultancy.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's degree or equivalent in environment, economics, development, or closely- related field.
- 7 years of relevant work experience. 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.
- Sound understanding of climate change, sustainable human development, and environmental management issues adaptation, vulnerability and impact, and other related sustainable human development issues.
- Experience working in Africa especially LDCs and Asia will be an asset.
- Experience working in capacity building for climate change adaptation will be an asset.
- Excellent English communication 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) 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.

9) CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria will serve as basis for evaluating offers:

- J Only those applications which are responsive and compliant will be evaluated;
- J 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%

- J **Criteria 1:** Relevant education. **15 points**
- J **Criteria 2:** Demonstrated experience in areas such as designing programmes on climate adaptation, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, development management, public administration or closely-related initiatives. **25 points**
- J **Criteria 3:** Demonstrated knowledge of climate change adaptation and development. **15 points**
- J **Criteria 4:** Experience working with and delivering support to governments. **15 points**
- J **Criteria 5:** Experience working in Africa especially LDCs and Asia will be an asset. **10 points**
- J **Criteria 6:** Experience working in capacity building for climate change adaptation will be an asset. **10 points**
- J **Criteria 7:** Excellent English communication skills. **10 points**
- J 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;
- J 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%)
- J The financial proposal shall specify an all-inclusive¹ daily fee (including number of anticipated working days and all foreseeable expenses to carry out the assignment);
- J Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE

☐ PARTIAL

☐ INTERMITTENT

☐ FULL-TIME

11) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum

☒ Daily

12) APPROVAL

This TOR is approved by:

Signature:

Name and designation:

Date of signing:

Rohini Kohli, Lead Technical Specialist