



United Nations Development Programme
Terms of Reference for the recruitment of a National Consultant
Under the Climate Promise Initiative

Type of Contract:	Independent Consultant
Duration:	80 days over 9 months
Location:	Seychelles
Duty station:	UNDP Seychelles
Expected Start Date:	01 st June 2020
Expected End Date:	28 th February 2021

Project Title: National Coordinator to support the Government of Seychelles update its NDCs under the Climate Promise Initiative

A. Introduction

Climate change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalized and most vulnerable. Under the 2015 Paris Agreement, countries unanimously agreed to work toward global goals that would limit global average temperature rise. A key principle in the Paris Agreement is that no country should backslide on its intentions, which were put forward in climate action plans known as “Nationally Determined Contributions”, or NDCs. All countries are expected to submit increasingly ambitious NDCs every five years, often described as a “ratchet mechanism”. A first opportunity to do so is in 2020.

UNDP is launching its Climate Promise Initiative (CPI) to provide necessary financial and technical support to selected countries to enhance their NDCs making them more ambitious and realistic, at the same time. Small island development states are among the countries prioritized for getting support within the UNDP CPI.

The UNDP CPI is designed to provide support along five service lines: (i) Build Political Will & Societal Ownership at National/Sub-National Levels, (ii) Review, Align & Update/Enhance Current NDC Targets, Policies & Measures, (iii) Incorporate Additional Sectors &/or GHGs, (iv) Assess Costs & Investment Opportunities, and (v) Monitor Progress & Strengthen Transparency.

The Seychelles NDC revision is an opportunity to describe how and what governance arrangements will be used to deliver the NDC (known as the “means of implementation”), which can improve clarity, transparency, and understanding, and give reassurance that the NDC targets will be achieved.



Seychelles has been selected to receive support within the UNDP CPI. To support the country in enhancing its NDC to make it more ambitious and facilitate implementation of the CPI in Seychelles, UNDP is hiring a National Coordinator of the Climate Promise Initiative for Seychelles.

B. Objectives of the assignment

The objective of this assignment is to ensure effective implementation of the UNDP Climate Promise Initiative in Seychelles (CPIS) with delivery of all the intended outcomes and outputs in accordance with the approved CPIS work plan and detailed annual work plan within the approved budget. The assignment involved provision of technical and expert support to the Seychelles Government in reviewing and updating the Seychelles Nationally Defined Contribution document (NDC) and adding new relevant sectors as agreed with the Government.

The National Coordinator of the Climate Promise Initiative for Seychelles will be based on Mahe, Seychelles. He/she will work under direct supervision of the UNDP Seychelles Programme Manager based in Seychelles as well as the Office in Mauritius and in close cooperation with the Ministry of Environment, Energy and Climate Change (MEECC) as the lead government agency on Climate Change and also collaborate with other national and international partners involved in the development of the new Seychelles NDC. Close collaboration will also be maintained with the UNDP regional Service Centre that will provide technical backstopping. He/she will work closely with the Communication Specialist based in the office in Mauritius to develop necessary knowledge and communications products as per the CPIS work plan.

C. Description of Duties and Responsibilities

The National Coordinator of the Climate Promise Initiative for Seychelles - is expected to take a leading role in the overall review and update of the NDC in Seychelles. The main duties and responsibilities are as outlined below:

Overall project management:

- Assume primary responsibility for the daily management of the CPIS - both organizational and substantive matters, budgeting, planning, controlling the respective expenditures and general monitoring of the CPIS progress;
- Coordinate the CPIS activities to ensure their effective implementation and achievement of all the expected results in accordance with the approved CPIS work plan and detailed annual work plan in a cost-effective manner meeting the established internal and external deadlines.
- Manage the work of expert and/or consultant hired under the CPIS for the various Service Lines as indicated in the workplan and ensure timely delivery of quality results.



Project administrative and financial management:

- Ensure operational CPIS management in accordance with the CPIS work plan as approved by UNDP in line with UNDP rules and procedures and approved budget. Coordinate all relevant logistics related to organizing of CPIS events and meetings; (physical or virtual)
- Drafts all necessary TORs for hiring of consultants and specifications for procurement of services as required and in accordance with the approved CPIS work plan.;
- Manage the CPIS resources in accordance with the approved budget and annual detailed work plan and keep updated financial records.
- Ensure timely submission of Progress reports (Narrative and Financial) to the UNDP Country Office
- Prepare and submit to UNDP payment requests with proper support documentation;
- Keep a record of meetings of the CPIS Steering Committee and further follow-up, and perform secretarial duties during PSC meetings;
- Keep files of project documents and expert reports and ensure general circulation of documents;
- Act on preparation of CPIS related correspondence and documents; edit reports and other documents for correctness of form and content.
- Within first month of the CPIS implementation in consultation with UNDP and national and international partners, develop a set of indicators (4-5 indicators which meet the SMART requirements) to effectively monitor the CPIS implementation progress;
- Monitor risks and indicators and provide management responses.
- Be responsible for social media content on Seychelles' progress under CPIS

Partnership building:

