

## Terms of Reference

### National facilitator for NDC Implementation

<b>Project title:</b>	NDC support project/NDC Partnership
<b>Type of Position:</b>	National Consultant
<b>Type of contract:</b>	Individual Contract
<b>Duty Location:</b>	Ulaanbaatar, Mongolia
<b>Duration of contract:</b>	One year initially
<b>Languages Required:</b>	English and Mongolian
<b>Expected Start Date:</b>	01 July 2020
<b>Expected End Date:</b>	30 June 2021

#### A. Context

The Government of Mongolia approved its NDC on 20<sup>th</sup> November 2019 and is currently under implementation. The NDC (its Action Plan) of Mongolia will form a basis for planning, coordination, resource mobilization, and transparency on NDC implementation between the Government and partners to work together to help Mongolia achieve its climate and development goals.

Mongolia's NDC focuses on its climate change adaptation and mitigation priorities, including improving climate change policies, institutional frameworks and governance; access to climate finance; transparency of climate monitoring and reporting; and national and local capacities for NDC implementation, linked to relevant development plans.

In this context, recognizing the importance of the role of the facilitator to ensure cross sectoral coordination and collaboration and mobilize actors and resources to implement the NDC (Action Plan), a Facilitator is required in Mongolia to support the overall process and the work of Ministry of Environment and Tourism (MET) in this regard.

#### B. Objective of the assignment

To support the government efforts in developing and implementing NDC and its Action Plan, UNDP is seeking to recruit an individual national consultant to act as a Facilitator for NDC implementation. The facilitator is expected to ensure the country's leadership in the implementation of the NDC (Action Plan) and to promote a whole-of-government and coordinated approach to adaptation and mitigation actions.

#### C. Scope of work

The role of the Facilitator is to engage, coordinate, facilitate, and support the mobilization of actors and resources for the implementation of the NDC and Action Plan in Mongolia. Working on behalf of the government, the Facilitator plays a central role in ensuring the advancement of the NDC and Action Plan. This involves working with the government of Mongolia to ensure a) mapping and analyzing, b) liaison and coordination and c) facilitation of knowledge sharing and learning.

##### C.1 Mapping and analysis

The mapping and analyses of relevant activities, projects, programmes, initiatives, processes. This shall be done through the following activities:



- Update the Rapid Situational Analysis (RSA);
- Support and advise (as needed) the Ministry of Environment and Tourism (MET) in maintaining and updating the online NDC Coordination Platform;
- Update implementing partners on a quarterly basis on the progress of their support to the NDC Action plan;
- Provide support in the coordination of implementation of support delivered under NDC Partnership CAEP;
- Advise and support in the formulation of request for support for additional support under NDC Partnership CAEP;
- Facilitate the process of tracking the progress of implementation of the NDC (Action Plan) in consultation and cooperation with the relevant stakeholders (Focal Points of national and international stakeholders) and identify gaps, strategies, and actions necessary to advance;
- Actively support resource mobilization for the NDC Action Plan's initiatives and projects;
- Support the government in aligning the NDC processes with SDG planning and implementation. Where possible, support and facilitate working groups established on sectoral SDG planning and localization to work jointly with the NDC technical working group, in particular on sectoral long-term planning and decision-making process to determine potentials to increase mitigation ambition in key sectors up to 2025;
- Other activities related to the implementation of NDCs in Mongolia.

## C.2 Liaison and coordination

The Facilitator will support the climate focal points at governmental and non-governmental parties in coordination of NDC relevant processes and projects such as development and implementation of the NDC (Action Plan), NDC Partnership CAEP to ensure a bird's eye perspective, coherence and complementarity of actions and outputs. For this the following activities shall be conducted:

- Facilitate consultations amongst partners on a process for coordinating support to the NDC (Action Plan);
- Support coordination of the implementation of NDC (Action Plan) through the engagement of the different ministries and international partners, ensuring coordination and alignment of activities;
- Support Focal Points (FPs)/member government in coordinating among national and international stakeholders on existent and potential in-country NDC related activities;
- Support the government in organizing Workshops engaging all relevant stakeholders in-country;
- Collaborate with the NDC Partnership Support Unit to document changes in operational context and provide support to government and stakeholders in NDC decision-making processes;
- Conduct ongoing capacity development (i.e., technical assistance and formal/informal on-the-job training) of the government in preparation for entirely taking on the facilitation role in the future.

## C.3 Knowledge and Learning

- Prepare relevant documents and organize stop and reflect exercise for the country engagement work;



- Ensure information sharing and periodic exchange with all implementing partners involved in NDC-related activities in the country;
- Assist the government in identifying and disseminating information on best practices and lessons learned;
- Host or participate in peer-to-peer exchanges organized by the government and relevant stakeholders

#### D. Expected Deliverables and Outputs

No	Deliverable Description	Estimated date of delivery	Percentage of payment	Review and approvals
1	Monthly/quarterly report of activities and progress of the NDC (Action Plan) including update on coordination with development and implementing partners and resource mobilization for unsupported activities	On-going; monthly		Initially MET focal point, followed by UNDP
2	Request for support for additional support under CAEP is formulated, approved by the Focal Points and submitted to NDC Partnership;	2 weeks after contract signing	10% of total payment	MET Focal Point, followed by UNDP
3	The Rapid Situational Analysis is reviewed, updated and approved by the Government;	1 month after contract signing	10% of total payment	MET Focal Point, , followed by UNDP
4	Country engagement work is prepared, conducted and documented within the third quarter of 2020;	3 months after contract signing	10% of total payment	Initially MET focal point, followed by UNDP
5	Multi-stakeholder dialogue organized	4 months after contract signing	10% of total payment	MET focal point
		10 months after contract signing	10% of total payment	MET focal point
6	Updated and populated online NDC Action Plan;	4 months after contract signing	10% of total payment	MET focal point
7	Reflect the changes in the NDC online platform to the NDC Action Plan;	5 months after contract signing	5% of total payment	MET focal point
8	Six-month performance review of the NDC Action Plan through Partnership Progress Update (PPU);	6 months after contract signing	10% of total payment	MET focal point
		11.5 months after contract signing	10% of total payment	MET focal point



