

United Nations Development Programme
Terms of Reference for the recruitment of a Youth, Gender and Engagement Consultant
Under the Climate Promise Initiative



*Empowered lives.
Resilient nations.*

Type of Contract:	Short Term Independent Consultant
Duration:	50 days over 6 months
Location:	Seychelles
Duty station:	UNDP Seychelles
Expected Start Date:	15 th September 2020
Expected End Date:	28 th February 2021

**Project Title: Youth, Gender and Engagement Consultant 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, marginalised 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.

The UNDP Climate Promise Initiative

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 prioritised 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.

Seychelles has been selected to receive support within the UNDP CPI to support the country in enhancing its NDC to make it more ambitious. This will be facilitated through the implementation of the CPI in Seychelles. 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.

Objective of the Climate Promise Initiative

To provide technical and expert support to the Seychelles Government in reviewing and updating the Seychelles NDC document and adding new relevant sectors as agreed with the Government in preparation for the Conference of Parties (COP) 26.

The objective of the Climate Promise Initiative in collaboration with UNFCCC, NDC CAEP and SEYCCAT will focus on a thorough review of the existing NDC and provide a status update on progress with a look at identifying new sectors such as Tourism, Transport, Health and Food Security as part of the CPI mandate

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 involves provision of technical expertise to support engagement of stakeholders, paying attention to youth and gender in the overall review and update of the Seychelles Nationally Determined Contribution document (NDC) and incorporating social dimensions within the new sectors identified and agreed with the Government.

The Consultant will be based in Mahe, Seychelles. He/she will work under direct supervision of the UNDP Seychelles Programme Manager and the National Coordinator of the CPIS based in Seychelles. The Consultant is expected to collaborate with other national stakeholders in the development outreach objectives of the project in the preparation 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 National Communications Consultant to develop necessary knowledge and communications products as per the CPIS work plan.

C. Description of Duties and Responsibilities

The Youth and Gender Engagement Specialist is expected to take a leading role in providing stakeholder engagement services in the review and update of the NDC in Seychelles. The main duties and responsibilities are as outlined below:

- Supporting national and sub national conversations around the Seychelles NDC at the national level including the private sector, civil society organisations, youth and women.
- Build citizen and stakeholder awareness about the NDC commitments and the climate change crisis and the need to raise the level of these commitments.
- Develop a Citizen's Charter to provide support for a Government and Citizens' climate action accountability mechanism to ensure ambitious climate change policy and action whilst promoting youth, women and key stakeholder groups engagement in climate action campaigns and accountability mechanisms in particular for monitoring NDC progress;
- Conduct an analytical study on the relationship between Climate Change, Youth and Gender and formulate recommendations on how to engage youth and women in CC related actions.
- Keep records of stakeholder meetings; materials used for stakeholder engagement;
- Maintain close collaboration with stakeholders throughout the duration of the consultancy;

- Provide assistance to National Coordinator in organising and conducting validation workshops
- Conduct Workshops/or focus group discussions and surveys to obtain relevant information for the assignment as may be required.
- Use Mission1.5 gamification tools to reach out to wider stakeholder community for better understanding of climate change issues.

Key Competencies

- The successful candidate will be fluent in both oral and written English. Knowledge of Creole and French will be considered an asset;
- Demonstrated stakeholder engagement, diplomatic, management, interpersonal, networking and negotiating skills;
- Excellent analytical skills;
- Effective oral and written presentation & communication skills;
- Good planning and organisational 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; and
- Good professional knowledge of main office computer applications.

D. Deliverables

Deliverables	% Fees	Due Date	Review and Approvals required
Submission and Approval of Work Plan	20%	20 September 2020	
Conduct Review of NDC through gender and Youth Perspectives through Workshops/Focus Group discussions	20%	30 October 2020	
Analytical study on the relationship between Climate Change, Gender and Youth	20%	30 November 2020	
Submission of the approved Citizens' Charter	20%	20 January 2021	
Submit Final Report	20%	20 February 2021	

E. Duration

The duration of the contract will be for a period of **6 months** from September 2020 until February 2021. An estimated total of 50 working days is expected with the workload being significant between September 2020-February 2021.

F. Duty Station

Home based (Seychelles).

G. Qualifications of the Successful Individual Contractor

Education

- Master's Degree in Environment/Climate Change/International Relations/Stakeholder Engagement or Communications with at least 5 years of experience working in the field. Alternatively, a Bachelor's 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 stakeholder engagement;
- Good communication and team-building skills;
- Experience coordinating events and gatherings with multiple actors; government, civil society, public and private sector is considered an asset.

Language skills

- Excellent writing, editing, and oral communication skills in English and 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
Master's in Environment/ Climate Change/ International Relations/Stakeholder Engagement/Communications with at least 5 years of experience working in the field or (Bachelor's Degree in with minimum of 7 years)	Demonstrated understanding of National stakeholder engagement processes. 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



Name and Designation Roland Alcindor, Programme Manager

Date of signing 09 September 2020