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INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

NATIONAL EXPERT TO CONDUCT CLIMATE VULNERABILITY & RISK ASSESSMENT FOR THE FORSTRY SECTOR IN LIBERIA

PROCUREMENT NOTICE No. UNDP/IC/EISD1/023/2018

Date: 25 June 2018 Country: Liberia

Duty Station: Monrovia, Liberia

Description of the assignment: To conduct climate vulnerability and risk assessment for the forestry sector in Liberia

Project name: UNDP Energy & Environment (E&E) Project

Duration: 50 Days

Starting date: 01 August 2018

Contract type: Individual Contractor (National)

Languages: English

Proposals should be submitted at the following address: by email to bids.lr@undp.org (Please include procurement notice number in the subject area) no later than Tuesday, 10 July 2018 at 5:00 PM (GTM).

Any request for clarification must be sent by standard electronic communication to the address or e-mail indicated below: info.lr.procurement@undp.org

UNDP will respond by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. Background

The Republic of Liberia's economy, population, and environment are highly vulnerable to climate variability and change. A range of studies, including the Republic of Liberia's Initial National Communication under the United Nations Framework Convention on Climate Change (UNFCCC) notes that the impacts of climate change are expected to intensify as changes in temperature and precipitation affect economic activity.

In order to respond to the risks posed by climate change, there is a need to conduct and update relevant climate vulnerability and risk assessment in the key sectors. This will give decisions makers and the most vulnerable population adequate tools/information to integrate climate change in to

their planning strategies. Also, it enables them to better plan their medium and long-term adaptation programs/policies/strategies.

The two-year project "To advance the National Adaptation Plans (NAP) process for medium-term investment planning in climate-sensitive sectors (i.e. agriculture, energy, waste management, forestry and health) and coastal areas in Liberia" funded by the Green Climate Fund (GCF) and implemented by the United Nations Development Programme (UNDP) and partners including the Environmental Protection Agency, is responding to this need.

The project will conduct climate change vulnerability and climate risk assessments on key sectors and systems with a goal of enabling Liberia to develop the knowledge base and capacity required to reduce vulnerability to climate change and to facilitate the integration of climate change adaptation into national development planning processes. The main project objective is to support Liberia to put in place its National Adaptation Planning process contributing to and building upon existing development planning strategies and processes and to implement priority adaptation actions.

The activities in this project focus on four components:

- Strengthening institutional frameworks and coordination for implementation of the NAPs process
- Expansion of the knowledge base for scaling up adaptation
- Building capacity for mainstreaming climate change adaptation into planning, and budgeting processes and systems
- Formulation of financing mechanisms for scaling up adaptation

The direct beneficiaries of the project are the Environment Planning Authority and the National Climate Change Secretariat. Key government partners are Ministry of Finance and Development Planning, Ministry of Agriculture, National Disaster Management Agency, National Port Authority of Liberia, Liberia Maritime Authority, Bureau of National Fisheries, Liberia National Department of Meteorology, Liberia Institute of Statistics and Geo-Information Services and University of Liberia.

Overall, the project will contribute Fund level impact towards output A.5 --"Strengthened institutional and regulatory systems for climate responsive planning and development

The expected outputs are derived from the government of Liberia's NAP formulation and implementation note issued in 2016, following national stakeholder consultations held during the launch of the NAP process in April 2015. A stock-taking exercise was prepared by UNDP in 2015 upon request of the government. The stock-taking exercise identified six climate sensitive sectors for Liberia's NAP intervention-agriculture, forestry, energy, waste management, fisheries and transportation.

UNDP Liberia is seeking for a competent **Local Consultant** who will work support an international consultant to conduct climate vulnerability and risk assessment for the forestry sector

It is expected that the work will be done through intensive consultations with the Forestry Development Authority (FDA).

The Consultant will work directly with the international consultant and will work under guidance of the Project Manager and the UNDP country office.

