



Terms of Reference for Results and Learning Consultant

Africa Adaptation Programme (AAP)

PROJECT SUMMARY

Project Title: Supporting Integrated and Comprehensive Approaches to Climate Change Adaptation in Africa [the Africa Adaptation Programme (AAP)]

Countries: Burkina Faso, Cameroon, Congo, Ethiopia, Gabon, Ghana, Kenya, Lesotho, Malawi, Mauritius, Morocco, Mozambique, Namibia, Niger, Nigeria, Rwanda, Sao Tome and Principe, Senegal, Tanzania and Tunisia [20 countries]

1. INTRODUCTION

With funding of \$92.1 million from the Government of Japan, UNDP launched the programme, “**Supporting Integrated and Comprehensive Approaches to Climate Change Adaptation in Africa** (hereafter called the Africa Adaptation Programme or AAP)” in partnership with the United Nations Industrial Development Organisation (UNIDO), the United Nations Children’s Fund (UNICEF) and the World Food Programme (WFP). The AAP assists 20 countries across the African continent in incorporating climate change risks and opportunities into national development processes to secure development gains under a changing climate. The Programme helps countries establish an enabling environment and develop the capacity required at local and national levels to enable them to design, finance, implement, monitor and adjust long-term, integrated and cost-effective adaptation policies and plans that are robust within a wide range of possible changes in climate conditions. Also the fact that the AAP covers 20 countries in the region facilitates region-wide cross learning and capturing of lessons that transcend national boundaries.

The AAP consists of four components: a) the national projects in the 20 participating countries; b) the Inter-Regional Technical Support Component (hereafter called IRTSC); c) Improving public awareness of climate change issues in Africa: Capacity Support for Local Media through South-South Cooperation (hereafter called the Media Capacity Building Project or MCBP)¹; and d) the Programme and Project Assurance Support Component (hereafter called PPAS).

a. National Component - 20 National Projects

National projects have been designed around five common output areas, with key activities under each output tailored to meet specific country needs and priorities. The 5 common outputs are:

- Output 1: Countries have introduced dynamic, long-term planning mechanisms to manage the inherent uncertainties of climate change

¹ The MCBP was designed and approved to meet emerging demand to enhance the capacities of the media in Jan 2010, two years after the overall AAP Programme was approved. The MCBP is funded by the AAP and fully integrated into the AAP. However, because of the time lag, the MCBP has its own project document and logical framework.

- Output 2: Countries have built leadership capacities and develop institutional frameworks to manage climate change risks and opportunities in an integrated manner at the local and national levels
- Output 3: Countries are implementing climate-resilient policies and measures in priority sectors
- Output 4: Financing options to meet national adaptation costs have been expended at the local, national, sub-regional and regional levels
- Output 5: Knowledge on adjusting national development processes to fully incorporate climate change risks and opportunities is being generated and shared across all levels

b. Inter-Regional Technical Support Component (IRTSC)

The IRTSC is based in Dakar, Senegal. The primary purpose of the IRTSC is to provide technical and ad-hoc operational assistance to AAP countries to implement their projects and achieve high quality results. The IRTSC has 5 key outputs:

- Output 1: Access to the best available data and information on climate variability and impacts is facilitated to support dynamic, long-term national planning and decision-making mechanisms
- Output 2: Support is provided to institutional and leadership development in a manner responsive to the unique circumstances and needs of each country
- Output 3: Best practices, experiences and technologies are identified and exchanged among countries on implementing climate-resilient policies in priority sectors
- Output 4: Innovative financing options are identified and key partnerships are facilitated at the national, sub-national and regional levels
- Output 5: Region-wide knowledge and learning mechanism are established to raise awareness, engage stakeholders, inform decision-makers, and promote exchange and cooperation between countries

c. Improving public awareness of climate change issues in Africa: Capacity Support for Local Media through South-South Cooperation (MCBP)

The MCBP aims to engage public understanding and advocacy about climate change through support to Africa's diverse media. It seeks to introduce a thorough knowledge of the climate change debate to African print and broadcast journalists and other media professionals and build the capacity of these journalists and professionals to raise national awareness among multiple stakeholders, including local authorities, the rural and urban poor, and other marginalized groups that face the immediate challenge of addressing climate change. The project has 4 key outputs:

