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SECTION 3: TERMS OF REFERENCE (TOR)

ETHIOPIA

GENERAL INFORMATION

Services/Work Description: *Reviewing and Preparation of Woreda Level Climate Smart*

Development Plan in Selected Woredas

Ref: **ETH0426**

Project/Program Title: **Climate Resilient Green Economy**

Duty Station: *Addis Ababa and travel to the seven project woredas*

Type of the Contract: *National Consulting Firm*

Duration: *172 days*

Expected Start Date: *Immediately after signing of the contract*

I. BACKGROUND / RATIONALE

Ethiopia has registered impressive socio-economic growth with an average annual real GDP growth of 11 for over a period of one decade. This rapid growth has lifted millions of Ethiopians out of poverty. Sustaining the progress achieved so far and realizing the vision of a lower-middle income country (LMIC) by 2025 requires strong institutions, political commitment and leadership at all levels. The Ministry of Finance (MoF) has huge responsibility of developing policies to ensure sustainable and equitable economic development and macro-economic stability in the country. MoF has a vision of making real a prosperous Ethiopia by formulating development policies, preparing development plan and budget, mobilizing and administering external resources, installing modern, efficient, effective and accountable public finance and property administration and controlling system.

Climate variability and extreme events frequent occurrences severely impact Ethiopian Economy. Ethiopia's Climate Resilient Green Economy (CRGE) strategy has estimated the cost to Ethiopia from climate variability and the extreme event is on average 500 million USD or 2.5% of GDP. Reducing these impacts and build Adaptive capacity is an economic priority as well as a necessity for safeguarding people and livelihoods.

The MOF has accessed USD 10 million from the Adaptation Fund for the implementation of “Climate Smart Integrated Rural Development project” in Seven Selected Woredas in five regional states and Dire Dawa City Administration. This three-year project is designed to reverse the downward poverty spiral that the community is locked into and increase their productivity in a changing climate. The project increases

the productivity of the smallholder farmers by decoupling their dependence from rainfall through the provision of various technological and infrastructure inputs, including creating access to small scale irrigation services and water supply for household use. Cognizant of the fact that an economically empowered community is more resilient to climate change and also contributes more to the national economy, the project also supports the communities to diversify their livelihood through various schemes and increase their net household income as well as ensure households are food secure. Furthermore, the project strives to manage the natural resources that provide natural climate resilience.

The Environment Forest and Climate Change Commission (EFCCC), Ministry of Agriculture (MoA), and Ministry of Water Irrigation and Electricity (MoWIE) with their regional counterparts, zone, and woreda level offices are responsible for the implementation of the project activities at various levels. The overall implementation of the program at the national level is managed by the Ministry of finance.

II. OBJECTIVES OF THE SERVICE / WORK

Climate relevant projects have typically been implemented as stand-alone projects at the local level in Ethiopia and have had a strong sector orientation. As a result, there has been lack of integration across the land, water, energy and livelihood areas, which misses the opportunities for climate smart planning, cross-sectoral synergies, fails to capture key trade-offs. This project aims to address these issues through the use of integrated climate smart planning, with multi-sectoral approaches, which are grounded in local community development plans and views. The project also adopts the use of community development officers ('community animators') to embed the project within the local community, i.e. within each Kebele. To advance this, a series of activities are proposed that build the integrated planning approach. On the basis of the forgoing, the Ministry would like to bring on board a national consulting firm for the development of integrated climate resilient development plan for each of the 7 woredas of the project. The overall objective of the assignment is to design climate smart development plan at all the 7 woredas and document existing local development plan in view of climate smart development for adaptation fund project implementation sites. The specific objectives are to:

- Review existing local development plans in view of climate smart development;
- Conduct a gender analysis to identify the gender dimensions of vulnerability to climate change and develop strategies to address specific gender inequalities, risks and opportunities;
- Develop locally appropriate climate mainstreaming framework (tools, methodologies and guideline);
- Document and communicate all reviews and analysis and,
- Design climate smart development plan for target project woredas,

III. SCOPE OF THE SERVICE / WORK

The task will be conducted in 7 project target woredas across five regions and Dire Dawa City Administration. The successful firm is expected to deploy multidisciplinary team of experts in all the project target woredas and closely engage with relevant stakeholders at local level. The team should review existing local development plans in view of climate smart development, undertake gender analysis to identify the gender dimensions of vulnerability to climate change and develop strategies to address specific gender inequalities, risks and opportunities. It should also develop a locally appropriate climate mainstreaming framework (tools, methodologies and guideline) for target project sites in particular and at all level in general. In addition, the firms will design standard climate smart development plan for target project woredas by incorporating all necessary stakeholder reflections. The firm should submit an inception report detailing its understanding of the assignment, approach, work plan among others.

