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ETHIOPIA

SECTION 3: TERMS OF REFERENCE (TOR)

GENERAL INFORMATION

Services/Work Description:	Consultancy service for development of "National Background Report, Strategic guideline and Detailed Action Plan for Climate Change Learning within the Education Sector in Ethiopia"
Project/Program Title:	CRGE Programme Component: Strengthening Integration of Climate Change into the National Education System in the Federal Democratic Republic of Ethiopia
Duty Station:	Addis Ababa based and travel to the regions as required
Type of the Contract:	Firm Level Consultancy Firm
Duration:	July 15 to November 15, 2016
Expected Start Date:	July 15, 2015

I. BACKGROUND / RATIONALE

Since 2011, UN CC: Learn has engaged in Climate Change Learning Programmes with developing countries such as Benin, Burkina Faso, the Dominican Republic, Indonesia, Malawi, and Uganda with the purpose of strengthening human resources, climate change learning, skills development to advance national climate change development agenda in the respective countries. Since 2014 the programme has expanded, following additional support provided by the Government of Switzerland, allow support to be provided to several new countries including Ethiopia.

Ethiopia originally applied for UNCC: Learn support in 2011, However, it was not possible to accommodate its request at the time due to limited funding. Ethiopia re-confirmed its application in 2014, was duly accepted and held follow up discussed with the UN CC: Learn Secretariat at COP 20 in Lima. The policy context is extremely positive in the form of Ethiopia's Climate Resilient Green Economy Strategy (CRGE) of 2011/2, under the leadership of the Prime Minister's Office.

In view of the significant level of support for Ethiopia's Climate Resilient green economy strategy, including a large scale capacity building programme, the main focus of support from UN CC: Learn will be on the formal education system, at primary, secondary and tertiary levels. This was again discussed in further detail during a UNITAR mission to Addis Ababa in July 2015, inclusive of a meeting with the State Minister for Environment. Subsequent to this mission the Government has established a Technical Team drawn from the Ministry of Environment, & Forests and Climate Change and the Ministry of Education.

Implementation of this assignment will be carried out with the support of UNDP Ethiopia.

II. OBJECTIVES OF THE SERVICE / WORK

The objectives of the assignment include delivery of: (1) a Background Report will provide a comprehensive assessment of existing national initiatives to integrate or link climate change with the formal education system, including all key stakeholders involved; (2) a strategic guideline that outline clear direction on how to (3); a sectoral consultation meeting to be held at national level; and (4) a detailed action plan for strengthening the integration of climate change in to the national education system

It is intended that the background report informs a sector wide consultation as a basis for the formulation of a 3-5 year prioritized action plan. The Report will take into account the following key aspects:

- Review of relevant national policies, laws, strategies, initiatives, and priorities on climate change and education.
- Current status of the national curriculum with regard to climate change and to the environment and sustainable development.
- Identification of key stakeholders within the education sector and the means of implementation of climate change as a subject at both national and sub-national levels
- Assessment of learning needs and capacities within the education sector in order to identify national climate change priorities.
- Detailed case studies providing an illustration of current capacities and needs within several local authorities.
- A proposed outline for a one day sectoral consultation event and outline action plan for discussion.

III. SCOPE OF THE SERVICE / WORK

This scope of work aims to:

- Foster a systematic and country-driven process to strengthening the integration of climate change into the formal education system in Ethiopia;
- Determine specific actions to enhance climate change integration into the education sectors;
- Ensure that climate change education is linked to and helps to achieve national climate change adaptation and mitigation objectives;
- Augment mobilization of resources available for education and climate change from national budgets and external partners, such as UN organizations/country teams, bilateral donors, foundations;
- Ultimately, create a strengthened human resource base to enhance national and international engagement of climate change issues.

IV. EXPECTED OUTPUTS / DELIVERABLES

1. Draft full Background report that covers all the aspects elaborated under tasks of consultants – by July 30, 2016.
2. Design and facilitation of Sector Consultation Event and development of Draft strategic guideline and Detailed Action Plan on Climate Change and Education – by August 20, 2016
3. Final full-fledged Background report and Final Detailed Action Plan - by October 15 2016.

The detailed action plan will prescribe specific activities that will collectively strengthen the integration of climate change into the national curriculum through costed activities which may include: teacher training events; the preparation of classroom materials; institutional reforms; and public awareness.

V. METHODOLOGY / APPROACH OF THE SERVICE (WORK)

Within this context the Ministry of Environment, Forest and Climate Change is seeking the services of a capable consulting firm to be engaged to carry out the work, as described above. Working closely with the Technical Team and other key national institutions within the education sector the consulting firm will undertake the following tasks:

- i. Conduct review of the existing national policies and programmes on climate change and education.
- ii. Carry out a review of the current status of the national curriculum, with regard to the integration of climate change at primary, secondary and Tertiary level
- iii. Carry out an initial assessment of 3 selected local authorities to identify current level of implementation of climate change policy within the education sector and identify key success factors and challenges
- iv. Draw up a list of key tertiary education institutions and review current degree courses available that include climate change as a significant component

- v. Prepare education sector stakeholder analysis and consultation plan
- vi. Prepare Background Report for review by the Technical Team and present at a national consultation meeting for education sector and other relevant stakeholders.
- vii. Support the preparation and delivery of a sectoral consultation meeting to discuss the background report and prepare a detailed action plan.
- viii. Finalize the background report and prepare detailed costed 3-5 year action plan to strengthen the implementation of climate change within the national curriculum and among key concerned institutions (national and sub-national).
- ix. Support related briefings and reporting to be carried out by the Ministry of Environment, Forests and Climate Change to the CRGE implementing key sectors and partners.

