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TERMS OF REFERENCE

FOR INDIVIDUAL CONTRACT

POST TITLE:	Technical Expert on Adaptation Planning and Monitoring and Evaluation
AGENCY/PROJECT NAME:	Climate Change Adaptation team, Global Environmental Finance Unit UNDP Bangkok Regional Hub
COUNTRY OF ASSIGNMENT:	Home-based with possible travels (up-to 2 missions)
DURATION OF ASSIGNMENT:	30 September 2019 to 31 March 2020 (up to 50 days)

A. Project Title

This term of reference contributes to work planned to support countries on integrating climate risk into planning and budgeting through complementary programmes – the BMUB funded “Integrating Agriculture into National Adaptation Plans programme” and the GEF funded NAP Global Support Programme.

B. Project Description

UNDP supports countries to promote risk informed development. A significant part of this support is undertaken through the provision of technical assistance towards integrating climate risk in local, sectoral and national planning and budgeting systems and processes in order to enhance the overall governance of climate finance through a whole of government approach. Support to countries is undertaken with a wide-range partners for example governments, CSOs, Academia, parliamentarians, donors and other international organisations. UNDPs work in this area contributes to the attainment of its strategic plan objectives particularly under outcome one and four.

The Food and Agriculture Organization of the United Nations (FAO) and the United Nations Development Programme (UNDP) are working together on the project *Integrating Agriculture in National Adaptation Plans* programme (“NAP-Ag”) with ministries of Agriculture, Environment, Planning and Finance, and key national stakeholders in Nepal, Kenya, the Philippines, Thailand, Uganda, Uruguay, Viet Nam, Zambia, Guatemala, Colombia, and The Gambia to incorporate agricultural sectors into National Adaptation Plans (NAPs) processes. In doing so, the programme aims to safeguard livelihoods, raise agricultural production and boost food security. In all target countries, agricultural sectors, including forestry and fisheries, have been identified as the most vulnerable to the effects of climate change, but also key to ensuring food security and reducing poverty. The programme is funded by the International Climate Initiative of the German Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety (BMUB).

Within this overall background, UNDP is seeking the support of an International Consultant to support the areas of climate change adaptation planning, specifically on policy analysis and technical writing to capture experiences and lessons learned of NAP processes as they pertain to Monitoring and Evaluation (M&E).

C. Objectives of the Assignment

The overall objective of the assignment is to undertake policy analysis, provide technical inputs and prepare case studies, best practices and policy briefs as they pertain (to the NAP-Ag and NAP-GSP projects, in particular with regards to: i) case studies on integrating adaptation M&E into the agriculture sectors ; ii) policy brief on mainstreaming adaptation into planning and budgeting; iii) one chapter to the mainstreaming adaptation into planning/NAPs publication and (iv) Prepare annotated guidance on Monitoring and Evaluation Adaptation Planning Terms of reference

The assignment may include additional tasks related to the provision of technical guidance in the delivery of the NAP-Ag and NAP-GSP projects, as to be agreed with the consultant.

D. Scope of Work

Under the overall guidance of the head of climate adaptation, UNDP and under the supervision of the lead Technical Specialist (NAP GSP), the Consultant will undertake the following tasks, including:

- 1. Case studies**
 - Develop 2-3 country case studies on the integration of adaptation M&E into the agriculture sectors, based on experiences under the NAP Ag project
- 2. Webinar**
 - Prepare, facilitate and present during a webinar on integration of adaptation M&E into the agriculture sectors, in collaboration with FAO
- 3. Policy brief on mainstreaming adaptation into policy and planning**
 - Research and write a policy brief on mainstreaming adaptation into policy and planning, building on experiences and lessons learned from NAPs and the climate change adaptation portfolio at UNDP.
 - Research and write a policy brief on mainstreaming adaptation into official monitoring systems and the climate change adaptation portfolio at UNDP.
- 4. Mainstreaming publication**
 - Research and write 1 chapter for the NAP GSP publication on mainstreaming adaptation into planning, including potentially on overall mainstreaming into planning and budgeting; sector level mainstreaming; and M&E.
- 5. Provide technical advice on Monitoring and Evaluation experiences and best practices to adaptation planning projects in countries.**
 - Scan best practices and consult with experts and practitioners to prepare a annotated sample terms of reference for monitoring and evaluation within the adaptation planning process and provide links to best practices within this guidance.
- 6. Additional tasks**

