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## TERMS OF REFERENCE

### International Individual Consultancy Services

#### **PREPARATION OF NAMA FACILITY PROPOSAL FOR NAMA ON “CIRCULAR ECONOMY SOLID WASTE MANAGEMENT APPROACH FOR URBAN AREAS IN KENYA”**

##### **1) GENERAL BACKGROUND**

Climate change is the defining issue of our generation. The way the world deals with climate change today will have a direct bearing on the human development prospects of a large section of humanity. The impacts of climate change are already being felt, and almost all recent modelling indicates that impacts are now expected to be stronger and sooner than previously projected. Developing countries offer a number of cost-effective opportunities for reducing and avoiding emissions, but they are also particularly vulnerable to climate change impacts. The people most at risk from climate change live in countries that have contributed the least to the problem. Further, those most affected are also the least able to cope, making it an issue of inequality and insecurity. If efforts for fighting climate change are to be successful, it is clear they will require a dramatic increase in investment in developing countries.

Developing countries have agreed to prepare and implement Nationally Appropriate Mitigation Actions (NAMAs) as a part of their contribution to global mitigation efforts. This contribution is underpinned by financial, technology and capacity building support from developed countries.

The approved *NAMA on Circular Economy Solid Waste Management Approach for Urban Areas in Kenya* is ready for implementation. In recognition of the critical need to improve access to climate finance, UNDP LECB will support the preparation of a NAMA Facility submission to accelerate access to climate finance and implementation of actions on the ground.

UNDP's goal is to align human development and climate change management efforts by promoting mitigation and adaptation activities that promote socio-economic progress. With a US\$5 billion portfolio of energy and environment projects, UNDP is one of the world's largest providers of technical assistance in the area of climate change.

UNDP is seeking consultancy services to develop a detailed project NAMA Facility proposal. The consultant will work very closely with a Technical Team from UNDP and Ministry of Environment and Natural Resources to finalize the assignment in the shortest time possible, and in a cost effective manner.

##### **2) OBJECTIVES AND TASKS OF THE ASSIGNMENT**

The objective for this consultancy is to develop a detailed project NAMA Facility proposal to access financing for the implementation of the NAMA on Circular Economy Solid Waste Management Approach for Urban Areas in Kenya. The NAMA Facility proposal shall build on the completed NAMA on Circular Economy which is attached to this TOR for reference.

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### 3) SCOPE OF WORK

- Detailing the workplan and implementation schedule as agreed upon with UNDP and Ministry of Environment and Natural Resources;
- Reviewing the the *NAMA on Circular Economy Solid Waste Management Approach for Urban Areas in Kenya* with a view to identifying gaps and aligning the proposal to the NAMA facility template and standards;
- Developing draft NAMA Facility submission documentation as per the NAMA Facility guidelines<sup>1</sup> that builds on the *NAMA on Circular Economy Solid Waste Management Approach for Urban Areas in Kenya* for inputs by UNDP and the Ministry of Environment and Natural Resources;
- Finalising the NAMA Facility Project proposal incorporating the gaps identified and meeting the NAMA Facility standards.

### 4) DELIVERABLES

The outputs to be delivered and duration are as per schedule proposed below:

- Workplan and implementation schedule should be submitted 3 days after signing the contract
- Draft NAMA Facility proposal to be submitted by 16<sup>th</sup> September 2016
- Final NAMA Facility proposal approved by UNDP to be submitted to UNDP and MENR by 30<sup>th</sup> September 2016

### 5) REPORTING

The Consultant will work under the overall guidance of the Team Leader, Energy, Environment and Climate Change, UNDP Country Office, Kenya in close collaboration with the LECB Kenya Project Manager and the LECB Project Technical Advisor-UNDP New York.

### 6)QUALITY ASSURANCE

The draft proposal is to be submitted by the consultant by 16<sup>th</sup> September at the latest. The draft will be reviewed by UNDP and Ministry of Environment and Natural Resources within seven working days, after which the consultant will be granted fifteen additional work days to finalize the project document.

