

## Terms of Reference

|                              |   |
|------------------------------|---|
| <b>Project title:</b>        | Deepening efforts to accelerate the NDC implementation        |
| <b>Type of Position:</b>     | NCC Secretariat support (Individual)                          |
| <b>Type of contract:</b>     | Contractual modality with Ministry of Environment and Tourism |
| <b>Duty Location:</b>        | Ulaanbaatar, Mongolia   |
| <b>Duration of contract:</b> | 6.5 months  |
| <b>Languages Required:</b>   | English and Mongolian   |
| <b>Expected Start Date:</b>  | 15 February, 2020   |
| <b>Expected Finish Date:</b> | Until end of August, 2020 and subject to structural review    |

### 1. Background

The climate change is one of the main issues that the Ministry of Environment and Tourism (MET), hereafter the Ministry, is mandated to deal with at the national level. Within this framework, the Ministry as a nationally designated authority for the United Nations Framework Convention on Climate Change (UNFCCC) is responsible to fulfill the implementation of the objective of the Convention and its Paris Agreement to contribute to the ambitious climate and sustainable development targets with the engagement of inter-sectoral stakeholders, while identifying and assessing the country's need to receive necessary technical and financial supports.

### 2. Purpose

The Ministry is encouraging the country-driven approaches founded on the principles of effective cooperation, together with horizontal and vertical coordination that can promote and fast-track the progresses and achievements and enhance collective impact of invested resources for the NDC implementation. Within this scope, the Ministry has established the NDC Platform for better coordination and monitoring of the stakeholder engagement and their contributions. In effort of strengthening inter-sectoral coordination on climate change issues, the Ministry's secretariat support to the newly established National Climate Committee (NCC) needs to be bolstered as well.

Recognizing the importance of constructive coordination mechanism among stakeholders, the Ministry, jointly with UNDP, is seeking a Technical Assistance function that will be responsible for providing operational and secretariat support of the NCC on a day to day basis, by engaging with the relevant government authorities, academia, international partners, private sector partners, civil society, relevant climate change project implementing units, and public.

### 3. Tasks and Responsibilities

#### 3.1. Supporting the National Climate Committee (NCC):

- Provision of operational and secretariat support of the NCC on a day-to-day basis
- Coordinate multi-sectorial technical working groups;
- Assist in organizing NCC meetings, events, workshops, trainings etc;
- Assist in the preparation of the relevant documents such as regulations, resolutions, reports, meeting minutes etc., to NCC;
- Draft necessary progress and evaluation reports for NCC;
- Regularly assist the NCC and perform any other tasks relevant to NCC, as assigned by the Climate change and International Cooperation Department (CCICD), MET

### 3.2. Other duties:

- Support the CCICD, MET, in engaging and conducting capacity building activity for the relevant stakeholders on climate change issues
- Draft project proposals on climate change mitigation and adaptation as required.

### 4. Expected Results/Deliverables:

- Up-to-date files, meeting minutes, reports and other forms of records
- Well-maintained event calendar for the NCC
- Draft correspondence, briefing documents and reports prepared on matters pertaining to the NCC responsibilities;
- Meeting minutes of NCC and multi-sectorial technical working groups; and
- Monthly, quarterly and final progress reports.

### 5. Management arrangements

Technical assistant will work under a direct supervision of the Director of the CCICD, MET and work closely with the NDC support project coordinator of UNDP and portfolio Programme officer at UNDP Country office. The position is accountable to both the Ministry and UNDP. Office space will be provided by the Ministry and the Government remuneration scheme will apply. The position is subject to a review in August/September, in accordance with the new Government structure.

#### Key parties for collaboration and communication

- Climate Change and International Cooperation Department (CCICD) of the Ministry of Environment and Tourism;
- The Climate Change Project Implementing Unit (CCPIU), Environment and Climate Fund (ECF)
- Other Ministries, Agencies and relevant sub-national Authorities;
- Academia
- Private sector stakeholders;
- International partner organizations;
- UNDP
- Others

### 6. QUALIFICATIONS

He/She will have the following qualifications:

- Post graduate degree in one of the following and/or related areas, environmental governance, climate change and environmental studies;
- At least three (3) years of professional work experience, especially in effectively liaising and collaborating with Government entities
- Fluency in both Mongolian and English (speaking, writing);
- Strong interpersonal skills; commitment to team work and to working across disciplines
- Experience in coordinating multi-sectoral technical working groups is an asset;
- Demonstrated work history of professionalism, high-efficiency.

## 7. Application process

Individual applicants are requested to individually apply online at [UNDP procurement page](#) or all application materials should be submitted to the e-mail address (bids.mn@undp.org) by the date specified in the procurement notice. Incomplete applications will be excluded from further consideration.

UNDP applies a fair and transparent selection process that will take into account the competencies/skills of the applicants as well as their financial proposals. Qualified women and members of social minorities are encouraged to apply.

### Recommended Presentation of Offer

The following documents should be provided:

- Letter of Confirmation of Interest** to conduct the assignment;
- Personal CV or P11**, indicating all experience from similar assignments, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Brief description** of why the individual considers him/herself as the most suitable for the assignment, and
- A proposed work plan and methodology** on how they will approach and complete the assignment.

**Note:** Instalments will be based on achievements of agreed milestones *i.e.* upon delivery of the services specified in the TOR and certification by the Ministry and UNDP.

### Criteria for Selection of the Best Offer

Selection criteria is Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with an interview which will be weighted a max of 30%. Criteria for technical qualifications is shown in Annex.

## 8. Evaluation criteria

| Criteria  | Weight | Max. point |
|---|--------|------------|
| <b>Technical criteria 1: Education</b>  |        | <b>20</b>  |
| Post graduate degree in one of the following and/or related areas, governance, climate change environmental studies and public relations or communications in the environment sector; |        | [20]       |
| <b>Technical criteria 2: Professional experience</b>  |        | <b>50</b>  |
| At least three (3) years of professional work experience, especially in effectively liaising and collaborating with Government entities   |        | [20]       |
| Fluency in both Mongolian and English (speaking, writing);  |        | [10]       |
| Experience in coordinating multi-sectoral technical working groups is an asset;   |        | [20]       |

|   |           |            |
|---|-----------|------------|
|   |           |            |
| <b>Technical criteria 3 - Proposed methodology and approach</b>       |           | <b>30</b>  |
| Excellent proposal with methodology and approach                      |           | [15]       |
| Excellent report writing skills and analytical skill (sample product) |           | [15]       |
| <b>Technical Score</b>  | <b>70</b> | <b>100</b> |

Applicants who passed 70% of Technical score will be invited for an interview, which will be weighted a maximum of 30%.

| <b><i>Weight for technical criteria</i></b> |   |
|---|---|
| Weak: below 70%                             | The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence         |
| Satisfactory: 70-75%                        | The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence |
| Good: 76-85%                                | The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence         |
| Very good: 86-95%                           | The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence    |
| Outstanding: 96-100%                        | The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence |