

## **Terms of Reference for a consultant or consultancy For the Africa State of Adaptation Report**

|                            |   |
|----------------------------|---|
| Type of Contract:          | Individual Contract/ Consultancy  |
| Location:                  | Home-based with travel requirements   |
| Start Date:                | 3 May 2018  |
| End Date:                  | 30 <sup>th</sup> September 2018   |
| Indicative Number of Days: | lump sum product-based  |
| Supervisor:                | Team Leader for the Climate Change-Disaster Risk Reduction Cluster in the RSCA and the Senior Adviser for Africa, UNDP under the NAP GSP Programme, in association with AAI Coordinator, UNRC Gabon, AMCEN Chair, AGN Chair |
| Level:                     | C (Senior Specialist)   |

### **INTRODUCTION**

Enhanced action to address the impacts of climate change is urgently needed in Africa. The 2015 Africa Adaptation Gap Report finds that the costs of adaptation will be between USD 7 billion and 15 billion per year by 2020, increasing thereafter. Thirty-three of the forty-seven (70%) Least Developed Countries are in Africa. African policymakers clearly recognize the importance of enhancing action to increase levels of adaptation and implement approaches to address loss and damage. While all African countries are investing significant domestic resources in the response to climate change, their NDCs indicated a significant gap that needs international support in terms of finance, technology development and transfer and capacity building.

The Africa Adaptation Initiative (AAI) has been developed in response to a mandate from the Committee of African Heads of State and Government on Climate Change (CAHOSCC), to enhance action on adaptation and implementing approaches to address loss and damage in Africa. The AAI was formally launched at the twenty-first Conference of Parties (COP21) to the United Nations Framework Convention on Climate Change (UNFCCC) in Paris in December of 2015 and is being further developed by AMCEN and the African Group of Negotiators (AGN) under the guidance of a Technical Working Group (TWG) established by a decision by the African Heads of State and Government at the 26th session of the African Union in Ethiopia in January 2016. The TWG is chaired by the President of AMCEN and includes representatives of the AGN, the African Union Commission (AUC), the African Development Bank (AfDB), the New Partnership for Africa's Development (NEPAD), the UN Economic Commission for Africa (UNECA), the United Nations Development Programme (UNDP), the United Nations Environment Programme (UNEP), and the African Risk Capacity (ARC).

Since the launch of the AAI in 2015, the TWG in collaboration with other partners in the region carried out further elaboration of the initiative, which was articulated in an AAI Framework document. The framework was launched by AMCEN at the twenty second COP in Marrakech in 2016.

UNDP, through the Climate Change-Disaster Risk Reduction Cluster at the Regional Service Centre for Africa (RSCA) and the National Adaptation Plans Global Support Programme (NAP GSP) has been involved with supporting AAI from its inception. UNDP has been investing in the initiative since 2015, supporting the initiative's formation and launch in Paris during COP 21, supporting its nascent Technical Support Unit, in the form of financing its coordinator as well as other technical and communications staff, to advance the initiative by developing a foundational framework document that has been consulted and approved through AGN, AMCEN and CAHOSCC. UNDP's contribution has also included support to implementation of some activities under the framework document's 4 pillars, namely (i) enhancing climate information services, (ii) strengthening policies and institutions, (iii) enhancing concrete on-the ground action, (iv) climate finance and investment.

As the framework document outlines, the overarching goal of the AAI is to facilitate the closing of the action and finance gap for adaptation and to address loss and damage, through high-level advocacy and connecting relevant actors across the continent. The AAI is developing partnerships with other organizations working on the continent to help African countries access support to address the impacts of climate change in Africa. The AAI will work to advocate and facilitate scaled-up action in four priority areas that will serve as pillars of the initiative: (1) enhancing climate information services; (2) strengthening policies and institutions; (3) supporting concrete on the ground action; and (4) increasing access to and mobilising additional climate finance and investment for adaptation and addressing loss and damage.

