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Resilient Nations.

Terms of Reference

Consultancy Title: Identify and design the Republic of Marshall Islands' Country Component of the 'Deepening Efforts on NDC Implementation' Initiative.

Project Name: Deepening Efforts on NDC Implementation.

Duty Station: RMI (Majuro) and homebased.

Duration of the Contract

- Total number of working days: 20 (10 days in Majuro including travel and 10 homebased)
- Commencement (tentative): 1 September 2019
- Completion (tentative): 15 October 2019
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Consultancy Proposal (CV, Technical proposal & Financial proposal Template) should be uploaded to UNDP Jobshop website (www.jobs.undp.org) no later than 26th August 2019,(Fiji Time) clearly stating the title of consultancy applied for. Any proposals received after this date/time will not be accepted. Any request for clarification must be sent in writing, or by standard electronic communication to procurement.fj@undp.org. UNDP will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants. Incomplete, late and joint proposals will not be considered and only offers for which there is further interest will be contacted. Failure to submit your application as stated as per the application submission guide (Procurement Notice) on the above link will be considered incomplete and therefore application will not be considered.

NOTE:

Proposals must be sent through UNDP job shop web page. Candidates need to upload their CV, Technical and financial proposal -using UNDP template

[Only shortlisted candidates will be contacted](#)

If the selected/successful Candidate is over 65 years of age and required to travel outside his home country; He/She will be required provide a full medical report at their expense prior to issuance to contract. Contract will only be issued when Proposed candidate is deemed medically fit to undertake the assignment.

Objectives

The objectives of the assignment are to:

- 1) Define the project scope for the Republic of Marshall Islands' country component of the 'Deepening Efforts on NDC Implementation' initiative funded by the Government of Germany; and,
- 2) Prepare detailed project design.

Background

As part of UNDP's global Nationally Determined Contribution (NDC) Support Programme, the Government of Germany has provided financial support for "deep dives" in select countries to achieve the following results: 1) efforts coordinated for NDC implementation; 2) inclusive sectoral transformation supported; and 3) private sector financing gap addressed through targeted matchmaking. The support will also include assisting countries with the process of enhancing their current NDCs, which are to be submitted to the UNFCCC in 2020. The Republic of the Marshall Islands (RMI) has been selected as one of 15 countries globally to receive support as part of this initiative. Funding for the "deep dive" initiative in RMI will be in the order of USD1.5 million over 3 years. The RMI project must respond to unmet needs outlined in the RMI's NDC Partnership Plan and/or to the

government's stated priorities for NDC implementation, especially actions that can create impact, support innovative finance approaches and/or promote learning. Updates to enhance NDCs or raise ambition for 2020 have highest priority. Core principles for projects include: 1) Advocate for gender equality and empowerment of women, youth and indigenous communities; 2) Promote alignment of NDC and SDG agenda and processes, and linkages to other global agenda; 3) Encourage policy coherence and whole-of-government approaches; 4) Encourage mechanisms to engage whole-of-society; 5) Leverage other relevant UNDP initiatives and/or partnerships to extent possible to maximize greater impact; and 6) Developing a system to track progress of NDC implementation. Evidence-based research that can contribute to learning and/or political advocacy efforts are strongly encouraged and will be supplemented by analysis from the Global Support Unit, UNDP NDC Support Programme in some cases. In this context a consultant is needed to assist defining project scope as well as prepare the detailed design of the RMI's US\$1.49 million country project proposal.

Scope of Work

Activities for the consultancy will include, but not necessarily be limited to the following in relation to specific deliverables:

INCEPTION NOTE

- Summarize the successful Contractor's understanding of the consultancy and associated tasks, outline the final proposed approach and methodology(ies), provide the final work plan for the consultancy, identify any issues crucial to the viability of the consultancy, and, provide comments on this TOR (e.g. make suggestions to adjust this TORs, as appropriate, to accommodate emerging issues or clarify concrete activities. Subsequently, if required and approved by UNDP Pacific – Fiji Office and the Office of Environmental Planning and Policy Coordination (OEPPC), Government of RMI the activities can be elaborated, modified, etc.).

DEBRIEFING NOTE

- Write-up a note for one (1) mission to RMI (Majuro) summarizing key findings and recommendations vis-à-vis successful completion of this consultancy.

UNDP PROJECT SCOPING TEMPLATE

- Review relevant documents, including RMI's Nationally Determined Contribution (2018), Marshall Islands Electricity Roadmap (2018), RMI NDC Partnership Plan 2018-2021 (2018), RMI's 2050 Climate Strategy (2018), report from the Climate Financing Management Workshop held 28 May 2019, report from the the NDC Partnership Plan Implementation Meeting held 29 May 2019, and, RMI's response to UNDP's global survey to assess the status of implementation of NDCs (2019).
- Discuss with the RMI internal review team led by OEPPC on the priority sector activities proposed for potential utilization of the UNDP Deep Dive funds based on principles and objectives of the Deep Dive concept as well as the priority gaps identified in the existing RMI NDC Partnership Plan, and, if required, outline and undertake next steps of consultations with other relevant stakeholders.
- Consult with the Global Support Unit, UNDP NDC Support Programme and the Resilience and Sustainable Development (RSD), UNDP Pacific Office in Fiji.
- Highlight key issues or challenges, if any, that may need to be considered in the process of defining the scope of work and provide recommendations on how these should be address in the detailed project design phase.
- Define the project scope, specifically fill in Part II of the Deepening Efforts on NDC Implementation Project Proposal Template (Version 1, May 8, 2019) covering: 1) profile; 2) project deliverables (for each proposed output outline planned activities, NDC and SDG linkages, alignment with government priorities for NDC implementation, sector focus, sustainability & partnerships); 3) institutional arrangements and key stakeholders; 4) results framework table; and, 5) multi-year work-plan and budget.