IV. EXPECTED OUTPUTS / DELIVERABLES

The following are the key deliverables that are expected from the consulting firm that will be selected to conduct the exercise.

1. ***Inception Report:*** This should indicate the methodology that is going to be employed including the tools and approaches. It is expected to be delivered within the first week of the contract award.
2. ***Draft Climate Smart Development Plan for the 7 project target woredas:*** This is expected in 60 days after the inception report is cleared by the technical team of MoF CRGE facility team members.
3. ***Conduct Validation workshop:*** This is should be organized within 15 days after the submission of the draft development plan for comments and suggestions by the relevant stakeholders who involve in the execution of the project. The exact date and venue of the workshop will be decided by the MOF. The latter also invite participants and organizes the workshop
4. ***Final Climate Smart Development Plan for the 7 project target woredas:*** The final report should address all comments and feedback provided on the draft report from invited stakeholders. It is expected fifteen after the draft report is delivered.

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

- Assess and undertake critical disk review regarding climate smart mainstreaming in development planning,
- Consultative meeting and interview with key partners and implementing agencies at all level especially staffs and delegated professionals,
- Conduct consultation meeting at woreda level and review the current development planning,

- Undertake gender gap analysis and vulnerability assessment
- Review stakeholder role and responsibilities and incorporate to the woreda climate smart development plan
- Review best practices of climate mainstreaming
- Strictly follow and undertake the assignment based on the agreed ToR,
- Come up with comprehensive climate smart development plan,

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

The study will be conducted in 7 project target woredas across five regions and Dire Dawa City Administration. The assignment will be conducted in a period of three months starting from the date of contract award. Unless and otherwise agreed by the two parties, extension of contract is not expected. Extension might be allowed if the consultant presents compelling reasons to do so.

No	Deliverables	Estimated Duration to complete the work	Review and Approval Required
1	Study Proposal and Inception Report	7 Days	MoF, CRGE Facility Teams and UNDP
2	Draft Climate Smart Development Plan for each target woredas	60 Days	MoF, CRGE Facility Teams and UNDP
3	Conduct Validation Workshop	15 days after the submission of the draft plan	MoF, CRGE Facility Teams and Executing partners and UNDP
4	Final Climate Smart Development Plan for each target woredas	90 days	MoF, CRGE Facility Teams and UNDP

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The contract will be managed by UNDP under Climate Resilient and Green Growth unit. The Consulting firm will work in close collaboration with MoF, particularly with CRGE facility team members.

- Experts of the consulting firm will be given access to relevant information necessary for execution of the tasks under this assignment,

- The firm will be responsible for providing working station for the experts it deploys (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection.
- The firm will organize transportation, accommodation and DSA expenses while travelling to the field.

VIII. PAYMENT MILESTONES AND AUTHORITY

Payments shall be linked with the deliverables and shall be effected after the CRGE Facility in MOF confirms approval of the successful completion of each deliverable as stipulated hereunder. The Proposer will be paid based on the effective UN exchange rate (in case of other currency denomination), and only after approving authority confirms the successful completion of each deliverable as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Study Proposal and Inception Report	MoF, CRGE Facility Teams and UNDP	15%
2 nd Installment	Draft Climate Smart Development Plan for each target woredas	MoF, CRGE Facility Teams and UNDP “	30%
3 rd Installment	Validation Workshops reports	MoF, CRGE Facility Teams and UNDP “	20%
4 th Installment	Final Climate Smart Development Plan for each target woredas	MoF, CRGE Facility Teams and UNDP	35%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

The prospective service provider is expected to meet the following minimum requirements;

- Renewed license and VAT registration number;
- Track record of demonstrated experience in Ethiopia in conducting climate change related services and conducting similar and/or related assignments for at least the past five years;
- Knowledge of the agriculture, water and irrigation, natural resources management and forest sectors, which are prioritized in the Adaptation Fund project and access to stakeholders and relevant information sources, especially of the project target regions;
- Good track record in project management and/or development, development program design, monitoring & evaluation, planning & budgeting, etc.,
- Strong experience in developing and evaluating national and/or sectoral development programs/plans;
- Experience working with UN or other international organizations beneficial.

- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach
- Should be able to deploy a team of at least two members per woreda consisting of gender and climate change planning experts;
- Understanding of government functioning and systems particularly experience working with MoF and the CRGE facility will be added value;

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

9.2 Team Leader/Senior Climate Change Resilience Planning Expert

Academic Qualification:

- At least Master's degree (MSc or MA) in Regional Development and Planning, Development Studies, Economics, Resources and Environmental Economics, Agricultural Economics, Gender and Development, Climate Change, Natural Resources Management, Environmental Science and other related disciplines.

