

**TERMS OF REFERENCE FOR THE PREPARATION OF THE ENABLING ACTIVITY
REQUEST AND PROJECT DOCUMENT FOR “COUNTRY’S THIRD NATIONAL
COMMUNICATION AND FIRST BIENNIAL UPDATE REPORT TO THE UNFCCC”
PROJECT.**

A. Project Title:

Samoa’s third National Communication and first Biennial Update Report to the UNFCCC” project.

B. Project Description or Context and Background:

The United Nations Development Programme (UNDP), acting as an implementing agency of the Global Environment Facility (GEF), is providing assistance to the Ministry of Natural Resources and Environment (MNRE) of Samoa in the preparation of the GEF pipelining documentation: PIF/EA request and Project Document for project “Country’s Third National Communication (TNC) and First Biennial Update Report (FBUR) to the UNFCCC”.

The purpose of this consultancy is to develop a technically sound and eligible PIF (EA request) and Project Document for the TNC and BUR project in specified formats.

The enabling activity aims to assist Samoa in meeting reporting requirements under the UNFCCC Convention in accordance with its commitments as a non-Annex 1 Party (as mandated by Article 4 and 12 of this Convention and COP 16 and 17 decisions), and to strengthen the technical and institutional capacity of Samoa to prepare and submit its TNC and first BUR to the UNFCCC. The proposed activities will be in line with the Guidelines and Manuals for the Preparation of non-Annex I National Reports. The project will also aim to increase the national technical and institutional capacities in preparing the NC/BUR and assisting the Government to integrate climate change issues into sectoral and national development priorities.

On behalf of the Government of Samoa, UNDP is recruiting an Individual Consultant for the Samoa project to provide technical and operational support in developing the TNC and FBUR.

C. Scope of Work:

Within the framework of this Terms of Reference, Consultant is expected to perform the following tasks and duties:

- Review specific references and information that will form the basis for the project formulation. Among other relevant documentation:
 - The Initial and Second National Communications and their methodological approaches,
 - Nationally Determined Contributions (NDCs)
 - National policies related to Climate Change and Green House Gas (GHG) emissions
 - Guidelines for the preparation of NCs and BURs for non-Annex I Parties (http://unfccc.int/national_reports/non-annex_i_natcom/guidelines_and_user_manual/items/2607.php)
- Maintain communications with the UNDP CO team, national counterparts, UNDP-GEF TA and, if applicable, the other stakeholders in Country, posing specific questions that will allow the completion of information gaps and the development of the project logic.
- Based on the existing documentation and with the aim of thoroughly completing an eligible PIF in the correct [Enabling Activities Template](#), obtain the necessary information and:
 - Carry out a general analysis of the previous NC submitted by Country to the UNFCCC to determine the key areas of work that will be carried under the Third National Communication (TNC) and First Biennial Update Report (BUR) project;
 - Provide brief information about projects implemented since a country became party to the convention and results achieved;
 - Develop the project logic, starting with the Project Results Framework, defining thereby the project objective, components, outcomes and outputs for the TNC/BUR project. In connection with it, propose indicative allocations for the GEF funds and co-financing per project component;
 - Briefly describe how each component of the TNC/BUR (e.g. greenhouse gas inventory, mitigation analysis and vulnerability and adaptation assessment) will build on the previous NCs submitted to fill gaps and address new priority areas;
 - Briefly identify the methodologies or approaches to carry out each of the TNC and BUR component;
 - Identify key stakeholders to be involved in the project including the relevant government institutions, private sector, civil society organizations, local and indigenous communities, and their respective roles, as applicable;
 - Describe how the gender equality and women's empowerment are considered in project design and implementation of TNC/BUR work and integrate gender aspects into the project framework and activities in line with [Gender Responsive National Communications Toolkit](#);
 - Briefly describe Institutional Framework and Management arrangements for project implementation;

- Briefly describe the coordination with other related initiatives (in generic terms and to the point, noting that here the information is on projects, programmes and initiatives);
- In tandem with PIF (EA request) formulation, develop a Project Document in UNDP format including detailed Budget and Work plan, Project results framework, Gender Analysis, Risk log and Terms of reference for key project personnel (Template for UNDP ProDoc with annotated guidelines to be provided).
- Submit the required products in English to the UNDP Technical Advisor and the CO.

