

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT

Position title: NAP Country Support and Proposal Development and Oversight Consultant

Agency/Project Name: UNDP GEF/NAP GSP

Country of Assignment: Bangkok, Thailand with expected travels to Nepal, Vietnam, Bangladesh, Albania, and Ecuador.

Duration: Up to 80 days between July 1, 2018 and March 31, 2019

1) General Background

UNDP is assisting countries to identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning through advancing the National Adaptation Plans process.

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 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 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 adaptation planning processes.

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 adaptation planning processes. This also includes the development of programmes and initiatives for mobilizing climate-related resources for countries to formulate and implement adaptation initiatives. At present, a number of NAP proposals to access GCF funds have been prepared. One of the tasks entrusted upon the incumbent will be that of translating these proposals into UNDP Project Documents for their technical and financial clearance.

The overall scope of this support includes technical assistance to identify specific needs, capacity gaps, design activities to operationalize support towards the achievement of a resilient development path.

2) Objectives of the Assignment

The objective of this assignment is to assist the NAP GSP team translate the GCF proposals into UNDP Project Documents and to assist Nepal develop two climate resilient livelihoods' proposals, including planning outputs and activities to operationalize the needs identified. This assistance will support the Government to identify and plan for technical support activities and multi-sectoral cooperation to formulate and implement their adaptation plans. This will include identifying areas for resource mobilization, analyzing gaps in institutional capacity, 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 the

country and be able to support the communication of the results to stakeholders both in-country as well as externally.

3) Scope of Work

The consultant will be responsible for supporting the NAP GSP and the UNDP GEF adaptation portfolio broadly via the following tasks and deliverables:

- A. Develop 3 case studies on NAP experiences and perform background research for NAP GSP to support project document development;
- B. Finalize development of GCF NAP proposals for Albania and Bangladesh, ;
- C. Translate up to four (4) GCF NAP proposals into UNDP Project Documents;
- D. Support NAP GSP and country offices in transitioning NAP proposals into implementation phase;
- E. Assist the Project development for GCF and LDCF proposals in Nepal by collecting, collating and analyzing socio-economic and climatic data and addressing proposal comments and edits;
- F. Assist GEF Regional Technical Advisor in support of country offices with preparation of GCF, LDCF, and other project proposals as well as ongoing project portfolio oversight;
- G. Develop annual performance review of projects in UNDP GEF portfolio via PIR compilation.

The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) office-based preparatory and coordination work; (b) participating in country level consultations (together with UNDP GEF and/or NAP-GSP partners) and; (c) post-mission drafting of bankable proposals, project documents, and other documents, based on the outcomes of the in-country consultations and desk work;

4) Duration of Assignment, Duty Station, and Expected Places of Travel

Duration: Up to 80 days (between 1 July 2018 and 31 March 2019)

Duty Station: UNDP Bangkok Regional Hub, Bangkok, Thailand

Expected Places of Travel: Nepal, Thailand, Vietnam, Bangladesh, Albania, and Ecuador (approximately 2 travels per each country, up to 5 days each).

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

5) Expected Outputs and Deliverables

Deliverables	Activities	Timeline and expected schedule
A. To support NAP GSP via creating communications	Draft three (3) case studies on NAP experiences	9 days

materials, conducting research, and liaise with the relevant experts in Government, NGOs, CSOs, Private Sector, Development partners to obtain critical input and expert advice to inform revision of NAP proposals;	Conduct outreach and research as necessary and in coordination with NAP GSP to support proposal and project document development	
B. Support UNDP task managers in finalizing Albania's GCF NAP proposal	Finalize budget, activities, and address GCF comments on existing Albania NAP proposal.	4 days
C. Translate up to four (4) GCF NAP proposals into UNDP Project Documents	Prepare up to 4 UNDP Project Documents using the NAP proposals approved by GCF integrating elements related to feasibility, gender, sustainability, M&E, result framework, and identify areas of improvements Conduct follow up consultations and document discussions with the UNDP Country Office and NAP GSP as needed;	28 days
D. Support NAP GSP and country offices in transitioning NAP proposals into implementation phase	Compile information on functions and roles common across all proposals to support procurement of project management personnel; Assist NAP GSP and country offices in design and implementation of project inception workshops	5 days
E. Support the formulation of two climate resilient projects centered on watershed vulnerability and glacial lake outburst flooding in Nepal via continued baseline research, gap analysis, activity design, and proposal writing and editing;	Undertake continued research of ongoing government structure and policy changes as well as investments, programmes and projects both government and donor financed that tackle watershed rehabilitation and flood risk management issues in Nepal; identify maladaptive practices that need to be reversed or the critical gaps that can be addressed by the proposed project. Provide review of proposal drafts, address comments from GCF, LDCF, and other reviewers,	5 days
F. Assist Regional Technical Advisor in support of country offices with	Provide project design and management assistance as necessary for portfolio projects	24 days

preparation of GCF, LDCF, and other project proposals as well as ongoing project portfolio oversight	<p>in the Regional Technical Advisor's area of work. This support can include:</p> <ol style="list-style-type: none"> 1. Liaising with country offices and project teams to address needs during project implementation; 2. Project design and results-based framework development to support new and ongoing proposal processes; 3. Review and editing of proposals and project documents; 4. Logistical and program support for in-country government and stakeholder engagements, such as inception workshops and stakeholder interviews. 	
G. Assist in annual performance review of projects in UNDP GEF portfolio via PIR compilation	Compile data from project implementation review documents of ongoing GEF climate adaptation portfolio in collaboration with regional technical advisors and task managers.	5 days

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be supervised by the UNDP GEF CCA Principal Technical Advisor and the NAPGSP Lead Technical Specialist throughout the consultancy.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

-) Excellent English communication and writing skills. (10)
-) Master degree or above in environment, economics, development, or a closely related field. (10)
-) A minimum of 3 years of relevant work experience. Relevant experience can include areas such as designing projects and/or programmes on climate adaptation, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, development management, public administration and related initiatives. (25)
-) Experience working with and delivering support to governments. (10)
-) Sound understanding of climate change, sustainable human development, and environmental management issues adaptation, vulnerability and impact, and other related sustainable human development issues. (25)
-) Experience working in Asia will be an asset. (10)
-) Experience working in capacity building for climate change adaptation will be an asset. (10)

8) REVIEW TIME REQUIRED

7-14 working days.

9) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☐ NONE ☐ PARTIAL ☒ INTERMITTENT ☐ FULL-TIME

10) PAYMENT TERMS

The daily fee must be “all-inclusive”¹ and an IC time Sheet must be submitted by the contractor, duly approved by the Individual Contractor’s supervisor, which shall serve as the basis for the payment of fees.

☒ Hourly

Currency: Amount:

☐ Daily

Currency: USD Amount:

☐ Weekly

Currency: Amount:

11) RECOMMENDED PRESENTATION OF OFFER

- a) Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;
- b) P11, Indicating all past experience from similar projects, as well as the contact details (email and telephone) of the Candidate and at least three (3) professional references;

12) CRITERIA FOR SELECTION OF THE BEST OFFER

- a) Only those applications which are responsive and compliant will be evaluated;
- b) 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
- c) 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
- d) 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%)

- e) 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);
- f) Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

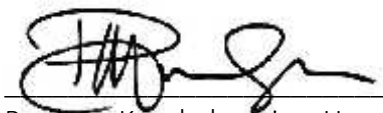
13) APPROVAL

This TOR is approved by:

Signature:

Name and designation:

Date of signing:



Pradeep Kurukulasuriya, Head-CCA, UNDP-GEF

9 April 2018