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ETHIOPIA

TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

GENERAL INFORMATION

Services/Work Description:	Recruitment of National Consultant to prepare full sized projects for Ethiopia: Climate Change Adaptation (CCA) Growth: Implementing Climate Resilient and Green Economy Plans in Highland Areas of Ethiopia.
Project/Program Title:	CCA Growth: Implementing Climate Resilient and Green Economy Plans in Highland Areas in Ethiopia.
Post Title:	National Consultant (IC)
Consultant Level:	Level C (Senior Specialist)
Duty Station:	Addis Ababa based and travel to the regional project sites Expected Places of Travel: Addis Ababa and the project sites in Ethiopia: Tigray, (Tahetay Koraro and Mekele), SNNP (Alamura and Rift valley Lakes (RVLs)), Oromiya (Yayagulele and Debel watershed), and Amhara (Tosa , azowa and Reke Watershed)
Duration:	100 working days distributed over 10 months
Expected Start Date:	Immediately after Signing of the Contract

I. BACKGROUND / PROJECT DESCRIPTION

Climate change is affecting the security of Ethiopia's sustainable development, because the livelihoods of the majority of the population are sensitive to climate-related shocks, including drought and flooding. This is due, in part, to the reliance of the economy on rain fed agricultural production. Additionally, as a result of the growing population¹, the per capita availability of environmental resources including arable land, water, pasture, forest and biodiversity are declining. Climate change threatens and exacerbates the impacts of the over- or mis-used environmental resources of the country (including arable land, water, pasture, forest and biodiversity), with concomitant impacts on Ethiopia's environment, food, water and energy securities. Currently, approximately 10.2 million people are required immediate humanitarian assistance which is characterized by a weak resilience to withstand climate-related shocks, such as severe droughts.

The Ethiopian Government has acknowledged the climate change risk that the country is facing currently and has stated it as a priority development issue of the country. Currently, adaptation initiatives are being rolled out on a national- to local-scale, but these are primarily restricted to specific sectoral interventions (for example food security, or environmental protection, or disaster management) and are project-based; which means communities are often provided an incomplete set of tools from which to build their overall

¹ Current population growth rate of Ethiopia is 2.6% per year

resilience to climate change. There remains a need to consolidate these interventions, ensure they are robust to a range of likely climate change-futures and integrated into comprehensive adaptation action.

In this regard, this project aims to promote transformational change by building human capacity through skills development and knowledge transfer and promoting household-level business and employment opportunities through market incentives and support services. Among the five key factors for building resilience set out in the Climate Resilient Green Economy (CRGE) Agricultural Strategy Document, this project will contribute to address three of these: i) Human capital formation ii) Sound management of natural capital iii) Building market institutions. This project will directly address these factors through a programmatic and innovative partnerships approach. The project will also contribute directly to address two of the four main pillars in the Green Economy Strategy: i) improving crop and livestock production practices for higher food security and farmer income while reducing emissions and ii) protecting and re-establishing forests and other biodiversity resources for their economic and ecosystem services. Therefore, in the process of promoting adaptation and economic resilience to climate change, the project also expects to contribute towards Ethiopia's sustainable economic growth aspirations, in line with the CRGE objectives.

The project site will include eight Woredas (districts) in the four regions of Tigray, (Tahetay Koraro and Mekele), SNNP (Alamura and RVL), Oromiya (Yayagulele and Debel watershed), and Amhara (Tosa & azowa and Reke Watershed), participants will test and then prepare the ground for scaled-up integrated adaptation action.

In this connection, UNDP is hiring a team of consultants to undertake the design of the full project document. This team will consist of national and international expertise on climate change adaptation. The team of consultants will consist of a lead international consultants and a national technical consultants.

II. TASKS FOR THE CCA GROWTH: IMPLEMENTING CLIMATE RESILIENT AND GREEN ECONOMY PLANS IN HIGHLAND AREAS IN ETHIOPIA IC.

The National Consultant (NC), in collaboration with the International Consultant (IC), is expected to lead the in-country work of developing the full-sized project document, organizing national ownership and gathering information and developing technical inputs into the full size project document. The NC contribute the project designing through completion of the following tasks

2.1 Engaged on drafting of the UNDP- compliant, full-sized Project Document for submission to the GEF. The document will cover the following in detail:

I. Project definition

- A thorough baseline study that include a review of: i) on-going and planned investments in rural areas; and ii) policies, laws, executive regulations and decrees relevant to adaptation iii) the extent of integrated climate planning at regional and local levels, iv) the extent to which early warning weather information is used to inform land-use and v) the extent to which natural resource planning and disaster management activities are prepared.
- A review of sector-based climate risk assessments that outline key vulnerabilities per sector, their gender dimensions and opportunities for reducing vulnerability through joined-up action in the sectors of intervention through the proposed UNDP-GEF intervention.
- A set of recommended demonstration sites and interventions, which will be accompanied by clear supporting reports justifying their selection, and a clear definition of the target population.
- An articulation of the project's objective, outcomes, outputs, activities and resource requirements;