D . Expected Outcomes and Deliverables:

This document defines the responsibilities and tasks that the Individual Consultant is expected to assume.

- Draft PIF (EA request)
- Final PIF (EA request)
- Draft UNDP Project Document
- Final UNDP Project Document

E. Institutional Arrangement:

The hired consultant will work with the UNDP MCO Samoa Assistant Resident Representative and Programme Manager of the Environment and Climate Change unit, UNDP-GEF Technical Advisor and MNRE CEO & GEF Focal Point

F. Duration of the Work:

10 working days.

G. Duty Station:

Home based with a one week mission in Samoa

H. Competencies:

Technical work

- Strong expertise in environmental-related areas.
- Experience in developing institutional arrangements for multi-national projects.
- Substantive experience in preparation project proposals for funding by international organizations, especially GEF funding;
- Experience in preparation on National Communication is a strong asset.
- Strong knowledge of climate change issues and familiarity with National Communication and Biennial Update Reports technical content and process;
- Familiarity with the International Conventions addressing Climate Change.
- Familiarity with GEF policies, templates and requirements for EAs as well as UNDP process is a strong asset.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

I. Qualifications of the Successful Contractor:

- Advanced University degree in the fields of environmental management, public administration or relevant related fields.
- Proven expert knowledge in the GEF NC/BUR Project Cycle
- At least 7 years of relevant professional experience
- Proven experience in developing/implementing similar projects – preferably in the region
- Previous successful experience in development and approval of the PIF (EA request) and Project Documents
- Previous working experience in Samoa or in the Pacific region

- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource; and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English

Evaluation criteria: 70% Technical, 30% financial combined weight:

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support the above required criteria:

- Advanced University degree in the fields of environmental management, public administration or relevant related fields (20points)
- Proven expert knowledge in the GEF NC/BUR Project Cycle (20 points)
- At least 7 years of relevant professional experience (15 points)
- Proven experience in developing/implementing similar projects – preferably in the region (15 points)
- Previous successful experience in development and approval of the PIF (EA request) and Project Documents (15 points)
- Previous working experience in Samoa or in the Pacific region (5 points)
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource; (5 points)and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English (5 points)

J. Scope of Bid Price & Schedule of Payments:

DELIVERABLES	DUE DATE %	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
Upon submission and approval by MNRE and UNDP of a Draft PIF (EA request)	TBA	\$
Upon submission and approval by MNRE and UNDP of a Final PIF (EA request)	TBA	

Upon submission and approval by MNRE and UNDP of a draft UNDP Project Document	TBA	
Upon submission and approval by MNRE and UNDP of a final UNDP Project Document	TBA	
TOTAL	10 days	

K. Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the templates provided (Letter of Interest and Availability, Financial Proposal, Reference Check).

CV with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **25 November 2018** electronically via email: procurement.ws@undp.org. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted.

Proposals must include:

1. Cover letter that includes
 - i. a concise explanation as to why the bidder is the most suitable candidate for the consultancy assignment;
 - ii. a concise description of the bidder's understanding of the consultancy assignment;
 - iii. a summary of the comments on the TOR; and,
 - iv. a brief description of the proposed methodology and approach in carrying out the required tasks, specifying the number of days it will take complete each task.
2. Updated CV that includes description of qualifications/competencies and relevant past experiences in similar projects
3. **Financial Proposal** specifying the daily rate and other expenses. **Refer to <https://icsc.un.org/map/> for the latest UN per diem rates for Samoa. Per diem rate cannot be more than the Samoa rate for the month.**
4. **Letter of interest and availability of the firm/consortium specifying the available date to start and other details**
5. **Reference Checks Templates to be completed by referees. Please include at least 3 completed and signed referee letters (using the attached template).** UNDP staff may contact referees to verify details of the reference provided if required.

The abovementioned documents, information and requirements are mandatory and as such are required to form a complete proposal. **A proposal will be rejected if it is not substantially responsive to the abovementioned requirements.**



*Empowered lives.
Resilient nations.*

All proposals should be sent to the procurement email: procurement.ws@undp.org with the subject clearly labelled as “consultancy name and the procurement number”