

## **TERMS OF REFERENCE**

### **CAPACITY DEVELOPMENT FOR IMPROVED MANAGEMENT OF MULTILATERAL ENVIRONMENTAL AGREEMENTS FOR GLOBAL ENVIRONMENTAL BENEFITS**

#### **LOCAL INDIVIDUAL CONSULTANT: MULTILATERAL ENVIRONMENTAL AGREEMENT (MEA) CONSULTANT FOR THE DEVELOPMENT AND DELIVERY OF TRAINING PROGRAMMES**

<b>Duty Station:</b>	Port of Spain, Trinidad and Tobago
<b>Application Deadline:</b>	<b>Monday 19th August 2019 on or before 12pm AST</b>
<b>Type of contract:</b>	Individual Contract
<b>Timeframe of Assignment:</b>	September 2019 - March 2020
<b>Language(s) Required:</b>	English

### **1. Background**

Cross-Cutting Capacity Development (CCCD) in the GEF context refers to the targeted support provided to countries to strengthen their capacities to meet their commitments under the Rio Conventions and other Multilateral Environment Agreements (MEAs). Capacity development comprises that set of capabilities needed to sustain and strengthen functional environmental management systems at the global level, recognizing that these systems must build upon national governance and management systems. In 2004, Trinidad and Tobago conducted a National Capacity Self-Assessment (NCSA) exercise in order to assess capacity issues, needs and priorities with respect to the country's implementation of the Convention on Biological Diversity (CBD), the United Nations Convention to Combat Desertification (UNCCD), and the United Nations Framework Convention on Climate Change (UNFCCC) (collectively known as the Rio Conventions) along with other aspects of environmental management. The NCSA results indicated that the country's implementation of the Rio Conventions was poor, particularly with regards to the current legislation and policy framework, institutional capacity and primary obligations. Appropriate communication between focal points and stakeholders was also ranked as poor, along with stakeholder awareness and involvement.

The Capacity Development for Improved Management of Multilateral Environmental Agreements for Global Environmental Benefits project that is being implemented by the Ministry of Planning and Development (MPD) aims to strengthen the ability of the Government of the Republic of Trinidad and Tobago (GoRTT) to create, leverage and maintain synergies for the national implementation of MEAs and strengthen integrated approaches to environmental management, including meeting MEAs' guidance and national reporting requirements to increase national and global environmental benefits. The first outcome, of this project will focus on assessing and structuring an improved consultative and decision-making process that effectively integrates global environmental objectives into the existing environmental management framework in Trinidad and Tobago. Under the second outcome, project resources will be used to support activities to better align projects funded by the Green Fund of Trinidad and Tobago (GFTT) with the implementation of MEAs obligations in Trinidad and Tobago; hence contributing to national environmental benefits and by extension to global environmental benefits.

## **2. Scope of Work and Key Tasks**

### Objectives and Principles

The objectives of the consultancy are as follows:

- i. To develop and deliver training programmes on MEAs, their implementation and monitoring in Trinidad and Tobago for each of the following groups, in order to increase their understanding of MEAs and how to better implement MEAs in Trinidad and Tobago:
  - a) Staff in government authorities mandated with the implementation of MEAs;
  - b) Green Fund Executing Unit (GFEU) staff;
  - c) CSOs' staff and volunteers;
  - d) Media.
- ii. To develop effective training materials/tools for instructors/trainers within these groups.

The following general principles should guide the development of the training programmes:

- To promote knowledge development and sharing on new approaches, thinking and techniques;
- To ensure sustainability and transfer of learning into action, each training programme should come with a set of robust monitoring and follow-up mechanisms;
- To ensure that training curricula are relevant and up-to-date, and that training design, training delivery and program implementation is inclusive and gender sensitive/gender responsive;

- To deliver training as much as possible through existing training institutions, seeking to institutionalize the training programmes supported by this project. Toolkits, handbooks and other material will also be developed to ensure the institutionalization of this knowledge.

### Key Tasks

The consultant will carry out the following major tasks, as well as other related tasks that the project team may identify as necessary for the success of the project in attaining its objectives:

1. Review the consultancy reports previously prepared under this project: (i) Review of Policy, Legislation, Institutions and Coordination Mechanism and (ii) Mapping and Capacity Assessment of Civil Society Organizations (CSOs);
2. Based on the reports referred to above, and with the guidance of the project team, design and produce appropriate training material on MEAs;
3. Develop interactive and detailed training modules/training session plans and all accompanying background material for the delivery of training on MEAs, including identifying practical ways for creating and improving any existing training materials on MEAs;
4. Formulate learning curricula and knowledge products relevant to the project's evolving capacity building needs using available learning platforms and technology. This includes developing online learning content, learning events and knowledge products, using creative learning approaches, methodologies, illustrations, technologies; including the possible development of an open online course;
5. Facilitate the delivery of train the trainers for selected participants from each group on MEAs, including delivering training guidelines in addition to content and tools;
6. Develop a detailed evaluation of the training programmes by the participants so that the training materials and sessions can be improved/finalized according to the participant feedback for future delivery of the training programmes; then finalize based on these recommendations;
7. Develop a training report with recommendations for further addressing knowledge building of MEAs.

