

TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT



POST TITLE: Knowledge Management Consultant –
National Adaptation Plans programme

AGENCY/PROJECT NAME: NAP Ag/NAP GSP
UNDP Bangkok Regional Hub

COUNTRY OF ASSIGNMENT: **Home based, with possible travel(s)**

DURATION OF ASSIGNMENT: 120 days between 15 January 2020 and 31
July 2020

1) PROJECT DESCRIPTION

To achieve the Sustainable Development Goals (SDGs) and eradicate poverty and inequality, tackling the dual threats of climate change and disasters is essential. By building resilience and ensuring that all development is risk-informed, countries and communities can protect against losses and simultaneously boost economic growth, create jobs and livelihoods, strengthen access to health and education, and ensure that no one is left behind.

At the 17th COP in 2011, parties invited all United Nations organizations, as well as bilateral and multilateral agencies, to support the NAP process. In response, the joint UNDP/UN Environment National Adaptation Plan Global Support Programme (NAP-GSP) was launched in June 2013, initially financed by the Global Environment Facility (GEF) Least Developed Countries Fund (LDCF). In 2015, the NAP-GSP was extended to provide support for developing countries, with support from the Special Climate Change Fund (SCCF). In 2016, expanded support for LDCs is being provided by the NAP-GSP, financed by the GEF. The NAP-GSP and programme partners are assisting countries who request support to identify technical, institutional and financial needs to integrate climate change adaptation into ongoing medium and long-term national planning.

This Terms 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.

Within this overall background, UNDP is seeking the support of an International Consultant to support the development of knowledge products and outputs for the NAP-Ag and NAP-GSP.

2) OBJECTIVES

The overall objective of the assignment is to coordinate and support the development and finalization of knowledge products, in close cooperation with the UNDP Technical Specialist, and UNDP and FAO Programme Managers of the NAP-Ag programme.

3) 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;

-) Regular oversight and updating of NAP-Ag KM Framework and milestones;
-) Liaison with knowledge product developers/writers to achieve milestones within set timelines;
-) Review, finalization and publication of NAP-Ag and NAP-GSP knowledge products;
-) Organization and facilitation of a series of webinars and peer-to-peer exchanges, in collaboration with FAO;
-) Regular over-sight and liaison with country briefs writers, to ensure milestones are achieved within set timelines, liaison with KM officer on editing, designing and printing of country briefs;
-) Any other related work/task assigned by supervisor(s).

4) EXPECTED OUTPUTS AND DELIVERABLES

Expected Deliverables	Number of Working Days
Overall coordination of NAP-Ag on KM work	14 days
Supporting 2 regional or global events	6 days
Reviewing 1 handbook on CCA and agriculture and coordinating process for layout, design and publication	10 days
Reviewing 1 impact evaluation manual and coordinating process for layout, design and publication	15 days
Reviewing 1 NAP Ag Framework for the Gambia, and other related reports on the Gambia	5 days
Drafting, reviewing, editing NAP-Ag country case studies, impact evaluation, cost-benefit analyses and M&E case studies and coordinating process for layout, design and publication	40 days
Providing substantive feedback and coordinating process to review, edit, peer review, proof read, design and publish mainstreaming publication for NAP-GSP	12 days
Overseeing and coordinating the process to draft, edit, review, design, validate and publish country briefs for NAP-GSP	8 days
Supporting proposal development for NAP-Ag and NAP-GSP	10 days
Total	120 days

5) INSTITUTIONAL ARRANGEMENTS

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.

6) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration of Assignment: Up to 120 days between 15th January 2020 days and 31 July 2020

Duty Station: Home based with possible travel

Potential places of travel: 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. For all international travel expected of this consultancy, return air tickets on least-cost, economy fares will be arranged and paid separately. Once a mission plan is drafted, the consultant will submit the request for travel to the supervisor of this contract at least 3 weeks prior to the travel dates. DSA and terminals, should be identified upon the travel is agreed/approved by the supervisor and will be reimbursed by UNDP.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

The selection of consultants will be aimed at maximizing the overall qualities in the following areas:

Education:

Master's degree (or equivalent experience) in climate change, international relations, international development, or closely related fields;

Work Experience:

-) A minimum of 3 years of experience in climate change, agriculture and development research and technical drafting;
-) Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs;
-) Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related sustainable human development issues demonstrated through work experience;
-) 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 languages spoken in the project countries is an asset.

8) PROVISION OF MONITORING AND PROGRESS CONTROLS

- The Consultant will carry out his/her tasks under the overall guidance of the UNDP/GEF's Head for Climate Change Adaptation and the Lead Technical Specialist for the Global Support Programme for NAPs. He/she will work closely

with UNDP Policy Specialist at UNDP HQ, the UNDP CCA Communications Coordinator and the NAP GSP Knowledge Management Specialist.

- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to a reliable internet connection, during the assignment (the cost of this facilities should be included in the financial proposals, if required);
- Payments will be made upon submission of a certification of payment form, and acceptance and confirmation by the UNDP Lead Technical Specialist for the Global Support Programme for NAPs: on satisfactory delivery of outputs.

9) REQUIRED DOCUMENTS

The following documents will be requested:

- a) Duly accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Detailed Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive daily professional fee, as template provided in Annex 2. Kindly indicate the costs related to the missions under a separate heading.

10) CRITERIA FOR SELECTION OF THE BEST OFFER

The following criteria will serve as basis for evaluating offers:

- Only those applications which are responsive and compliant will be evaluated;
- The technical criteria (education, experience, language) will be worth a maximum 100 points. Only the top 3 candidates that have achieved a minimum of 70 points (70%) from the review of the education, experience, and language will be invited for an interview;

*Technical Criteria weight; 70% **(100 points)**

- a. Relevant education - **Max 10 points**
- b. Relevant experience in climate change, agriculture and development research and technical drafting - **Max 20 points**
- c. Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs - **Max 20 points**
- d. Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change

and other related sustainable human development issues demonstrated through work experience; **Max 15 points**

- e. Experience or strong familiarity with the work of UNDP and/or other multilateral, bilateral and civil society development partners - **Max 15 points**
- f. Language Proficiency – **Max 15 points**
- g. Fluency in other languages spoken in the project countries is an asset - **Max 5 points**

J 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.

11) CONSULTANT PRESENCE REQUIRED ON DUTY STATION/UNDP PREMISES

☒ NONE ☐ PARTIAL ☐ INTERMITTENT ☐ FULL-TIME

12) PAYMENT TERMS

Please indicate any special payment terms for the contract.

☐ Lumpsum ☒ Daily