Experience:

- Minimum of 10 years of professional experience in development planning, gender planning and analysis, climate change resilience planning and related fields.

Competencies:

- Ability to provide general leadership and direction to the study/research analysis and report writing;
- Excellent research and advocacy skills relating to development planning, gender analysis, climate change mitigation and adaptation planning, program design, monitoring and evaluation;
- Strong organizational skills;
- Strong communication skills;
- Proficiency should be in English and proficiency of regional states working language (if any) will be an added advantage;

9.3 Senior Gender Expert

Academic Qualification:

- A post-graduate degree in Gender and Development, Law, development studies/rural development/agriculture, disaster risk management or a related discipline;

Experience:

- A minimum of 7 years' experience in conducting gender analysis in agriculture, livestock, water and forestry sectors, with demonstrable expertise in gender issues in these sectors in the context of climate change adaptation and mitigation;
- Demonstrated work experience with various stakeholders in the government as well as development partners on gender issues;

Competencies:

- Ability to undertake technical policy-focused research related to climate change, gender mainstreaming in to local development plans
- Ability to work under pressure and to deliver in a timely manner without compromising quality standards;

- Strong communication skills;
- Strong presentation and facilitation skills;
- Fluency in English both written and oral and speaking regional states working languages will be an added advantage.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is 70%
 - b. Financial Criteria weight is 30%

Summary of Technical Proposal Evaluation Forms		Score Weight	Points Obtainable
1	Expertise of Firm / Organization	30%	300
2	Proposed Methodology, Approach and Implementation Plan	40%	400
3	Management Structure and Key Personnel	30%	300
TOTAL		100%	1000

Technical Proposal Evaluation (FORM I)		
Expertise of the Firm / Organization		Points Obtainable
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing	50
1.2	General Organizational Capability which is likely to affect implementation <ul style="list-style-type: none"> - Financial Stability - Loose consortium, Holding company or One firm - Age/size of the firm - Strength of the Project Management Support - Project Financing Capacity - Project Management Control 	90
1.3	Extent to which any work would be subcontracted (subcontracting carries additional risks which may affect project implementation, but properly done it offers a chance to access specialized skills.)	15
1.4	Quality assurance procedure, warranty	25
1.5	Relevance of: <ul style="list-style-type: none"> - Specialized Knowledge - Experience on Similar Programme / Projects - Experience on Projects in the Region - Work for UNDP/ major multilateral/ or bilateral programmes 	120
SUB TOTAL		300

Technical Proposal Evaluation (FORM II)

Proposed Methodology, Approach and Implementation Plan		
2.1	To what degree does the Proposer understand the task?	30
2.2	Have the important aspects of the task been addressed in sufficient detail?	25
2.3	Are the different components of the project adequately weighted relative to one another?	20
2.4	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?	55
2.5	Is the conceptual framework adopted appropriate for the task?	65
2.6	Is the scope of task well defined and does it correspond to the TOR?	120
2.7	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?	85
SUB TOTAL		400
Technical Proposal Evaluation (FORM III)		
Management Structure and Key Personnel		
3.1	Task/Project Manager / Team Leader / General Qualification Suitability for the Project	
	- National experience	20
	- Professional experience in the area of specialization	40
	Knowledge of data collection, feasibility studies and data analysis	20
	Full fill the required academic qualification indicated in section VIII	20
SUB TOTAL		100
3.2	Senior Expert(s) / Lead Consultant(s) General Qualification Suitability for the project	
	- International experience	15
	- Training experience	15
	- Professional experience in the area of specialization	45
	- Knowledge of the region	25
	Full fill the required academic qualification indicated in section IX	20
SUB TOTAL		120
3.3	Project Staff/ Associate Consultants General Qualification Suitability for the project	
	- International experience	5
	- Training experience	5
	- Professional experience in the area of specialization	10
	- Knowledge of the region	10
	- Language qualification	10
SUB TOTAL		40
Aggregate		1000

Summary of Technical and Financial Evaluation Criteria and Weight

Criteria	Weight	Max. Point 100
Technical Competence (based on CV, Proposal and interview (if required))	70%	70
Expertise of Firm / Organization	30	
Proposed Methodology, Approach and Implementation Plan	40	
Management Structure and Key Personnel	30	
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

XI. LOGISTICAL SUPPORT

- The successful service provider shall manage transport services and provide DSA and other facilities to the team members during the field work.

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

- For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

- The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.