UNDP PROJECT DOCUMENT

- Based on the Government of RMI and UNDP agreed to project scope, prepare the detailed project design, specifically fill in the standard UNDP Project Document template covering: 1)

cover page; 2) development challenge (1/4 page-2 pages recommended); 3) strategy (1/2 page-3 pages recommended); 4) results and partnerships, including expected results, resources required to achieve the expected results, partnerships, risks and assumptions, stakeholder engagement, south-south and triangular cooperation, knowledge, and, sustainability & scaling up (1.5-5 pages recommended); 5) project management, including cost efficiency and effectiveness (1/2 page-2 pages recommended); 6) results framework table; 7) monitoring and evaluation, including monitoring plan and evaluation plan; 8) multi-year work plan and budget; 9) governance and management arrangements; 10) relevant annexes, such as social and environmental screening template, risk analysis (risk log table), Project Board Terms of Reference (TOR) and TORs of key management positions.

Input Provided

OEPPC, Government of RMI

- Desk space, access to phone (local calls) and internet.
- Relevant background information, including documents.
- Organizing meetings.
- Comments on all draft deliverables.

UNDP

- Relevant background information, including documents.
- Comments on all draft deliverables

Supervision/Reporting

The consultant will be contracted by UNDP and report to the Team Leader, Resilience and Sustainable Development (RSD), UNDP Pacific Office in Fiji (or his/her designate).

Requirement for Qualifications & Experience

- A minimum of a master's degree (or equivalent) in International Development, Sociology, Political Science, Economics, Environmental Science or another field relevant to the tasks required.
- A minimum of 7-years of relevant and practical working experience with climate change interventions (adaptation and/or mitigation).
- A minimum of 7-years of relevant and practical working experience in project development, including scoping and detailed design.
- A minimum of 5-years of relevant and practical working experience in RMI, other Pacific Island Countries or Small Island Developing States (SIDS).
- Excellent working knowledge of English.

Proposal Requirements

Technical Proposal

- A statement of how the applicant meets the qualifications and experience requirements.
- A complete signed UNDP Personal History Form (P11).
- Proposed methodology/approach, including preliminary work plan (covering deliverables, key activities and due dates).

Financial Proposal

- A completed Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment including Annex A: Breakdown of Cost by Components.

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual Consultants (IC's) duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs. In general, UNDP shall not accept travel costs exceeding

those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the IC, prior to travel and will be reimbursed.

Payment Schedule

Deliverable	Percentage of Total Price (Weight for payment)	Due Date
Final version of the Inception Note	10	To be determined (TBD) based on proposed work plan.
Final version of the Debriefing Note	10	TBD
Final version of the UNDP Project Scoping Template	30	TBD
Final version of the UNDP Project Document	50	TBD
Total	100%	

Evaluation

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below.

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and,
- Having received the highest score out of the pre-determined set of weighted technical and financial criteria specific to the solicitation.

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

	Points	Percentage
Qualifications		10%
A minimum of a master's degree (or equivalent) in International Development, Sociology, Political Science, Economics, Environmental Science or another field relevant to the tasks required	10	
Experience		40%
A minimum of 7-years of relevant and practical working experience with climate change interventions (adaptation and/or mitigation).	15	
A minimum of 7-years of relevant and practical working experience in project development, including scoping and detailed design.	15	
A minimum of 5-years of relevant and practical working experience in RMI, other Pacific Island Countries or Small Island Developing States (SIDS).	10	

Quality of Proposal		20%
Quality and soundness of the proposed approach/methodology.	10	
Realistic work plan, including time schedule.	10	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Technical Proposal

- A statement of how the applicant meets the qualifications and experience requirements.
- Detailed CV
- Proposed methodology/approach including preliminary work plan (covering deliverables, key activities and due dates).

Financial Proposal

- A completed Offeror's Letter to UNDP Confirming Interest and Availability for the Individual Contractor (IC) Assignment including Annex A: Breakdown of Cost by Components.

Consultant must send a financial proposal based on a **Lump Sum Amount**. The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, living allowance (if any work is to be done outside the Individual Consultants (IC's) duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will be fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources. In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the IC, prior to travel and will be reimbursed.

Interested Candidates must accept UNDP General Terms and Conditions for Individual Consultants

Successful candidate will be required to complete the BSAFE course prior to undertaking any travel related to this consultancy (online security awareness training). <https://training.dss.un.org/course/category/6>

Women Candidates are encouraged to apply