



TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POSITION TITLE: NAP Country Support Consultant
AGENCY/PROJECT NAME: UNDP BPPS GEF, NAP GSP
COUNTRY OF ASSIGNMENT: **Home based with possible travels**
Duration: **Up to 80 days 1 January 2019 – 30 December 2019**

1) GENERAL BACKGROUND

Financed by the Global Environment Facility (GEF), the joint UNDP-UNEP NAP-Global Support Programme (NAP-GSP) and its partners and collaborators are assisting developing countries to identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning.

Specifically, UNDP is supporting countries with one-on-one technical assistance to identify specific needs, capacity gaps and suggest next steps with regards to advancing their National Adaptation Plan (NAP) processes. This tailored support complements NAP-GSPs activities that are focused on region-based technical training, awareness-raising, and knowledge sharing and exchange.

Against this background, UNDP is assisting numerous 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.

The overall scope of this support includes technical assistance to identify specific needs, capacity gaps, provide training and design activities to operationalize support with regards to advancing the National Adaptation Plan (NAP) processes. This also includes the development and review of proposals to mobilize GCF resources to undertake the NAP process.

2) OBJECTIVES OF THE ASSIGNMENT

The objective of this assignment is to assist the aforementioned countries, to advance their respective NAP processes, provide training and capacity building services and to support the NAP GSP team review GCF proposals and develop knowledge products. This assistance will support countries to identify and plan for technical support activities and multi-sectoral cooperation to formulate and implement their NAP processes. This will include identifying areas for resource mobilization, analyzing gaps in institutional capacity to initiate the 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 do a combination of capacity building/training, project proposal preparation and tentatively provide direct assistance to the following countries: *Cambodia, Solomon Islands, and Vanuatu.*

3) SCOPE OF WORK

The consultant will be responsible for:

- A. Coordinate with Government authorities requesting technical support for the NAP process, identifying need and defining the scope of technical assistance for advancing the NAP process;
- B. Review relevant information on existing strategies, policies and ongoing initiatives, map entry points for the NAP process, conduct stock-taking exercises, and identify areas for the mobilization of GCF resources to advance the NAP process;
- C. Provide trainings on NAP;
- D. Drafting and review of project proposals;

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

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

Duration: up to 80 days (between 1 January 2019 and 30 December 2019)

Duty station: Home based

Expected places of travel: Solomon Islands, Cambodia and Vanuatu.

The expected travel schedule will be defined in consultation with the country. 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	Estimated timeline and expected schedule
A. Review relevant information on existing strategies, policies and ongoing initiatives, map entry points for the NAP process, conduct stock-taking exercises, and identify areas for the mobilization of GCF resources to advance the NAP process for 3 countries	<ol style="list-style-type: none"> 1. Review existing baseline, including strategies, policies, plans and programmes and undertake gaps and needs assessments for the formulation of the NAP process; 2. Prepare customized NAP stocktaking and road-maps for each country 3. Identify specific entry points for building urban resilience 	7 days per country x 3 countries = 21 days
B. Prepare 3 NAP proposals	Prepare up to 3 NAP proposals, based on the findings of the stocktaking and	10 days x 3 = 30 days

	<p>consultations, with activity areas that include national capacity building for mainstreaming of climate risk, and technical assistance areas for assessments and prioritization. The project proposal should include design of activities for the NAP process in areas such as (but not limited to) conducting comprehensive vulnerability assessments, adopting mechanisms and capacity development for adaptation appraisal, vertical and horizontal cooperation between national and local governance mechanisms and strengthening monitoring and evaluation. A special focus on urban resilience would be useful</p> <p>2. Develop a TOC (theory of change) and a logframe to operationalize the NAP road-map and to advance the NAP formulation and implementation</p> <p>3. When required, peer-review proposals developed by other consultants and provide inputs to strengthen its content (up to 3);</p>	
C. Coordinate and facilitate sensitization workshops/trainings on NAP for 3 countries	<p>1. Design and facilitation of a strategic NAP dialogue/training at the national level for a duration of at least 3 days + one 1-day high level briefing for policy makers in coordination with national experts, engaging high level policy makers and discuss substantive areas of intervention for the NAPs process</p> <p>2. Prepare a BTOR (Back to Office Report) for each mission</p>	5 days per country x 3 countries = 15 days
D. Feedback and review of urban resilience building knowledge products	Preparation of 3 case studies on urban resilience planning and budgeting and how this links to the NAP process.	14 days
Total		80 days

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

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

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

-) Excellent English communication and writing skills.
-) Master degree or above in environment, economics, geography, development, or a closely related field.
-) A minimum of 7 years of relevant work experience. Relevant experience can include areas such as designing projects, and/or capacity building/training programmes on project development, climate adaptation and/or resilience building particularly urban resilience, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, development management, public administration and related initiatives.
-) Experience on conducting training on project preparation would be an asset.
-) Familiarity with working in Asia-Pacific an asset.
-) Experience in peer-reviewing technical knowledge products.
-) Experience working with and delivering support to governments.
-) Sound understanding of climate change, sustainable human development, resilience, environmental management issues, adaptation, vulnerability and disasters impacts, and other related sustainable human development issues.

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) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP. Kindly indicate the costs related to the 3 aforementioned missions under a separate heading;

9) CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria will serve as basis for evaluating offers:

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

- a. Excellent English communication and writing skills. **(15 points)**
 - b. Master degree or above in environment, economics, geography, development, or a closely related field. **(10 points)**
 - c. A minimum of 7 years of relevant work experience. Relevant experience can include areas such as designing projects and/or capacity building programmes on climate adaptation, working on multi-sectoral initiatives, institutional capacity-building, development planning and budgeting, urban resilience, development management, public administration and related initiatives. **(20 points)**
 - d. Experience in peer-reviewing technical knowledge products **(20 points)**
 - e. Experience working with and delivering support to governments particularly training. **(15 points)**
 - f. Sound understanding of climate change, sustainable human development, resilience, environmental management issues, adaptation, vulnerability and disasters impacts, and other related sustainable human development issues. **(20 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;
- 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%)
 - 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);
 - Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

8) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- NONE PARTIAL INTERMITTENT FULL-TIME

9) PAYMENT TERMS

Please indicate any special payment terms for the contract.

- Lumpsum Daily