- Output 1: Level of understanding of climate change of media professionals determined
- Output 2: Communication tools and education packages on climate change to assist media professionals development
- Output 3: Improved awareness and understanding of climate change created
- Output 4: Project completed and scaling-up plans finalized

d. Programme and Project Assurance Support Component (PPAS)

Climate change is a crosscutting issue that affects multiple sectors, stakeholders and overall development. It is therefore critical to consider diverse dimensions of development when promoting adaptation to climate change. To this end, the AAP launched the Cross Practice Initiative, which mobilizes expertise from UNDP's practice groups – Poverty, Gender, Knowledge Management, Capacity Development, and Environment and Energy – to provide holistic technical support to participating countries.

In addition to the Cross Practice Initiative, the PPAS includes project assurance, programme/policy support and secretariat services to the AAP Programme Board, and the dispatching of national/international UNVs on the basis of needs from countries.

e. Implementation Arrangement of the Programme

The national component, which consists of 20 national projects, is under NIM (National Implementation Modality). IRTSC and MCBP are UNOPS executed, and PPAS is under DIM (Direct Implementation Modality). IRTSC, MCBP and PPAS are tightly interlinked so that they can provide seamless technical/policy support to the 20 NIM national projects.

AAP has a **Programme Board**, which provides overall leadership and direction to the programme, review financial delivery, reviews programme-wide progress, and advises on coordination with relevant other programmes and activities. The Programme Board also serves as the **Project Board** for IRTSC/MCBP/PPAS in accordance with the provisions of the UNDP User Guide. As the Project Board, it reviews and appraises the Component's Annual Work Plans and reports, commission evaluations, and makes revisions to the component as necessary. At country levels each national project similarly has **National Project Boards** and **National Project Managers**. UNDP Programme Managers in country offices provide **Project Assurance** for the national component.

2. THE RESULTS AND LEARNING EXERCISE

a. Purpose of the Results and Learning Exercise

Over the past 3 years, the Africa Adaptation Programme has initiated transformational changes in 20 African countries to ensure that the risks of climate change will not threaten development successes and goals. This \$92.1 million project has strengthened the capacity of these countries to identify, design and implement adaptation programmes which are aligned with national development plans. The intention of this exercise is to communicate and capture the full picture of the results and impacts of AAP in a storytelling manner.

Documents produced will be communications and knowledge management pieces – distributed to the donor (Government of Japan), other important stakeholders, and the broader public. Sharing AAP's lessons and progress will help create concrete links to future climate change initiatives, building upon the AAP foundations. Sustaining the results of the AAP is critical for future climate change adaptation programmes not to lose valuable ground already achieved, such as AAP's experience in strengthening institutions, integrated national strategy-making, policy implementation and awareness-raising.

b. Scope of the Results and Learning Exercise

Each AAP component has made significant achievements in terms of the five global AAP outcomes. The Results and Learning Exercise will compile results, achievements, and lessons from across AAP's components in order to tell a compelling story on the AAP's overall impact, as well as recommendations for the sustainability of results as a way forward.

c. Methodology / Approach of the Results and Learning Exercise

One Results and Learning Consultant will undertake the Results and Learning Exercise.

During this process, the consultant is expected to have extensive interactions with the AAP country teams, IRTSC, MCBP and HQ team to ensure the full extent of the programmes activities, results and impacts are known and captured. The consultant will also interact closely with the Programme Evaluation team to share information, documents and resources. Final products from both the Results and Learning Consultant and the Programme Evaluation Team will help bridge AAP results and lessons to subsequent programming.