VI. LOCATION, DURATION AND TIMEFRAME OF THE WORK /DELIVERABLES/OUTPUT

The duration of the assignment is 4 months with the following milestones:

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Submission of draft Background report	2 months from contract signing	MEFCC, MOE, UNDP & UNITAR, Key stakeholders
2	Facilitation of Sector Consultation Workshop	3 Months from contract signing	MEFCC, MOE, UNDP & UNITAR, Key stakeholders
3	Submission of final Background report , strategic guideline and detailed action plan	4 Months from contract signing	MEFCC, MOE, UNDP & UNITAR, Key stakeholders

VII. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The consulting firm to be engaged to carry out the work, as described above will work closely with the Technical Team established under the Ministry of Environment, Forest and Climate change, UNDP and UNITAR and other key national institutions within the education sector.

VIII. PAYMENT MILESTONES AND AUTHORITY

Prospective Consultancy Service Provider will indicate the cost of services for each deliverable in United States Dollar (US\$) when applying for this consultancy. The Proposer will be paid only after approving authority confirms the successful completion of each deliverable as stipulated hereunder. In accordance with UNDP rules, the lump-sum contract amount to be offered should consider the professional fee inclusive of travel, living allowances, communications, **Value Add Tax (VAT)**, out of pocket expenses, and other ancillary costs.

A winning Proposer shall then be paid the lump sum contract amount upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained from:	Percentage of Payment
1 st Installment	Submission of draft Background report	MEFCC, MOE, UNDP & UNITAR, Key stakeholders	20%
2 nd Installment	Facilitation of Sector Consultation Workshop	"	30%
3 rd Installment	Submission of final Background report, strategic guideline and detailed action plan	"	50%

IX. MINIMUM ORGANIZATION AND CONSULTANCY TASK FORCE REQUIREMENTS

9.1 Minimum Organization Requirements

The prospective Service Provider is expected to meet the following minimum requirements:

- It must have at least 7 years of practical experience in climate change preferably have a lot of engagements with the training and education
- Knowledge of relevant national policies and strategies as well as key sectors policies and strategies and access to stakeholders and relevant information sources
- Experience working with government ministries, education institutions UN or other international organizations beneficial.
- Capability to deploy strong analytical aptitude, communication and presentation expertise.
- Capability to deploy good communication expertise in English, Amharic language and other local languages.
- Certification from international climate organization / institution
- It shall demonstrate its capabilities, understanding of the TOR, and methodology of audit approach

The multi-disciplinary team should comprise members with the following educational qualifications; experience and competencies:

9.2 Task Manager / Team Leader

Academic Qualification:

- The consultants to be engaged must have an academic background at least MSc. in Climate change, Environmental Science, Environmental Management, and other related qualifications. The consulting team should include an experienced team leader/climate change learning expert and a national curriculum design specialist with experience of environmental issues. The team leader will be responsible for the overall delivery of all outputs under this assignment with reference to international best practices.

Experience:

- At least 7 years relevant experience on climate change expert; ideally the team will possess knowledge in training and education.

Competencies:

- Strong knowledge of government policies and strategies on education, training and public awareness.
- Strong understanding about global and national climate change and environmental issues.
- Demonstrated strong leadership, effective management skills, good coordination ability and team working spirit.
- Experience in data gathering and research especially in the environment sector with preference to climate change.
- Experience in other international development projects on environment.
- Good writing and reporting skills.
- Demonstrated professional experience and expertise in facilitating stakeholder consultation events.
- Good communication skills in written and communication skills in English

Language and other skills:

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

9.4 Project Staff / Associate Consultants / Team Members

Academic Qualification:

- A minimum of a University Master's Degree in MSc. in Climate change, Environmental Science, Environmental Management, and other related qualifications or a relevant area.

Experience:

- A minimum of 5 years of professional experience and proven expertise and experience in a governance, institutional development for international organizations such as UN agencies.

Competencies:

- Training and hands-on experience in a climate change and education;
- Ability to work under pressure, with a group of government organization, academic institutions, UN agencies, and to deliver in a timely manner without compromising quality standards;
- Strong communication skills;
- Strong presentation and facilitation skills;
- Proficiency should be in English, Amharic and other regional language will be an added advantage.

X. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Consultancy Firm is expected to submit both the Technical and Financial Proposals. Accordingly; the firm will be evaluated based on Cumulative Analysis as per the following conditions:

- Responsive/compliant/acceptable as per the Instruction to Bidders (ITB) of the Standard Bid Document (SBD), 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%

XI. LOGISTICAL SUPPORT

- UNDP Country Office and MEFCC will ensure that the Consultancy Firm receives access to the ECA/RSCA Compound in Addis Ababa, Ethiopia. When required, the Firm will be provided with workspace and phone/internet access within UNDP and/or UNECA.
- Travel expense within the Addis Ababa will be covered by the consulting firm, whereas travel and per-diem expenses to the provinces and selected Woreda(s) will be covered by UNDP when deemed necessary and upon approval of UNDP/IP.

XII. RECOMMENDED PRESENTATION OF TECHNICAL PROPOSAL

For purposes of generating proposals whose contents are uniformly presented and to facilitate their comparative review, a Service Provider advised to use a proposed Table of Contents. Hence, your Technical Proposal document must have at least the preferred content as outlined in the respective RFP Proposal Submission Form.

XIII. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The consultants shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy or the Government 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. This assignment will be administrated by the United Nations Development Programme (UNDP), and all relevant UNDP rules, policies and procedures will apply.