- A log frame and description of an M&E system to be applied, including SMART, results-based indicators, aligned to the GEF Results Based Management Framework for Adaptation to Climate Change. The project should be designed and implemented in a gender-equitable way, and project indicators should measure progress on gender equity. Baseline values for the indicators will be gathered and included in the prodoc.
- Description of additionality which clearly justifies the project rationale and provides a strong case for mobilizing co-financing for the project.
- Preliminary cost-effectiveness analysis of the proposed interventions (which will be validated during project implementation). This should include cost estimates for the proposed intervention; to ensure affordability; a financial plan to ensure financial sustainability beyond the project grant, as well as estimates of potential benefits, where possible. The cost analysis should take into account lessons learned from past programming experiences in order to ensure that the GEF interventions are designed in a least cost way.
- A stakeholder involvement plan for the project and an institutional delivery plan that describes the project management structure and implementation arrangements, including the roles and responsibilities of the main stakeholders;
- A communication strategy to facilitate stakeholder involvement and information sharing.
- A stakeholder consultation plan with measures for documenting and including community inputs during the project preparation period.
- A description of the adaptation learning points that the project will generate, e.g. how will the pilot interventions that are being tested help Government and other stakeholders build their knowledge on how to adapt to climate change.
- A detailed analysis of the risks that could affect project success and a mitigation plan for managing these risks.

II. Financing plan that comprise two major parts:

a) Develop the co-financing strategy with public and, where relevant/ appropriate, private sources of funding, and help the CO secure the requisite co-financing letters, and

b) Detailed sustainability strategy to provide for continuation and replication of the project interventions beyond the period of GEF support.

- A project scale-up plan that outlines the actions and milestones for using this proposed GEF project for catalyzing national-level action.
- Definition of a detailed sustainability strategy in order to ensure the continuation of the project after the four years of project grant. The cost analysis undertaken in Component 1 should include a review of management options to ensure cost recovery for the continuation of the adaptation interventions beyond the project grant. Stakeholders should be fully involved in the design of the adaptation interventions, to ensure that they are designed in a financially sustainable way.
- A Total Budget and Work Plan, and its distribution in a multi-year work plan.
- Completion of a lessons learned template following completion of the preparatory phase.

2.2 Contribution to the preparation of national workshops, including the inception workshop, and other activities in the project preparatory phase, in line with the project document requirements of the GEF.

2.3 Completion of an inception report and an implementation plan for the project development phase

2.4 Provision of advice and technical inputs to the national consultant on key outputs of the project preparatory phase, which would feed into the preparation of the comprehensive project proposal.

2.5 Provision of quality control of the outputs of the project preparatory phase to the standard required by UNDP.

III. OBJECTIVE OF CONSULTANCY

The main objective of this consultancy work is to develop a full size project document for the GEF/LDCF financed project on the CCA growth: Implementing Climate Resilient and Green Economy plans in highland areas in Ethiopia including logical framework and financing plan.

IV. EXPECTED OUTPUTS AND DELIVERABLES

Under the overall guidance of UNDP, MEFC and in close collaboration with the NC, the main outputs and deliverables of the IC will include:

- 4.1. An inception report which sets out the work plan for the project design phase, consultants needed, and budget lines. It should not exceed 5 pages;
- 4.2. Conduct at least 3 national consultations:
 - a) An inception meeting;
 - b) Consultation meeting on the draft project document; and
 - c) Final project validation meeting/consultation.
- 4.3 A stakeholder consultation plan with measures for documenting and including community inputs during the project preparation period;
- 4.4. Provision of advice and technical guidance to other members of the project design team on key outputs of the project preparatory phase, which feed into the comprehensive project proposal;
- 4.5 The Project Document (PRODOC), - as per the UNDP template (UNDP and the Regional Technical Advisor (RTA) will provide all the templates required.)
- 4.6. The GEF CEO Endorsement Request, as per the GEF template
- 4.7. The climate change adaptation tracking tool, as per the GEF template
- 4.8. Environmental and Social safeguards screening as per the UNDP template
- 4.9. Co-financing letters.

