

Terms of reference



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GENERAL INFORMATION

Title: Expert Editor for TNC-Adaptation Report

Project Name : Third National Communication to the United Nations Framework Convention on Climate Change (TNC)

Reports to: The Coordinator of Adaptation Working group TNC and TNC National Project Director (NPD TNC)

Duty Station: Home Based

Expected Places of Travel (if applicable): Jakarta if required

Duration of Assignment: 2 Months (22 working days)

REQUIRED DOCUMENT FROM HIRING UNIT

v	TERMS OF REFERENCE
5	CONFIRMATION OF CATEGORY OF LOCAL CONSULTANT, please select: (1) Junior Consultant (2) Support Consultant (3) Support Specialist (4) Senior Specialist (5) Expert/ Advisor CATEGORY OF INTERNATIONAL CONSULTANT, please select: (6) Junior Specialist (7) Specialist (8) Senior Specialist
v	APPROVED e-requisition

REQUIRED DOCUMENTATION FROM CONSULTANT

v	CV
v	Copy of education certificate
v	Completed financial proposal
v	Completed technical proposal (if applicable)

Need for presence of IC consultant in office:

- ☐ Partial (explain),
☒ Intermittent (explain, meetings at KLH office if required)
☐ full time/office based (needs justification from the Requesting Unit)

Provision of Support Services:

Office space: ☐ Yes ☒ No
Equipment (laptop etc): ☐ Yes ☒ No
Secretarial Services ☐ Yes ☒ No

If yes has been checked, indicate here who will be responsible for providing the support services: N/A

1) BACKGROUND

Indonesia signed the Climate Change Convention (UNFCCC, United Nation Framework Convention on Climate Change) in Rio in 1992, which was then ratified in 1994 through Law no. 6/1994. Under this framework, Indonesia, which is a non-Annex 1 country, is committed to fully implementing the convention. Under one of the requirements of the convention, Indonesia has to report its activities aimed at addressing the climate change to the UNFCCC through the National Communication on Climate Change. The National Communication contains information on national circumstances, GHG inventory and projection, mitigation action plan (including related cost, expected funding and relevant policies), vulnerability and adaptation assessment (including action plan for adaptation, related costs, expected funding and relevant policies), institutional arrangement, and plan for improvement of future national communication.

Indonesia submitted its Initial National Communication (INC) document to UNFCCC in 1999 and the Second National Communication (SNC) in 2010. These two UNDP/GEF EA projects have made significant contribution in building capacity in the country to prepare these National Communications (NATCOMs). Unlike the INC, some vulnerability assessment and adaptation options have been addressed and described in the SNC. As a continuation of the two submitted documents to UNFCCC, the Indonesian government is currently prepared the Third National Communication (TNC) document.

The project “Third National communication to the United Nations Framework Convention on Climate Change” is aimed to enable the GoI to design public policies and measures for mitigation and adaptation to address climate change, through (a) strengthening of technical capacity and institutional arrangement at national and local levels, and (b) assessing environmental, social and economic impacts of implementing these mitigation and adaption policies. The project aims to assist the GoI to carry out all the necessary activities to prepare the TNC and BUR to comply with its commitments to the UNFCCC.

Working group of Adaptation has responsibility to address three main outputs on programs containing measures to facilitate adequate adaptation to climate change to be reported in TNC. The first output is the availability of historical and projection of climate data at national level with resolution of 20 km x 20 km with public access. A climate data produced at national level with high horizontal resolution would be very important, especially for climate variability and climate change analysis for the country. Unfortunately, there is no product with gridded climate data at national level with high horizontal resolution available in the country. Additionally, a publically available database to support the V&A assessment at national and sub-national level is not yet available. This output of TNC would involve development of a national climate database for both historical observations and climate change projections with high horizontal grid resolution with access to researchers and the public. The availability of historical and projection of climate data at national and sub-national level would be essential for climate change and impact, vulnerability, and adaptation assessment and development of policies and measures to address climate change, variability and extremes.

