

TERMS OF REFERENCE

Technology Needs Assessment in Urbanization and Industry Sectors Consultant for “Sustainable Urban Wetlands Development within Kigali City” Project.

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| Location: | Home based with Travel to Kigali, Rwanda |
| Type of Contract: | International Individual Contract |
| Languages required: | English |
| Starting date: | 2 nd December 2019 |
| Duration of Initial Contract: | 60 working days over a period of 3 months |
| Supervisor(s): | ACSD Coordinator in consultation with the Director of Climate Change and International Obligations Unit; Rwanda Environment Management Authority |

Background:

The Africa Centre for Climate and Sustainable Development (ACSD) provides an opportunity to support the achievement of the Agenda 2030 through the implementation of the project “Sustainable Urban Wetlands Development within Kigali City”, developed by the Rwanda Environment Management Authority (REMA) with the support of the Italian Ministry of Environment, Land and Sea (IMELS).

The project includes the support of the Centre for the recruitment of an International Consultant, who will assist the Government of Rwanda in the identification and analysis of the priority technology needs in Urbanization & Industry sectors. This will create the basis for a portfolio of Environmentally Sound Technology (EST) projects and programmes to facilitate the transfer and access to the ESTs and know-how in the implementation of Article 4.5 of the UNFCCC.

The Government of Rwanda has signed and ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1998 and became legally obligated to adopt and implement policies and measures designed to mitigate the effects of climate change and to adapt to such changes. Climate change adaptation and GHG mitigation technology transfer to developing countries is one of the most prominent items on agendas at the Conferences of Parties (COPs) to the UNFCCC. Through technology transfer, developing countries can cut their GHG emissions, which in turn will enable them to achieve their sustainable development goals and fulfill their obligations to the UNFCCC’s common goal-stabilizing the GHG concentration in the atmosphere and preventing dangerous anthropogenic interference with Earth’s climate system.

In this regard, Rwanda has developed the National Adaptation Programmes of Action to Climate Change and the National Strategy on Climate Change and low carbon development growth, economic cost of climate change in Rwanda and National communications. Rwanda committed to assist its development process while contributing positively to its response to climate change.

Urbanization and Industry are considered priority sectors. Technology for implementation of activities in the above-mentioned sectors vary in terms of appropriateness and cost. To use scarce and valuable resources as efficiently as possible there is a need to do an assessment of available technology and the cost of transfer and adaptation.

In this regards, UNDP- ACSD is seeking to engage a Technology Needs Assessment in Urbanization and Industry Sectors Consultant for “Sustainable Urban Wetlands Development within Kigali City” Project.

Scope of the assignment:

The purpose of this Technology Needs Assessment (TNA) study is to assist Rwanda in identifying and analyzing priority technology needs, which can form the basis for a portfolio of Environmentally Sound Technology (EST) projects and programs to facilitate the transfer of, and access to the ESTs and know-how in the implementation of Article 4.5 of the UNFCCC. Hence TNAs are central to the work of Rwanda on technology transfer and present an opportunity to track an evolving need for new equipment, techniques, practical knowledge and skills, which are necessary to mitigate GHG emissions and/or reduce the vulnerability of sectors and livelihoods to the adverse impacts of climate change. The objectives thus are:

- To identify and prioritize through country-driven participatory processes, technologies that can contribute to mitigation and adaptation goals of Rwanda, while meeting its national sustainable development goals and priorities (TNA).
- To identify barriers hindering the acquisition, deployment, and diffusion of prioritized technologies.
- To develop Technology Action Plans (TAP) specifying activities and enabling frameworks to overcome the barriers and facilitate the transfer, adoption, and diffusion of selected technologies in Rwanda.
- To develop at least three project ideas and one full project proposal by sector for identified technologies

The consultant is expected to conduct the following Tasks;

- Identify priority technologies for mitigation and adaptation;
- Prioritize mitigation and adaptation technologies for selected sectors (Urbanization & Industry);
- Prepare a report on priority technologies (TNA report) containing prioritized list of technologies for mitigation and adaptation, and describing the methodology followed;
- Conduct barrier analysis and market analysis;
- Prepare enabling framework for the deployment and diffusion of prioritized technologies;
- Prepare a technology action plan (TAPs) outlining actions to be undertaken;
- Develop at least three project ideas and one full project proposal by sector for identified technologies related to climate change mitigation and adaptation;
- Facilitate the two consultative workshops/seminars with stakeholders where findings, conclusions and recommendations will be presented, and comments and views recorded for inputs into final reports;
- Prepare final Activity Report and submit.

Final Deliverables;

- **Output 1:** Inception report and Portfolio of technologies for mitigation and adaptation in Urbanization & Industry sectors 10 working days;
- **Output 2:** TNA report, containing prioritized list of technologies for mitigation and adaptation, and describing the methodology followed. The report shall consider but not limited to the following areas: 12 working days;
 - a) urbanization, secondary cities, transportation, buildings (infrastructure and housing), city structure, space utilization, water and electricity supply and consumption, shift from non-renewable to renewable sources of energy, waste and storm-water management (green engineering, management of natural ecosystems in urban areas, and the elements of green/climate resilient urbanization.