### 7) DURATION OF CONSULTANCY

The assignment is expected to take 20 working days upon signing of the contract

### 9)QUALIFICATION, EDUCATION AND EXPERIENCE

Education:

- A PhD in Economics, Environmental Economics, natural/environmental sciences, OR a Master's degree and at least 15 years of experience in lieu with a Master's degree in the field of consideration

Experience:

- At least 10 years of relevant working experience with climate change mitigation
- Proven familiarity with post-2012 climate change mitigation regimes;
- Experience working with international donors and UNDP;
- Experience working with a variety of stakeholders in Kenya, including government agencies, NGOs, Civil Society, communities, etc will be an added advantage;
- Demonstrated analytical, communication and report writing skills.

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<sup>1</sup> <http://www.nama-facility.org/call-for-projects.html>

## Language Requirements:

Fluency in written and spoken English.

## 10) COMPETENCIES

### Corporate Competencies

- Demonstrates integrity by modeling 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 favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment.

### Technical Competencies:

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Skills in facilitating meetings effectively and efficiently;
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback.

### Professionalism:

- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

### Communication:

- Active listening and dialogue (acknowledges and responds constructively to the points of view of others);
- Excellent writing and verbal communication skills;
- Communicate effectively in writing and verbally to a varied and broad audience in a simple and concise manner.

### Teamwork:

- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.
- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work.

## 11) DURATION OF ASSIGNMENT, DUTY OF STATION AND EXPECTED PLACES OF TRAVEL

- The assignment is expected to be carried out between 1 September 2016 and 30<sup>th</sup> September 2016.
- Duty station: home based
- The Consultant will be given access to relevant information necessary for execution of the tasks under this assignment;
- The Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;

- The consultant will report weekly via email and calls to the Supervisor;
- Payments will be made upon satisfactory delivery of outputs, certification of payment form, and acceptance and confirmation by the Supervisor on outputs satisfactorily delivered.

## 12) PAYMENT SCHEDULE

Payment will be a lump sum on completion of the assignment.

## 13) EVALUATION CRITERIA

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable
- b) Having received at least 70% in the technical valuation (criteria below) .

1. Technical Capacity and Related Qualifications		Points Obtainable
1.1	<ul style="list-style-type: none"> <li>• PhD in Economics, Environmental Economics, natural/environmental sciences <u>OR</u> a Master's degree and at least 15 years of experience in lieu with a Master's degree in the field of consideration</li> </ul>	10
1.2	<ul style="list-style-type: none"> <li>• At least 10 years of relevant working experience with climate change mitigation</li> </ul>	20
1.3	<ul style="list-style-type: none"> <li>• Proven familiarity with post-2012 climate change mitigation regimes;</li> </ul>	20
1.4	<ul style="list-style-type: none"> <li>• Experience working with international donors and UNDP;</li> </ul>	20
1.5	<ul style="list-style-type: none"> <li>• Experience working with a variety of stakeholders in Kenya, including government agencies, NGOs, Civil Society, communities, etc will be an added advantage;</li> </ul>	20
1.6	<ul style="list-style-type: none"> <li>• Demonstrated analytical, communication and report writing skills.</li> </ul>	10
Total Possible Points		<b>100</b>

## APPLICATION PROCESS

- **Cover letter** explaining why you are the most suitable candidate for the advertised position and a **brief methodology** on how you will approach and conduct the work. Please paste the letter into the "Resume and Motivation" section of the electronic application (template provided (IC Proposal form)
- **Filled P11 form** including past experience in similar projects and contact details of referees (blank form provided). Please submit a signed P11 instead of the CV.
- **Financial Proposal** - specifying a total lump sum amount for the tasks specified in this announcement. The financial proposal shall include a breakdown of this lump sum amount (number of anticipated working days, travel, per diems and any other possible costs). Please refer to the "conditions of work" section for details on related travel.

## Useful information

*Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. fee, health insurance, vaccination and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal.*

***Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner. Milestones for payment have been suggested in the terms of reference but will be discussed and agreed with the selected candidate.*

*Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under [dss.un.org](http://dss.un.org)*

*Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.*

Please quote **“NAMA Facility Proposal”** on the subject line.

**Qualified candidates are requested to email their applications to [consultants.ken@undp.org](mailto:consultants.ken@undp.org) to reach us not later than **COB on Monday, 22 August 2016****

### ANNEXES

ANNEX 1 - TERMS OF REFERENCES (TOR)

ANNEX 2 - IC PROPOSAL FORM

ANNEX 3 - P11 TEMPLATE

ANNEX 4 – OFFERORS LETTER TO UNDP

ANNEX 5 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

Incomplete applications will not be considered. Please make sure you have provided all requested materials