During the "One Planet" Summit in Paris in December 2017, the President of Gabon as Chair of CAHOSCC pledged a contribution of \$500,000 USD to the AAI in order to accelerate its implementation. The AAI is now entering its new phase of implementation, and one of the key deliverables in 2018 is a report outlining the State of Adaptation in Africa. The Africa State of Adaptation Report (SoAR) will establish a baseline and rationale for investing in Africa and in the AAI.

## **OVERALL OBJECTIVES AND CONTEXT**

This study is commissioned under the GEF-funded UNDP-UNEP joint National Adaptation Plans Global Support Programme for LDCs. The goals of the programme are to provide support to LDCs to close capacity gaps in effective adaptation planning, through regional or one-on-one country technical assistance, strategic initiatives and trainings, and knowledge management. The substantive findings of the report will also support the objectives of the NAP GSP non-LDCs project as the analysis will draw on the non-LDC members of Africa as well.

The Climate Change-Disaster Risk Reduction Cluster in the RSCA provides complementary technical and financial support to AAI along with the NAP GSP through regional analytical and policy work on adaptation financing and action, as well as by providing administrative services to the Technical Support Unit and to AMCEN as well as AGN chairs respectively.

In this regard, UNDP is seeking a **Lead Consultant/ Consultancy** to develop the **Africa State of Adaptation Report**. The SoAR will provide a baseline and a rationale for why an initiative like AAI is needed, and also respond to the Vision of African Union Commission and African

agenda 2063. The lead author of the report will be supervised and report to the Team Leader for the Climate Change-Disaster Risk Reduction Cluster in the RSCA and the Senior Adviser for Africa, UNDP under the NAP GSP Programme, in association with the AAI Coordinator, UNRC Gabon, AMCEN Chair, AGN Chair. The assignment will be undertaken under the overall guidance of the NAP GSP Lead Technical Specialist.

## **SPECIFIC OBJECTIVES OF THE AFRICA STATE OF ADAPTATION REPORT**

The primary objective of the Africa State of Adaptation Report is to provide African leaders with analytical elements to advocate for greater investment to support adaptation action in Africa, and to that end, for supporting AAI. The document will provide the following:

- I) a mapping of adaptation initiatives and an analysis of the gaps of adaptation action per sector (Building on the work done by CSIR);
- II) an analysis of the current and required financial flows and financing gaps focusing particularly on the key sectors identified by countries I/NDC ;
- III) An analysis of what African countries are spending/ investing on adaptation action, building on work that is currently being undertaken by UNDP and ACPC on Africa's Public Expenditure on Adaptation;
- IV) The gap in investment between priorities and existing domestic and international investments, drawn from relevant work, including the UN Environment Africa Adaptation Gap Report published in 2013:
- V) Articulation of the value proposition of AAI in facilitating the closing of the gap by mobilizing support for adaptation action in African countries
- VI) Building on its findings, the report will further offer advocacy tools to mobilize resources.

## **DUTIES AND RESPONSIBILITIES**

The overall goal of the assignment is to develop the Africa State of Adaptation Report, under the overall guidance of the AAI coordinator, the Chair of AMCEN, the Chair of AGN and the UNRC Gabon. Specifically, the lead consultant is expected to:

- Establish a team of consultants needed to deliver on the objectives of the assignment;
- As lead author prepare the annotated outline of the report, and prepare, draft and oversee up to six to seven chapters of the report working with focal points from different partners.
- With the support of the AAI coordinator, liaise with the African Development Bank, the African Climate Policy Center, the Council for Scientific and Industrial Research, the United Nations Environment Programme and the United Nations Development Programme to identify a focal point to work with and partner on the different chapters of the report;
- With the support of the AAI coordinator, organise the validation meeting and oversee logistics, documentation, programme and reporting;
- Identify peer reviewers to ensure quality of the chapters;
- Coordinate the translation of the report from English to French by ensuring that the translators are hired on time and they meet the agreed deadlines;

- Facilitate the layout and design of the report and coordinate the printing of the English and French reports;
- Produce the final printed reports in both English and French.
- Produce A 2-pager brochure in English and French, presenting the key points from the SoAR in attractive and digestible form.