The second output is vulnerability, climate impact analysis and adaptation assessments carried out at local level in key sectors. There were many limitations in the V&A assessment conducted in the previous NATCOMs that now need to be addressed in the TNC. The V&A assessment conducted in the SNC was limited only for a few regions in Indonesia and did not conduct spatial analysis. In addition, the assessment of climate change impact on socio-economic systems was very limited and the basis of the assessment was still at national level. Meanwhile, the analysis of climate change scenarios to assess climate extremes was still qualitative and only based on literature reviews and historical analysis. In light of this, the TNC will emphasize on a detailed assessment of climate extremes at sub-national level (provincial or district or watershed or ecosystem level). Further, climate change impacts and vulnerability will be assessed at local levels to enable development of appropriate adaptation options during TNC.

The third output is adaptation policies and measures to address climate change are designed at the local/sectoral level and integrated into national and local planning processes. A detailed assessment of the impacts of climate change and the development of vulnerability profiles will facilitate development of adaptation strategies and practices to enable different sectors and stakeholders to cope with the projected climate risks. Selection of adaptation strategies requires

clear identification of the impacts, vulnerability and adaptive capacity as well as the knowledge about access to technology, information and finance. In the case of Indonesia where the impacts of climate change may vary at different local/sectoral level, it is necessary to develop adaptation policies and measures specifically designed at local/sectoral level and integrated into national and local planning processes. Those outputs will be elaborated into one chapter integrated in a complete TNC report.

OBJECTIVES

Under the supervision of the Coordinator of the Adaptation Working Group TNC and TNC National Project Director (NPD TNC), the assigned consultant will be responsible to edit and review TNC report Chapter 5 on Programs Containing Measures to Facilitate Adequate Adaptation to Climate Change.

2) SCOPE OF WORK, ACTIVITIES, AND DELIVERABLES

Scope of Work

Under the supervision of The Coordinator of the Adaptation Working Group TNC and TNC National Project Director, the consultant will have to deliver TNC-Adaptation Report which shall consist of the following:

Chapter 5. Programs Containing Measures to Facilitate Adequate Adaptation to Climate Change

5.1. Historical and Future Climate of Indonesia

Description of approaches, methodologies and tools used, including scenarios

5.1.1. Historical Climate (mean, variation, extreme climates and trend)

5.1.2. Future Climate (including brief description of methodology for developing climate projection scenarios)

5.2. Vulnerability Assessments

Vulnerability to the impacts of, and their adaptation to, climate change in key vulnerable areas

5.2.1. Conceptual framework for assessing vulnerability

5.2.2. Vulnerability in sectoral and sub-national (TNC pilot studies)

5.3. Impact of Climate Change on Sectors

5.3.1. Agriculture

5.3.2. Forestry

5.3.3. Water Resources

5.3.4. Coastal and Marine Resources

5.3.5. Health

5.3.6. Urban and Rural

5.3.7. Youth and Gender

5.4. Adaptation Action Plans (Need to explain briefly the process of the development of the Action Plan at national and sub-national)

5.4.1. Policy Framework (national and sub-national)

5.4.2. Adaptation Program of Actions (plans and implementation)

5.4.3. Cross-cutting Program of Action Adaptation

5.5. Implementation of Adaptation Actions

The use of policy frameworks, such as national adaptation programmes, plans and policies for developing and implementing adaptation strategies and measures

5.5.1. National Government

5.5.2. Sub-National Governments

5.5.3. Non-State Actors

5.6. Information System for Vulnerability Index Data (SIDIK)

This sub-section provides information on the development of SIDIK and its used for assisting local government for developing, implementing and monitoring the impact of implementation of adaptation actions.

REPORTING AND MONITORING

For administrative and operational matters, the selected individual consultant will report to the Project Associate of the TNC.

For substantive matters and to ensure overall cohesiveness of the data collection process, the selected individual consultant will also need to communicate regularly with the Coordinator of the Adaptation Working Group TNC Project and TNC National Project Director (NPD) of TNC Project.

Expected Outputs and deliverables

Duration of Assignment: 22 Working Days (November 2016 – 20 December 2016)

Deliverables/ Outputs	Estimated number of working days	Completion deadline	Review and Approvals Required
The first draft of TNC Adaptation Report that consists of the following: Chapter 5. Programs Containing Measures to Facilitate Adequate Adaptation to Climate Change 5.1. Historical and Future Climate of Indonesia 5.2. Vulnerability Assessments 5.3. Impact of Climate Change on Sectors 5.4. Adaptation Action Plans 5.5. Implementation of Adaptation Actions 5.6. Information System for Vulnerability Index Data (SIDIK)	12 Working days	30 November 2016	Adaptation Working Group Coordinator, TNC National Project Director and UNDP
Final draft of TNC Adaptation Report	10 Working days	20 December 2016	Adaptation Working Group Coordinator, TNC National Project Director and UNDP

All draft reports shall be submitted in English.

3) **WORKING ARRANGEMENTS**

Institutional Arrangement

- a) Adaptation Working Group Coordinator will directly supervise the Expert, and he will be directly responsible to, reporting to, seeking approval/acceptance of output from Adaptation Working Group Coordinator, TNC National Project Director and UNDP.
- b) The expected frequency of the reporting is as stated in the expected deliverable mentioned above.

Duration of the Work

- a) Duration of work is 22 working days from November 2016 up to December 2016.
- b) Expected starting date is 1 November 2016 and expected completion of work is on 20 December 2016.
- c) Feedback from KLHK and UNDP to the submitted report can be expected within 7 working days.

Duty Station

- a) The expert's duty station will be home based with possible travel to Jakarta or other places (if needed).
- b) The contractor is working on the output based, thus no necessary to report or present regularly.

4) **REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

The successful Individual Consultant shall have the following qualification:

1. Phd or Master degree education with background study on meteorology, climatology, economic, planning, or environment;
2. Demonstrated professional competency in climate change adaptation at least for 6 years for Phd degree or 8 years for master degree;
3. Having adequate knowledge and background on the development of Climate change projection and scenarios, having adequate skills on climate vulnerability, risk, impact assessment, and defining climate change adaptation strategies
4. Having experiences working with government institutions, particularly with the Ministry of Environment and/or Bappenas;
5. Having experiences working with UN agencies or other international organization;
6. High quality report writing skills in English and Bahasa Indonesia.

Competencies and special skills requirement:

- Demonstrates commitments to UNDP's mission, vision and values
- Focuses on result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure

5) EVALUATION METHOD AND CRITERIA

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.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

Only candidates obtaining a minimum of **70 point** would be considered for the Financial Evaluation.

<i>Criteria</i>	<i>Weight</i>	<i>Maximum Po</i>
Technical		
<ul style="list-style-type: none"> • Criteria A: qualification requirements as per TOR: <ul style="list-style-type: none"> 1. Phd or Master degree education with background study on meteorology, climatology, economic, planning, or environment; 10 2. Demonstrated professional competency in climate change adaptation at least for 6 years for Phd degree or 8 years for master degree; 10 3. Having adequate knowledge and background on the development of Climate change projection and scenarios, having adequate skills on climate vulnerability, risk, impact assessment, and defining climate change adaptation strategies; 10 4. Having experiences working with government institutions, particularly with the Ministry of Environment and/or Bappenas; 5 5. Having experiences working with UN agencies or other international organization; 5 6. High quality report writing skills in English and Bahasa Indonesia. 10 	50%	
<ul style="list-style-type: none"> • Criteria B: Brief Description of Approach to Assignment <ul style="list-style-type: none"> 1. Understands the task and the topics of reports 25 2. Important aspects of the task addressed clearly and in sufficient details. 25 	50%	
<ul style="list-style-type: none"> • Criteria C: Further Assessment by Interview (if any) 	NA	