V. APPROACH OF STUDY

The approach of the project preparation will follow the following major points:

- 5.1 The NC will work under the close guidance of the IC, UNDP-Country Office (CO), MoEFC and the UNDP-Regional Technical Advisor for Adaptation.
- 5.2 Frequent communication, and advisory services with the National Consultant is expected from the NC.
- 5.3 The NC will undertake project site visits (subject to clearance by the MEFC and UNDP CO). The purpose of the site visits may include (a) verification and finalization of project activities; (b) clarifying monitoring; and (c) evaluation framework, including measurable impact indicators.
- 5.4 The NC will draw from existing reports, overviews and information sources and not conduct primary data collection or analysis. To the extent possible, information that already exists such as from the CRGE and Biodiversity Conservation and Financing other international documentation. Where necessary, and in discussion with the UNDP CO and RTA, additional technical assessments may be undertaken.
- 5.5 The NC is encouraged to maintain a dialogue with the national counterpart, UNDP-CO and RTA as and when problems emerge during the preparation of the work if they affect the scope or perceived importance of the issues.

VI. TIMEFRAME

The expected duration of this work is 7 months with a start date of February 1, 2016, and ends on December, 2016. The timeframe and expected deliverables are shown below:

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Inception report	3 Working days	MEFCC, UNDP & RTA, Key stakeholders
2	First draft of the full-size project document including logical framework and financing plan by with in three months of the signing of the contract;	May 2016	MEFCC, UNDP & RTA, Key stakeholders
3	Second draft will be produced within one month after the acceptance of the first draft;	End of June 2016	MEFCC, UNDP & RTA, Key stakeholders
4	Final document ;	Before end of September 2016	MEFCC, UNDP & RTA, Key stakeholders
5	Revisions to comments made by UNDP-GEF and the GEF Secretariat will need to be completed	as required.	UNDP and GEF Secretariat

IV. QUALIFICATIONS of the Successful Individual Contractor (IC)

Education:

- Minimum of Master's Degree in environmental management, environmental finance, agricultural economics, natural resources management or a related field.

Experience:

- A minimum of 7 years of experience (after MSC) in conducting similar assignment, experience in developing a Full Size Project Document for the GEF Financed Project on Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project is an asset.

Language:

- Excellent knowledge of English language, including the ability to set out a coherent argument in presentations and group interactions;

Functional Competencies:

- Proven real experience, in producing similar assignment in other developing countries.
- Proven Experience in Project Preparatory Grant (PPG) Project Document for the GEF
- Policy and institutional knowledge in Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project.
- Good knowledge of the national planning context (culture, politics, and line ministries) is essential.
- Excellent oral and written communication skills in English; knowledge of Amharic is an asset.
- Experience in international best practices in Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project,
- Solid analytical and conceptual skills, ability to do quick but robust Integrated Landscape Management to Enhance Food Security and Ecosystem Resilience Project.
- Willing to do field visits to source data as necessary Capacity to communicate fluently with different stakeholders (civil society, government authorities, local communities, project staff); and
- Computer skills: full command of Microsoft applications (word, excel, PowerPoint) and common internet applications will be required.

Core Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

V. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly; Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV, Proposal and interview (if required))	70%	100
▪ Criteria a. Educational relevance: close fit to post		10 pts
▪ Criteria b. Understanding the scope of work and organization of the proposal		50 pts
▪ Criteria c. Experience of similar assignment		30 pts
▪ Criteria d. Previous work experience in Africa/ Ethiopia		10 pts
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

VI. PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in US dollars **all-inclusive² lump sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable) in Local Currency, and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Instalments of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 st instalment	Upon Submission and approval of Inception Report	MEFCC, UNDP & RTA, Key stakeholders	20%
2 nd instalment	Upon Submission and approval of First Draft	"	30%
3 rd instalment	Upon Submission and approval of Final Report	"	50%

² The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consummables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

VII. RECOMMENDED PRESENTATION OF PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, you are hereby given a template of the Table of Content. Accordingly; your Technical Proposal document must have at least the following preferred content and shall follow its respective format/sequencing as follows.

VIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

IX. LOGISTICS AND ADMINISTRATIVE SUPPORT TO PROSPECT IC (if any)

- a. Detail list of all inputs and services which will be provided to the prospect IC including but not limited to Office Space; Equipment; Secretarial services; Local transport service; Arrangement of workshop(s) (if validation is required), . . .
- b. Whether the assignment requires partial, intermittent or full time presence on the UNDP premises. If it prerequisite full presence of the IC, it requires **strong** justification.
- c. Who will be in-charge for offering both administrative and logistics supports

X. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating quotations whose contents are uniformly presented and to facilitate their comparative review, a prospect Individual Contractor (IC) is given a proposed **Table of Contents**. Therefore prospective Consultant Proposal Submission must have at least the preferred contents which are outlined in the IC Proposal Submission Form incorporated hereto.

XI. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.

XII. ANNEXES TO THE TOR

Existing literature or documents that will help Offerors gain a better understanding of the project situation and the work required should be provided as annex/es to the TOR, especially if such literature or documents are not confidential.