- Maintain regular contacts with the UNDP Seychelles Country Office and the UNDP Regional Centre for Africa (when relevant) on project implementation issues of their respective competence;
- Maintain close collaboration with MEECC and Ministry of Foreign Affairs in the review of the NDC to align with national and international policies of Seychelles
- Liaise with other relevant ministries, other national and international institutions in order to involve them in the relevant CPIS activities as necessary and gather and share information relevant to the CPIS;



- Liaise with project partners, particularly the GEF Small Grant programme in Seychelles and the UNDP Mission 1.5, on their support to the CPIS ensuring this support is provided in a timely and most efficient manner within the agreed terms;
- Ensure proper information coverage of project activities and PR in accordance with the respective UNDP rules and procedures;
- Ensure adequate information flow, discussions and feedback among various CPIS stakeholders and partners;
- Coordinate CPIS activities with other related national and international programmes and initiatives;
- Assist in organizing negotiations on cooperation with national and international agencies and potential donors in order to identify and mobilize additional resources.

Key Competencies

- The successful candidate will be fluent in both oral and written English. Knowledge of Creole, French and other languages used in the region will be considered an asset, although not essential;
- Demonstrated diplomatic, management, interpersonal, networking and negotiating skills;
- Excellent analytical skills;
- Effective oral and written presentation & communication skills;
- Good planning and organizational skills, ability to work under tight deadlines;
- Ability to work both independently and as a member of a team;
- Adherence to UN Core Values: commitment to teamwork, accountability, creativity, client orientation, continuous learning, technological awareness, openness to change and ability to manage complex situations, respect for diversity.
- Good professional knowledge of main office computer applications;
- Familiarity with the UNDP rules and procedures pertinent to project management.

D. Deliverables

Deliverables	% Fees	Due Date	Review and Approvals required
Signing of Contract and Approval of work plan	10%	10 st June 2020	



Conduct Stakeholder mapping exercise to identify roles and responsibilities under NDC at national level.	10%	30 th June 2020	
Prepare TORs for the following: <ul style="list-style-type: none"> • Project Steering Committee • Communications Specialist • Youth and Engagement Specialist • Review, Update and Costing of the existing NDC. • Development of new Sector(s) for the NDC 	10%	30 th July 2020	
Conduct a Rapid Assessment of the current NDC scorecard and prepare Synthesis Report	10%	25 th August 2020	
Conduct a Validation workshop on the inclusion of new Sectors in NDC	10%	25 th September 2020	
Roll out of PR materials and content; providing support to the development of the Web-Page and ensure all relevant content is approved and updated	10%	25 th October 2020	This is to be done in conjunction with Communications Specialist.
Submission of the Draft NDC Report	20%	25 th Nov 2020	
Facilitate Validation on Draft NDC workshop and submit Workshop Report.	10%	25 th Jan 2021	
On Submission and Approval of the final Updated NDC	10%	20 th February 2021	

E. Duration:

The duration of the contract will be for a period of **9 months** from June 2020 until February 2021. An estimated total of 70 working days is expected with the workload being significant between June-November 2020.



F. Duty Station

Home based (Seychelles).

Some travel may be required subject to local and international guidelines.

G. Qualifications of the Successful Individual Contractor

Education

- Masters Degree in Environment/Climate Change/International Relations or communications with at least 3 years of experience working in the field. Alternatively Bachelors Degree in above field with minimum of 7 years working in the relevant sector is required.

Experience:

- At least 5 years of working experience in the fields related to the assignment, at national or international levels;
- Demonstrated experience in management and coordination of multi-disciplinary projects;
- Demonstrated experience in the preparation of planning documents related to project management (e.g. work plans);
- Experience in administration of budgets and human resources management required; Familiarity and working knowledge of the UNDP rules and procedures will be a strong asset;
- Good communication and team-building skills

Language skills:

- Excellent writing, editing, and oral communication skills in English, Creole

H. Scope of Price Proposal and Schedule of Payments

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, miscellaneous). UNDP will cover travel-related expenses only if inter-island travel is required during the contract period.



The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables as per section D above. *Financial Bids quoted in USD will need a relevant USD account.*

I. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **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;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

J. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

Cumulative analysis

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

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

Short-listing criteria:

All applicants will be requested to submit a price offer indicating their lump-sum fee for the assignment. Following UNDP procurement rules, both technical competence and the consultant financial proposal will be taken into account in the selection process. The technical evaluation will be based on the following evaluation criteria

Education	Experience	Coordination and Team Building	Familiarity with UNDP	Language /Report Writing
Masters in Environment/ Climate Change/ International Relations with at least 3 years of experience working in the field or (Bachelors Degree in with minimum of 7 years)	Demonstrated understanding of National Development Plans/Environmental Strategies. Must have experience at National Level in related areas	Demonstrated ability to work with a wide range of stakeholders and function as team leader	Experience and/ Familiarity of the UNDP rules and procedures will be a strong asset;	Proficiency in English and Creole. French would be asset. Demonstrated Ability to write reports
20	25	20	20	15



Candidates scoring 70 or above will be short-listed.

The **financial offers** will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest option.

The final scoring of short-listed candidates will take into account the technical Evaluation and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.

K. Approval

This TOR is approved by:

Signature


Roland Alcindor
Programme Manager -UNDP

Name and Designation Roland Alcindor, Programme Manager

Date of signing 18/05/2020