The tasks of the Results and Learning Consultant consist of the following steps:

- The consultant will be on board prior to the Country Results-Sharing Meeting in Dakar from November 12th to November 17th 2012, and will be formally introduced to the members of the meeting in order to open direct communications for all follow-up.
- Based on the Country Results-Sharing Meeting, the consultant will draft a "Summary Report of Shared Results" by the end of November. The consultant will also already be engaging regional, global, and national teams for more detailed information to begin shaping the final "Results and Learning Report" (to be completed by March 2013). This timing will be very important to access vital information, since many AAP team members will be going on leave or even completing / ending their contracts mid-December.
- Upon the accessibility of the National Project Evaluation Reports (estimated to be available in mid-January of 2013), the consultant will review all of the reports and further develop the "Results and Learning Report" (title subject to change), covering national, regional, and global level interventions. The full draft should be completed by the designated deadline in order to receive and incorporate AAP Board comments to make the draft final (by March 2013).
- The consultant will be on Mission to New York to give a presentation on Results and Learning at final AAP Board Meeting.

The detailed Results and Learning methodology, including desired outlines for knowledge documents, etc. will be agreed as part of the contract finalisation process through communication with relevant UNDP representatives.

During the weeks of service, the consultant will report to EEG, and submit outlines, drafts, presentations by designated deadlines, and then will subsequently incorporate comments and address clarifications after review periods by the AAP Board.

3. THE RESULTS AND LEARNING CONSULTANT

There will be one consultant responsible for Results and Learning. The consultant will be responsible for the delivery, content, technical quality and accuracy of all documents produced.

a. Timeframe and Expected Outputs

Within the period from November 5- March 13, the consultant will work a total of 53 days (see attached timeline). The consultant will produce outputs that are positive, forward-looking, focused on the substantive aspects of the programme and capture key lessons in order to communicate widely the results and impacts of AAP and feed into future UNDP programming. The outputs will help ensure that the successful strategies and achievements of the AAP will be replicated and sustained beyond the programme lifetime.

The tasks of the consultant consists of the following steps:

- Review documentation for IRTSC, MCBP and PPAS (home-based); (Nov 5-9)
- Interview in the field with stakeholders at the Country Results-Sharing Meeting (mission); (Nov 12-17)
- Develop summary of Country-Results Sharing Meeting (home-based) (Nov 19-23)
- Incorporate feedback / comments and finalize the summary of Country Results-Sharing Meeting (home-based) (by end of Nov 2012)
- Engage national, regional, and global AAP team members to follow up on more details on results while staff are still on board. Begin shaping “AAP Results and Learning Report” (Nov/ Dec 2012).
- Review National Project Evaluation Reports and lessons learned documents from all 20 AAP national projects, PPAS, MCBP, and IRTSC (home-based); (after Jan 19)
- Produce draft synthesized Results and Learning Report (title to be determined) for the overall programme (home-based); (before March 2013)
- Incorporate feedback and finalise the Results and Learning Report (home-based); (early March 2013)
- Prepare a power point presentation and make a presentation at the final AAP Programme Board meeting (home-based and mission). (mid-March 2013)

The consultant will be expected to produce the following outputs:

- Summary Report of Shared Results from Country Results-Sharing Meeting in Dakar, including links to all PPT presentations and documents from the meeting
- Video interviews with AAP national teams and IRTSC technical staff
- A comprehensive “Results and Learning Report” for the entire programme
- A Power Point Presentation (about 20-25 slides) covering the key points of the synthesized Results and Learning Document
- A Presentation to the AAP Programme Board
- Contributions of all gathered materials to a UNDP dissemination and information management strategy for accessing all documents, reports, guidebooks, toolkits with links to all documents, etc. (Media Guidebook, Poverty Toolkit, etc. etc.) There are several possible options for the storage of information including the AAP website, UNDP’s Teamworks, Adaptation Learning Mechanism, CC-Map and others.

Schedule of Payments:

Payment will be made monthly based on outputs delivered as described in the timeline above and upon approval by Senior Policy Advisor of the Energy and Environment Group.