9	Report updates on the NDC Implementation Roadmap and sectoral development strategies;	7 months after contract signing	5% of total payment	MET focal point
		11.5 months after contract signing	10% of total payment	MET focal point
10	Scanning report of NDC and SDGs of Mongolia, using a rapid scanning tool (e.g. SDG Climate Action Nexus and SCAN tool) to update the progress	On-going/Standing		MET focal point
11	Support Government and National Climate Committee in NDC-related activities, on needs basis	On-going/Standing		MET focal point

### E. Institutional arrangement

The NDC Facilitator will report to Director of Department on Climate Change and International Cooperation at MET Mongolia and UNDP Programme Analyst on Climate Change. He/She will work under the guidance of the MET of Mongolia and UNDP and in close collaboration with Climate Change Project Implementing Unit at the Environment and Climate Fund, and NDC Partnership. His/her work should also be closely coordinated with National Climate Committee Secretariat support and NDC Platform support personnel.

The contract and payments will be performance-based and regularly assessed by the UNDP CO and MET. She/he should ensure a timely identification of potential risks and signal any delays in deliverables. The contract will be effective immediately upon signature by UNDP.

### F. Duration of the work

Up to **200** working days over 12 months period (01 July 2020 – 30 June 2021)

### G. Duty station: Ulaanbaatar, Mongolia

### H. Qualifications of the the successful individual contractor

#### Academic Qualifications

- Post-graduate degree in Administration or Public Administration, Engineering, Economics, Environmental Sciences, Political Sciences or related field.

#### Professional Experience

- At least 8 years of experience in public, private or third sector institutions with a special focus on coordination and articulation of different actors, preparation and implementation of multi-stakeholder work plans, resource mobilization, preparation of proposals for climate actions, monitoring and project evaluation and project management;
- Experience of working on Climate Change issues and Nationally Determined Contributions (NDCs);
- In-depth knowledge of the national plans, strategies and policies related to climate change in Mongolia;

- Advanced knowledge and relevant skills on the use of the Office suite (MS Word, Excel, PowerPoint, etc.) Language Requirements
- Excellent writing, editing and oral communication skills in English and Mongolian.

#### Required Skills

- Excellent communication, articulation and coordination skills. Understands different interests and seeks conciliation and coordination of activities;
- Meets goals and deadlines with quality and consistency and deals with challenges in a constructive way;
- Assumes responsibility and works for target achievement, overcoming obstacles, setbacks and uncertainties;
- Uses resources, methods, partners and information effectively;
- Take initiative and lead processes;
- Analyzes complex technical materials (including data) and makes them concise and relevant;
- Introduces complex conceptual ideas in practical terms to others.
- Adapts the communication to the specific public;
- Build informal networks internally and externally and visualize them as part of the value creation process;
- Constantly looks for opportunities to learn and share;
- Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance;
- Encourages collaboration and improves performance.



## I. Scope of Price Proposal and Schedule of Payments

A total Lump Sum Fee should be submitted which includes the all-inclusive fixed total contract price supported by a breakdown of costs, as per template provided.

Note: Instalments will be based on invoices on achievement of agreed milestones, i.e. upon delivery of the services specified in the TOR and certification by the UNDP. While preparing your submission, please use the "Template for Confirmation of Interest and Submission of Financial Proposals", which can be downloaded from the link provided on procurement notice. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant.

## J. Recommended Presentation of Offer

For purposes of generating Offers whose contents are uniformly presented and to facilitate their comparative analysis, it is best to recommend the preferred contents and presentation of the Offer to be submitted, as well as the format/sequencing of their presentation. The following documents are requested:

- a) Duly accomplished **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) Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology on how the Candidate will approach and complete the assignment. Applicant shall also submit **a draft work plan and sample report(s)** of similar assignments he/she produced;
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

## K. Criteria for Selection of the Best Offer

Criteria for selection of the best offer will be based on Combined Scoring method – where the qualifications and methodology will be weighted a maximum of 70%, and combined with the price offer which will be weighted a maximum of 30%. See annex One.

## L. Annexes to the TOR

Annex one includes Technical criteria for national Consultant.

## M. Approval

This TOR is approved by:  
Signature  
Name and Designation

Bunchingiv Bazartseren

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## ANNEX ONE

Criteria	Weight	Max. point
<b>Technical criteria 1: Education</b>		20
Post-graduate degree (Master's or Ph.D) in Administration or Public Administration, Engineering, Economics, Environmental Sciences, Political Sciences or related field.		[20]
<b>Technical criteria 2: Professional experience</b>		60
At least 8 years of experience in public, private or third sector institutions with a special focus on coordination and articulation of different actors, preparation and implementation of multi-stakeholder work plans, resource mobilization, preparation of proposals for climate actions, monitoring and project evaluation and project management;		[20]
Experience of working on Climate Change and Nationally Determined Contributions (NDCs);		[20]
In-depth knowledge of the national plans, strategies and policies related to climate change in Mongolia (assessed based on sample provided or policies involved);		[20]
<b>Technical criteria 3 - Proposed methodology and approach</b>		20
Excellent proposal with methodology and approach		[10]
Excellent report writing skills and analytical skill (assessed based on sample provided)		[10]
<b>Technical Score</b>	70	100

<b>Weight for technical criteria</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