

# **TERMS OF REFERENCE**

## **FOR INDIVIDUAL CONTRACT**



<b>POSITION TITLE:</b>	<b>NAP Junior Research Consultant</b>
<b>AGENCY/PROJECT NAME:</b>	<b>UNDP/BRH/NAP-GSP</b>
<b>COUNTRY OF ASSIGNMENT:</b>	<b>Bangkok based with possible travels</b>
<b>DURATION:</b>	<b>A maximum of 90 working days between 1 July 2019 - 31 December 2019</b>

### **1) GENERAL BACKGROUND**

Financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF) and Special Climate Change Fund (SCCF), the joint UNDP-UNEP National Adaptation Plan-Global Support Programme (NAP-GSP) and its partners are assisting countries identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning. The partner agencies of the NAP-GSP are the FAO, GIZ, GWP, IFAD, PROVIA, WHO, UNFCCC, UNISDR and UNITAR. The GSP is one of a number of initiatives in place to support Countries to advance their NAP process.

Within this overall background, 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. Furthermore, this support is instrumental in leveraging financial support to developing countries embarking on their NAPs.

As part of NAP-GSP's communication and Knowledge Management Strategy in support of the above scope of work, a country policy baseline, country briefings, country mission reports, policy briefs and infographics are envisaged to strengthen the programme's outreach and increase awareness of its contributions to countries' NAPs.

### **2) OBJECTIVES OF THE ASSIGNMENT**

The objective of this assignment is to assist the NAP-GSP team in compiling a database of existing strategies, policies, plans and projects/programmes in developing countries, which are supportive of their climate change adaptation planning and budgeting efforts. This assistance will help countries identify their technical and financial capacity gaps and needs, and formulate country baselines for the UNDP-led portfolio. This assistance is also expected to contribute to building awareness about the NAP process in the countries and be able to support the communication of the results to stakeholders both in-country as well as externally through tailored knowledge products.

The NAP Junior Researchers will provide assistance to UNDP for up to 20 countries (each – from the list of countries that have requested UNDP support to advance the formulation/implementation of their NAP).

### 3) SCOPE OF WORK

The consultant/s will be responsible for:

- A. Assisting with the development of a schema conducive to a searchable and user-friendly database of existing information in developing countries;
- B. Coordinating with the aforementioned countries (Governments and UNDP Country Offices) in collecting climate change adaptation relevant data on existing strategies, plans, policies and projects/programmes;
- C. Conducting desk reviews, synthesizing the information into one-two paragraph descriptions of the data collected for each country;
- D. Reviewing and verifying accuracy, coherence and consistency of available data for other countries in the database, and updating information where necessary;
- E. Increasing external engagement and visibility of NAP-GSP and exploring new entry points within the public and private sector, and amongst UN and other development agencies;
- F. Supporting NAP-GSPs works on the climate finance expenditures and conducting necessary reviews of public expenditures allocated to climate change activities in agriculture.

The tasks associated with this Terms of Reference are expected to be completed through desk-based preparatory and coordination work. Wherever necessary to validate the findings or collect additional information for the database, the incumbent might be required to participate in country level consultations, accompanying the NAP-GSP staff and partners, in selected countries.

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

Duration: **Maximum of 90 days (between 1 July 2019 – 31 December 2019)**

Duty station: **Bangkok based with possible travels**

Expected places of travel: To be decided in coordination with the requesting government, with the NAPGSP coordinator assigned to that particular country. The expected travel schedule will be defined in consultation with the countries. 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

Based on the aforementioned criterion of the tasks associated with this Terms of Reference, the consultant/s will be responsible for:

No.	Expected Deliverables	Description	Expected Number of working days
1.	NAP-GSP Country Briefings 1	Development of 4 - 5 NAP-GSP Country Briefs ) ) ) Tanzania Guinea-Bissau Mozambique	20 days

		) Other assignment countries to be identified	
2.	NAP-GSP Country Briefings 2	Finalization of country briefing drafts for: ) Lebanon ) Tajikistan ) Saint Lucia	5 days
3.	Private Sector Engagement	Advancement of the private sector climate change adaptation case study publication	5 days
4.	Project Concept Notes	Concept Note development for: ) African Adaptation Initiative ) Other assignment countries to be identified	20 days
5.	DRR/CCA	Preparation of a guidance note	10 days
6.	NAP Presentations	Preparing substantive NAP presentations within defined thematic areas	10 days
7.	Research, analysis, and writing	Tasks upon request	20 days
<b>Total</b>			<b>90 days</b>

Apart from the aforementioned tasks in the table above, the consultant is expected also to perform any other related tasks assigned by the supervisors.

## 6) PROVISION OF MONITORING AND PROGRESS CONTROLS

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

## 7) DEGREE OF EXPERTISE AND QUALIFICATIONS

- Master's degree in environment, economics, international development, international relations or a closely related field;
- A minimum of 2 years of relevant work experience;
- Experience in planning and conduction capacity building activities and trainings for government officials;
- Excellent English communication skills;
- Experience working in Africa will be an asset;
- Experience working in capacity building for climate change adaptation will be an asset.

## 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 detailed CV, 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 daily professional fee.

## 9) CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria will serve as basis for evaluating offers:

Combined scoring method - When using this weighted scoring method, the award of the contract shall 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 criteria specific to the solicitation.

**Technical Criteria weight:** 70% (100 points)

- a) Relevance of educational background and degree (10 points)
  - b) Relevant work experience (25 points)
  - c) Experience in planning and conduction capacity building activities and trainings for government officials (25 points)
  - d) Experience working in capacity building for climate change adaptation will be an asset (15 points)
  - e) Experience working in Africa, especially LDCs will be an asset (15 points)
  - f) Excellent English communication skills (10 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;
- J 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%)
- J The financial proposal shall specify an all-inclusive<sup>1</sup> 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.*

## 10) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

- ☐ NONE      ☐ PARTIAL      ☒ INTERMITTENT      ☐ FULL-TIME

## 11) PAYMENT TERMS

Please indicate any special payment terms for the contract.

- ☐ Lumpsum      ☒ Daily