- b) Construction industry, extraction industries, and manufacturing (agro-industry and small & medium enterprises) and the elements of green industry (resource efficiency, cleaner production, industrial waste management etc.).
- **Output 3:** Report on Barrier Analysis and Enabling Framework development for the deployment and diffusion of priority technologies. 13 working days;
- **Output 4:** Technology Action Plan based on format agreed for the project. 8 working days;
- **Output 5:** At least one project proposal and three project ideas. 7 working days;
- **Output 6:** A final report. 10 working days.

Payment Method:

Payment will be made upon satisfactory completion and acceptance of the deliverables by the Supervisors as per below:

| Deliverables | Due Date | Working days | Fee (%) |
|--|-------------------------------|---------------|-------------|
| Inception report and Portfolio of technologies for mitigation and adaptation in Urbanization & Industry sectors | 2 nd January 2020 | 22days | 30% |
| TNA report, containing prioritized list of technologies for mitigation and adaptation, and describing the methodology followed. The report shall consider but not limited to the following areas | | | |
| Report on Barrier Analysis and Enabling Framework development for the deployment and diffusion of priority technologies | 5 th February 2020 | 21 days | 30% |
| Technology Action Plan based on format agreed for the project | | | |
| At least one project proposal and three project ideas | 16 th March 2020 | 17days | 40% |
| A final report | | | |
| Total | | 60days | 100% |

Information on Working Arrangements:

- The consultant will work from home with Missions to Kigali, Rwanda
- The consultant will report to, and be directly supervised by the ACSD coordinator in consultation with REMA, based in Rwanda, Kigali
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own work station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- Given the global consultations to be undertaken during this assignment, the consultant is expected to be reasonably flexible with his/her availability for such consultations taking into consideration different time zones;
- Payments will be made upon submission of a detailed time sheet and certification of payment form, and acceptance and confirmation by the Supervisor on days worked (with a “day” calculated as 8 hours of work) and outputs delivered. If the quality does not meet standards or requirements, the consultant will be asked to rewrite or revise (as necessary) the document

before proceeding to payment.

Travel:

- Missions to Kigali, Rwanda with an estimated duration of 15 working days might be required;
- Any necessary mission travel must be approved in advance and writing by the Supervisor;
- The BSAFE course must be completed before the commencement of travel;
- Individual Consultants are responsible for ensuring they have vaccinations/inoculations when traveling to certain countries, as designated by the UN Medical Director;
- Consultants are also required to comply with the UN security directives set forth under <https://dss.un.org/dssweb/>;
- The consultant will be responsible for making his/her mission travel arrangements in line with UNDP travel policies;
- All travel expenses related to mission travels will be supported by the project travel fund and will be reimbursed as per UNDP rules and regulations for consultants. Costs for mission airfares, terminal expenses, and living allowances should not be included in financial proposal.

Competencies:

Corporate:

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.

Functional:

Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Qualifications:

Education:

- Master level in Environmental Sciences, Environmental Economics, Industrial technology, Industrial engineering is the minimum required. Advanced degree (PhD) is an asset. (Max 20 point)

Experience:

- Minimum 10 years of professional experience in the subjects related to the tasks in the description of responsibilities with Proven technical experience with climate change mitigation and adaptation in Urbanization and Industry sectors (Max 20 points)
- Knowledge in identifying barriers hindering the acquisition, deployment, and diffusion of new technologies in Urbanization and Industry sectors (Max 20 points)
- Good knowledge of Rwanda institutional set-up (Max 5 points)
- Familiarity with technology-related needs assessments in developing countries. Prior experience in guiding/conducting TNAs is highly desirable. (Max 20 points)
- Sound understanding of UNFCCC content and processes, including those specific to mitigation and adaptation (Max 10 points)
- Knowledge and understanding of the UNFCCC and its relevance in Rwanda context (Max 10 points)
- Experience working effectively with a diverse group of stakeholders (including Rwanda national and sub-national governments (Max 5 points Points)

Languages:

- Excellent oral and written communication skills in English points – (Yes/No)

Evaluation Method:

- Only those applications which are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language will be based on a maximum 110 points. Only the top 3 candidates that have achieved a minimum of 77 points from the review of education, experience and language will be a) deemed technically compliant and considered for financial evaluation;
- Financial score (max 100 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including 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.

Documentation to be submitted:

- Applicants must submit a duly completed and signed UNDP Personal History form (P11) and/or CV including Education/Qualification, Professional Certification, Employment Records /Experience;
- Applicants must reply to the mandatory questions asked by the system when submitting the application.
- Applicants must submit a duly completed and signed Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment to be downloaded from the UNDP procurement site.

Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).

UNDP Personal History form (P11) required of all applicants:

http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc.

General Conditions of Contract for the ICs:

<http://www.undp.org/content/dam/undp/documents/procurement/documents/IC%20-%20General%20Conditions.pdf>.

Annex II Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment: http://procurement-notice.undp.org/view_notice.cfm- Reference number 60570