### **3. Expected Outputs and Deliverables**

The consultant is responsible for the following deliverables:

- i. An inception report which details the methodology/approaches and timelines associated with this consultancy. To be submitted within two (2) weeks of signature of contract.
- ii. The consultant will provide the first set of deliverables at least three (3) weeks prior to delivery of training:
  - Overall training plan and justification of the methodology and duration, based on recommendations of other material reviewed;

- Detailed agenda and training guidelines and material for train the trainers, inclusive of training handouts that the national trainers can utilize to produce workshop materials for MEA training they will facilitate in the future;
- A package of training material for the participants, including training modules and handout materials;
- Power point presentations, flipcharts, videos, forms, exercises, etc. for training sessions;
- A functional prototype of the online learning modules for review and validation;
- Developed evaluation for gathering feedback from participants regarding the training programmes.

The venue for the training sessions would be provided by the Project Team.

iii. Following the review of the first set of deliverables identified in item (ii) by the project team, the consultant will provide a second set of deliverables:

- Facilitation and delivery of the training session for each of the target stakeholder groups;
- Incorporation of the feedback from participants in the final version of the training materials and in consultation with the project team;
- Final training report that assesses the implementation of the activity, highlights the consultant's and participants overall perspective of the activity, limitations of the training, strengths and weaknesses, and provides recommendations for improving similar training sessions in the future. The report should also propose a plan developed in consultation with training participants that outlines a mechanism for institutionalizing training activities; including a step by step manual to achieve the objectives as outlined above based on participants' observations and feedback. The analysis must include treatment of gender issues;

To be submitted within two (2) weeks of the completion of the training.

#### **4. Qualifications and Experience**

The successful Project Consultant will need to meet the following criteria:

- An advanced university degree from an accredited institution related to environmental sciences, communications or related fields;
- A minimum of 5 years of documented experience in developing, facilitating/delivering interactive/participatory training sessions on environmental issues, preferably with a focus on capacity development with CSOs and governments in developing countries; or an equivalent combination of training and experience;
- Previous experience in conducting train the trainer sessions and developing online educational content;
- Extensive knowledge of multilateral environmental agreements (MEAs);
- Fluent in English with excellent oral and written communication skills;

- Excellent skills in presenting complex technical information in an easily comprehensible way.

## 5. Reporting Requirements

This project is being executed by a project team based at the MPD with the oversight of a Project Board comprised of representatives of key organizations across both public and private sectors. The consultant will report directly to the project team. In addition, he/she is expected to meet as necessary with the project team and Project Board. At the end of the contracted time period, the consultant shall submit all project outputs to the project team, which will be assessed for validity, quality of analysis and completeness of required information, and should be in the desired format identified by the project team. Once approved by the Project Board, all outputs become the property of the MPD to utilise and disseminate as deemed necessary.

## 6. Terms of Payment

**10%** on submission and acceptance of the Inception Report by the Project Team and Project Steering Committee.

**30%** on submission and acceptance of the First Set of Deliverables outlined in Section 3(ii) by the Project Team and Project Steering Committee.

**25%** for the successful delivery of training as determined by the Project Team and Project Steering Committee.

**35%** on submission and acceptance of the Final Report by the Project Team and Project Steering Committee.

## 7. Evaluation Criteria

Method: Highest total score of weighted interview and financial criteria: The price proposals of all shortlisted consultants<sup>1</sup>, who have attained a minimum 70% score at the Interview stage, will be compared. UNDP will award a contract to the individual who receives the highest score out of a predetermined weighted, Interview and Financial criteria as follows: 70% Interview criteria, 30% Financial criteria.

Shortlisting Criteria		Maximum points*
1	Relevance of Education/ Degree	20
2	Years of Relevant Experience	20
3	Adequacy of Competencies for the Assignment	50
5	Special Skills	10

<sup>1</sup> See **Table 1** for Shortlisting Criteria for progression to the Interview Stage.

	<b>Total</b>	<b>100</b>
<p>Once candidates have been shortlisted, i.e. they have attained a score of at least 70%, based on the requirements in the Terms of Reference, only then, would they be interviewed for the position.</p> <p>At the interview stage, candidates must attain a score of 70% for their financial proposals to be evaluated.</p> <p><i>The final evaluation process is based on a 70:30 weighting, with 30 points being allocated to the financial component.</i></p> <p>The following formula (cumulative analysis) is used to determine the financial scoring: <math>p = y (\mu/z)</math>, Where:</p> <p>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</p>		