These are to be discussed and agreed in the course of the assignment, and may include:

- Drafting additional technical documents and policy briefs, including on country experiences and NAPs
- Technical support to NAP countries, including potential support missions

E. Expected Outputs and Deliverables

Deliverable/Output	Target due date	Estimated amount of work days	Review and approvals required
Case studies			
Case study on integration of adaptation M&E into the agriculture sectors, Country 1	15 th October 2019	7 days	Lead technical specialist, National Adaptation Plans
Case study on integration of adaptation M&E into the agriculture sectors, Country 2	31 st October 2019	7 days	
Webinar			
Webinar on integration of adaptation M&E into the agriculture sectors	31 st October 2019	3 days	Lead technical specialist, National Adaptation Plans
Policy brief			
Policy brief on mainstreaming adaptation into policy and planning	31 st December 2019	10 days	Lead technical specialist, National Adaptation Plans
Policy brief on mainstreaming adaptation into official monitoring and evaluation systems and analysing implications	28 February 2019	10 days	
Mainstreaming publication			
Draft Chapter 1 – potential topics – sectoral integration into adaptation planning or adaptation M&E	31 st January 2019	10 days	Lead technical specialist, National Adaptation Plans
Advice on M&E to adaptation planning projects in countries			
Prepare a sample annotated TOR for reference for NAP projects with links to relevant best practices and case studies	30 th November 2019	3 days	Lead technical specialist, National Adaptation Plans
Total amount of days	50 days		

In addition to these tasks, the consultant may be required to support the work of the NAP-GSP against their targets, including assistance to the development and drafting of UNDP related working papers and documents.

F. Institutional Arrangement

The assignment will be managed by the National Adaptation Plans, Lead Technical Specialist, UNDP GEF or other persons delegated by the Lead Technical Specialist. UNDP GEF will review the quality of the services provided by the contractor and the contractor will systematically respond to feedback provided in writing as requested.

G. Duration of the Work

The period of the assignment is **50 days** from **30th September 2019 to 31st March 2020**.

H. Duty Station

The assignment will be home-based with potentially up-to 2 travel missions based on needs and requests. The consultant is required to arrange for his/her own travel. Travel will be approved by Lead technical specialist, National Adaptation Plans / project manager, and reimbursed according to UNDP rules. The travel cost shall be reimbursed at actual but not exceeding the amount quoted by UNDP travel agent.

I. Qualifications of the Successful Individual Contractor

Education:

- Master's degree in sustainable agriculture, environment, sustainable development, business administration, policy analysis, and climate change or closely related field.

Work Experience:

- At least 7 years of experience in climate change planning and policy, with some demonstrated experience on NAP specifically;
- Demonstrated experience and country support in monitoring and evaluation of adaptation especially in developing countries;
- Demonstrated experience in production of technical documents and materials, including policy briefs;
- Experience in on-line and in-person training and facilitation;
- Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners.

Language Requirement:

- Proficiency in English with advanced command of speaking and writing.
- Fluency in other UN languages is an asset.

J. Scope of Price Proposal and Schedule of Payments

- The Daily fee must be “all-inclusive”; and
- an IC Time Sheet must be submitted by the Contractor, duly approved by the Individual Contractor's supervisor, which shall serve as the basis for the payment of fees.

K. Recommended Presentation of Offer

Candidates wishing to be considered for this assignment are required to submit the following documents:

- Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP;

- Personal CV or P11, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial Proposal that indicates the all-inclusive daily rate/fee of the candidate, in US dollars.

L. 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:

- responsive/compliant/acceptable, and;
- 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)

- Relevance of educational background (10 points)
- Relevant professional experience (20 points)
- Experience and country support in monitoring and evaluation of adaptation especially in developing countries (20 points)
- Experience in production of technical documents and materials, including policy briefs (15)
- Experience in on-line and in-person training and facilitation (10 points)
- Proficiency in English (15 points)
- Knowledge of other official UN languages is an asset (10)
- 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;
- 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%)
- The financial proposal shall specify an all-inclusive¹ 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.

M. Consultant Presence Required on Duty Station/UNDP Premises

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

N. Approval

This TOR is approved by:



Signature:

Name and designation: Rohini Kohli, Lead Technical Specialist, NAP-GSP

Date of Signing: 21 August 2019