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TERMS OF REFERENCE.

INTERNATIONAL INDIVIDUAL CONSULTANT - REVIEW AND UPDATING OF UNDP CLIMATE ACTION IMPACT ASSESSMENT TOOL.

Title of Post: International Individual Consultant – Review and updating of UNDP Climate Action Impact Assessment Tool.

Location: Home Based

Type of contract: Individual Contract (IC)

Duration of Initial Contract: 12 Months

Application Deadline: 11.59 p.m. on Wednesday, 07 November 2018

Language: English

Reference: **KEN-IC-2018-033**

Background

The year 2015 saw the introduction of two important frameworks that are expected to drive the pathway towards a greener and sustainable future, namely the Paris Climate Agreement and the Sustainable Development Goals. The Paris Agreement is built on individual national contributions to tackle mitigation and adaptation actions within their specific country context - termed 'Nationally Determined Contributions' (NDCs). It is expected that countries will measure, and report progress made on their NDCs, which will be reviewed in a 5-years cycle, namely 2020, 2025, 2030 (and subsequent 5-year cycles) to set increasingly ambitious targets to tackle climate change.

As the NDCs are designed and made available by respective governments and are intended to tackle country specific issues, the type of actions undertaken are expected to contribute towards limiting the effects of global warming and ultimately, lead towards sustainable development, thereby aligning the NDCs with the Agenda 2030.

In this context, UNDP has developed a tool to help a broad range of stakeholders dealing with the design, development, implementation, financing, measurement, reporting and verification of the various type of actions to identify significant impacts, define indicators, quantify impacts and set targets and track the progress of the actions towards the NDCs. The tool is a bottom-up tool that can be applied to track 'significant, direct impacts' of actions.



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The tool and relevant data is and will remain hosted by UNDP through a Long Term Agreement (LTA) with Microsoft Azure hosting services.

UNDP launched the tool on 26th April 2018 and with a range of UN agencies, non-for-profits and other organizations expressing interest in the tool, user application is expected to pick up rapidly.

The tool was used in Kenya to assess the climate impact and contribution of the BBOX Capital sustainable development goals. Kenya plans to upscale the use of the tool, specifically to track its NDC implementation process by assessing the impact of the climate change actions; as well contribution to the SDGs.

UNDP on behalf of the Government of Kenya is therefore seeking to hire a service provider to support review of the tool based on the Kenya's NDC commitments and thereafter use the results to update the web application.

Scope of the assignment

The service provider will support the technical aspects of the tool as well as updating tool contents as needed. In particular, the service provider will:

- i) Provide **help desk support** and address any technical concerns expressed by Kenya's technical team (herein referred to as users) regarding the use of the tool.
- ii) Fix **technical problems** in the tool where/if identified by users.
- iii) Develop **additional content and functionalities and new features** as requested **detailed under Outputs below** in cooperation with the users, UNDP and other parties.

Objective

UNDP is seeking to recruit an individual consultant to adjust and improve the web application of the Climate Assessment Tool (CIAT) and ensure that it is fully aligned with the needs of the Kenyan stakeholders.

Outputs

The service provider will:

- iv) Provide help desk support;
- v) Fix technical problems in the tool;



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vi) Develop additional content and functionalities as detailed below:

- Add a FAQ page as support resource on the webpage and add additional questions over 12 months.
- Add features that allow for quantification of actions and their contribution to NDC targets;
- Include climate change indicators for Kenya that are currently being developed by the Ministry of Planning;
- Add space to input the target area – county, sub county, ward, including GPS coordinates;
- Provide space for more details during registration such as institution, position held etc. this can help monitor users of the platform;
- Include functionality that shows source of funding under the financial indicators section;
- Include function to share status of funding such as: current financing, disbursed finance, secured and/or targeted finance;
- Report should be produced in prose form rather than the question and answer format it currently produces and allow for downloading as combined report;
- Options to increase the data to show rates rather than absolute funding; e.g. per annum employees, per annum purchase of solar lantern etc.;
- Add upload functionality to add HR reports, photos, etc.

Payment schedule

Payment will be made on delivery of milestones below: -

1. 20% on report on the inception report
2. 30% on draft updated CAIT tool
3. 30% on final updated CAIT tool report
4. 20% will be paid after the end of help-desk support (up to 12 months)

Institutional Arrangement

Under the overall guidance of the Project Manager, Low Emission and Climate Resilient Development Project.



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Qualifications

The consultant should have extensive experience in programming/IT applications to provide technical support as well as contribute to the development of new content and functionalities. The service provider shall:

- i) Master's Degree in computer science, IT, Information systems or any other relevant field
- ii) Has relevant work experience of at least 10 years.
- iii) Has substantial work experience in IT/programming of 5 years minimum with references to relevant tools/outputs.
- iv) Has additional certification in Sustainability Reporting and Global Reporting Initiative (GRI) in particular.
- v) Has worked within UN context and has good understanding of UN working practices.

Evaluation Criteria:

Criteria	Weight 100%	Max. Point 100
Master's Degree in computer science, IT, Information systems or any other relevant field	25%	25
Has relevant work experience of at least 10 years	15%	15
Has substantial work experience in IT/programming of at least 5 years with references to relevant tools/outputs.	25%	25
Has additional certification in Sustainability Reporting and Global Reporting Initiative (GRI) in particular	25%	25
Has worked within UN context and has good understanding of UN working practices	10%	10
Total (Maximum obtainable points)	100%	100

Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.



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Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

Submission of the Financial Proposal

Applicants are instructed to submit their financial proposals in USD using the financial proposal template provided (Offerors letter to UNDP)

The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Application process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be sent to consultants.ken@undp.org to reach us not later than 11.59 p.m. on Wednesday, 07 November 2018

Please quote **KEN/IC/2018/033 – Climate Action Impact Assessment Tool** on the subject line.

Firms are not eligible for this consultancy assignment. Open to international individual consultants only.

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