2. Objectives of the assignment:

To identify/update climate vulnerability and risks in the forestry sector and existing trends in climate. The study will provide decision makers and stakeholders with sufficient information to justify sustainable and viable sector interventions under climate change. It will also provide the basis for guiding subsequent coping strategies, which will ensure that the sectors are managed in consideration of any climate-related risks and adaptation needs and options.

3. Scope of Work

- Consult all relevant documents, data and stakeholders (from a gender balanced perspective)
- Participate in training workshop on climate risk assessments
- Work with key relevant technical partner institutions and experts to identify broader climate change issues, review existing and past climate change interventions at national and sectoral level
- Work with impact modeler to verify climate change predictions.
- Assess occurrence of climate change hazards over the last 10 years
- Identify observed trends in climate to examine potential future climate conditions, the possible impacts on forestry
- Conduct field consultation with local community groups in different agro-ecological zones on existing risks and vulnerabilities as well as their knowledge and experience.
- Identify priority areas with high risks or vulnerability
- Mainstream in the work gender-based data to inform the impact of Climate change on forestry

4. Key Deliverables

	Deliverables	Time (June 2018)	Scope of Price Proposal and Schedule of Payments
	An Inception Report which includes a proposal of methodologies and detailed work plan followed by inception meeting	5 days after signing of the contract	20% after adoption of the inception report
	Participate in training workshop on climate risk assessments	30 days	40% after presentation of draft report that incorporates initial comments/inputs generated by the Project Manager from stakeholders
	Conduct climate risk and vulnerability assessment including consultations along with international consultant		
	Draft climate vulnerability and risk assessment including maps		
	Presentation of draft climate vulnerability and risk assessment report for review and input	15 days	40% after presentation of approved final report
	Validated Report of findings from assessments and consultations on climate risks and vulnerabilities		
		50 days	

5. Recruitment Qualifications

Education:

Master's degree or its equivalent in, forestry, agroforestry, or related discipline,

Experience:

The consultant is expected to have a background in forestry or natural resource management as well as knowledge of the forestry sector in Liberia, and have a good understanding of the social and economic aspect of vulnerability.

- At least 5 years of progressively responsible professional experience
- Knowledge and professional experience in the forestry sector;
- Excellent proven analytical skills in analysis and leadership skills;
- Proven experience on preparation of written scientific reports in an accurate and concise manner, and public presentation skills;
- Good organizational, time management and facilitation skills;
- Fluency in written and spoken English is required for this assignment.

6. Competencies

Corporate Competencies

- Demonstrates integrity by modelling the UN values and ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Excellent analytical and organisational skills

Functional Competencies

Knowledge Management and Learning

- Promotes a knowledge-sharing and learning culture
- In-depth knowledge of development issues
- Ability to provide and advocate for policy advice
- Actively works towards continuing personal learning and successfully applies newly acquired skills
-

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

7. Documents to be included when submitting the proposals:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Proposal:

(i) Explaining why they are the most suitable for the work (1 page); brief methodology on how they will approach and conduct the work

2. Financial proposal

3. Personal CV (P11) including experience in similar projects and at least 3 references

8. Financial Proposal

The financial proposal shall specify an all-inclusive daily fee. Payments will be made to the Individual Consultant based on specific and measurable deliverables as specified in the TOR upon completion of all deliverables.

<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total price</u>
Consultancy/professional fee /all- inclusive lump sum (fees, transportation, communication etc)	50	days		

9. Evaluation

Individual consultants will be evaluated based on the following methodologies:

Cumulative analysis

Award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial

** Technical Criteria; [70 points]*

** Financial Criteria; [30 points]*

Only candidates obtaining a minimum of 70% of the maximum points would be considered for the financial evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		
Criteria A: Technical skills, given by qualifications and training record	10.5%	15

<i>Criteria B:</i> Overall experience in the provision with the services given above	24.5%	35
<i>Criteria C:</i> Adequacy of competencies & skills responding to the Terms of Reference, (TOR) ;	14%	20
<i>Criteria D: Methodology: relevance to TOR</i>	21%	30
<u>Financial</u>	30 points x price of the lowest price proposed / price of proposal	30 points

ANNEXES

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3 – P11 FORM