### Expected deliverables

The Lead Consultant will prepare the Africa State of Adaptation Report. Expected deliverables, include:

- i) An extended outline- include broad orientations, initial findings and advocacy messages will be prepared on time for a Steering Committee meeting, on the 5<sup>th</sup> May 2018 in Bonn, Germany;
- ii) A 1<sup>st</sup> draft draft by 25 June;
- iii) A validation workshop to allow for inputs from African adaptation experts by 11 July
- iv) Final report, printed in English and French by 17 August.
- v) A 2-pager brochure in English and French presenting the key points from the SoAR in attractive and digestible form (supported by infographic) by 17 August.

### **LOGISTICS AND ADMINISTRATIVE SUPPORT**

It is a home-based consultancy and the lead consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable Internet connection. S/he will communicate frequently and provide extra inputs and advisory services as requested by the contractor.

The work might involve travels and their necessity will be determined by UNDP in close partnership with the AMCEN and AGN. In this regard, the Lead Consultant is responsible for ensuring that s/he has the necessary vaccinations/inoculations required. S/he is responsible for complying with immigration requirements when travelling and is required to comply with the UN security directives. Whenever needed, UNDP or the AMCEN Presidency will provide necessary administrative support for visa applications for official approved missions to be undertaken within the framework of Africa Adaptation Initiative.

### **QUALIFICATIONS**

#### **Academic Qualifications:**

- Masters or PhD level degree Development and Economics, Finance, Climate change or any other relevant field.

#### **Years of experience:**

- A minimum of 10 solid years of experience in conducting research on topical Africa development issues, in particular climate change (climate finance and climate change adaptation).

#### **Functional Competencies:**

- Solid understanding of climate change challenges in Africa and the Paris Agreement on Climate Change

- Solid understanding of climate finance architecture and traditional and innovative sources of climate finance
- Good understanding of development issues in Africa
- Knowledge and experience in global climate change negotiation processes
- Solid ability to understand complex issues, and synthesize relevant data and findings for the preparation of quality analysis
- Outstanding writing skills, including ability to translate complex issues (including those related to statistics, financial flows and climate investments) into a language that can be easily understood by decision-makers at the highest political level
- Good understanding of strategies and advocacy approaches for effective resource mobilization
- Ability to plan, organize, implement, and report on work
- Ability to work independently under minimal supervision

#### **Language and other skills:**

- Excellent knowledge of English. Knowledge of French is an advantage.
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.
- Client orientation
- Ethics and integrity and teamwork

#### **Evaluation Criteria:**

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
  - a. Technical Criteria weight is **70%**
  - b. Financial Criteria weight is **30%**

| Criteria  | Weight   | Max. Point |
|---|--|------------|
| <b>Technical Competence (based on Technical Proposal)</b>   | <b>70%</b>   | 100        |
| ▪ <b>Criteria a.</b> Experience with preparing reports of a similar scale and scope, in the African context                                 | <b>50%</b>   | 50 pts     |
| ▪ <b>Criteria b.</b> Understanding of the Scope of Work, as evidenced by the proposal and clear methodology for the preparation of the SOAR | <b>10%</b>   | 10 pts     |
| ▪ <b>Criteria c.</b> Minimum academic qualifications  | <b>5%</b>  | 5 pts      |
| ▪ <b>Criteria d.</b> Number of years of working experience  | <b>5%</b>  | 5 pts      |
| <b>Financial (Lower Offer/Offer*100)</b>  | <b>30%</b>   | 30         |
| <b>Total Score</b>  | <b>Technical Score * 70% + Financial Score * 30%</b> |            |

#### **PAYMENT MILESTONES AND AUTHORITY**

The lead consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful submission of agreed on each deliverable each as stipulated hereunder.

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|--|-----|-------------------|
| 1st draft of the report  | 20% | 25 June 2018      |
| Revision of the report to accommodate additional feedback from the adaptation experts and the Steering Committee | 30% | 30 July 2018      |
| Finalization of the English and French report and printing   | 50% | 30 September 2018 |

#### **CONFIDENTIALITY AND PROPRIETARY INTERESTS**

The lead consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of AMCEN and AGN.