Competencies :

Corporate Competencies

- Demonstrates integrity by modeling 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

Functional Competencies

- Development and operational effectiveness.
- Good written communication skills, with analytic capacity and ability to synthesise outputs and relevant findings
- Good oral communication skills and conflict resolution competency to manage inter-group dynamics and mediate conflicting interests of varied actors.
- Ability to apply theory to the specific policy context to identify creative, practical approaches to overcome challenging situations.
- Demonstrated analytical skills (including expert knowledge of critical econometric tools and software for supporting analytical work)
- Excellent organisational skills.
- Broad understanding of climate change adaptation.
- Strong interpersonal skills; commitment to team work and to working across disciplines.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Good team player, self starter, has ability to work under minimum supervision and maintain good relationships

Qualifications :

Education:

A Master's degree in a related field (note that additional years of experience can be supplemented)

Experience:

- 7-10 years of relevant experience
- Knowledge management / communications / publications
- Capacity building and strengthening institutions
- Policy framework strengthening/mainstreaming
- Climate change adaptation
- Demonstrable analytical skills
- Excellent English writing and communication skills
- Extensive experience in the development of substantive lessons learned documents, communications products, or knowledge management products

Language:

- Fluency in English and French
- Excellent communication skills in both English and French

Scope of Price Proposal:

All proposals **must** be expressed in a *Lump Sum Amount* (this amount includes fees and excludes travel, which will be arranged through UNDP). The contract price is fixed regardless of changes in the cost components.

Criteria for Selection of the Best Offer:

The selection of the best offer will be based on a Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%. The 70% rating shall be based on how well the Offeror meets the minimum qualifications/competencies described above.

How to apply:

Applicants must read and agree with:

- General Terms and Conditions
- TOR

And must submit the following documents:

- P11
- Confirmation of Interest

which can all be viewed and download from:

http://procurement-notices.undp.org/view_notice.cfm?notice_id=10003

(Please scan the P11 and Confirmation of Interest into one document when applying)

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

Important Note:

Individual Consultants are responsible for ensuring they have vaccinations/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN security directives set forth under dss.un.org

Qualified women and members of minorities are encouraged to apply. 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.

Results and Learning Exercise Timeline

*Total of 53 working days

Dates	Results and Learning Consultant
November 5-9	<ul style="list-style-type: none"> Review of documentation (home-based) (5 working days)
November 12-16	<ul style="list-style-type: none"> Attend Regional Meeting in Dakar Senegal – gather information (conduct interviews) from AAP national teams and IRTSC experts (Dakar) (5 working days)
November 19-20	<ul style="list-style-type: none"> Follow-up interviews with stakeholders (Dakar) (2 working days)
November 21, 23, 26-30	<ul style="list-style-type: none"> Development of draft meeting summary document (home-based) Continue dialogue with national, regional, global teams for more details on results while staff are still on board. Begin shaping Results and Learning Report (home-based) Incorporate feedback and submit Summary Report of Country-Results Sharing Meeting by Nov 30, (home-based) (7 working days)
December 3-7	<ul style="list-style-type: none"> Continue dialogue with national, regional, global teams for more details on results while staff are still on board. (home-based) Continue shaping the Results and Learning Report (home-based) (5 working days)
December 10-14	
December 17-21	
December 24-28	
December 31-January 4	
January 7-11	
January 14-18	
January 21-25	<ul style="list-style-type: none"> Review of National Project Evaluation reports from all 20 AAP countries (home-based) Continue to develop draft of Results and Learning Document (home-based) (5 working days)
January 28-February 1	<ul style="list-style-type: none"> Develop draft of results and learning document (home-based) (5 working days)
February 4-8	<ul style="list-style-type: none"> Finalize draft of results and learning document - submit for Board comments. (Home-based) (5 working days)
February 11-15	<ul style="list-style-type: none"> <i>Review period on Results and Learning Report (non-working, non-paid)</i>
February 18-22	<ul style="list-style-type: none"> Incorporate AAP Board feedback into Results and Learning Report (home-based) (5 working days)
February 25-March 1	<ul style="list-style-type: none"> Finalize results and learning document (home-based) Compile and submit all gathered materials to contribute to a UNDP dissemination and information management strategy for accessing all documents, reports, guidebooks, toolkits with links to all documents, etc. (Media Guidebook, Poverty Toolkit, etc. etc.) Submit final Results and Learning Report by March 1, 2013 (5 working days)
March 4-5	<ul style="list-style-type: none"> Development of presentation on results and learning document for AAP Board Meeting (home-based) (2 working days)
March 11-12 (tentative)	<ul style="list-style-type: none"> Presentation of findings at AAP Programme Board meeting (mission New York) (2 working days)

