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**TERMS OF REFERENCE**

INTERNATIONAL CONSULTANT

PRIVATE SECTOR SPECIALIST-CLIMATE CHANGE ADAPTATION

1. **Post Title: Private Sector Specialist-Climate Change Adaptation**
2. **Type of Contract: Individual Contract**
3. **Contract Duration: 30 days over a period of 3 Months (commencing November 25, 2019)**
4. **Deadline for application:** **November 18, 2019**
5. **Background**

The Republic of Liberia’s economy, population, and environment are highly vulnerable to climate variability and change. A range of studies, including the Republic of Liberia’s Initial National Communication under the United Nations Framework Convention on Climate Change (UNFCCC) and the recent climate vulnerability and risk assessment notes that the impacts of climate change are expected to intensify as changes in temperature and precipitation affect economic activity.

In order to respond to the risks posed by climate change, UNDP and partners have worked toward strengthening institutions and coordination mechanisms and building capacity of staff of sectoral ministries with technical knowledge on climate change and adaptation to climate change. Additionally, private sector, financial intermediaries and other stakeholders are needed to implement and prioritize adaptation options. The private sector companies, for their own economic interest, collect and analyses climate data. To be cost effective, it is necessary to learn and capitalize the private sector’s experience in identifying climate variability and managing climate change.

The importance of the private sector in supporting Liberia’s CCA actions is well documented in its Initial National Communication (2013) and INDC (2015). With Liberia Electricity Corporation (LEC), the private sector (petroleum and industrial companies) is a major producer of GHGs in Liberia (the energy and agricultural sector GHGs production amount to 67.5% and 31.9% of the national total, respectively). The role of the private sector in CCA in Liberia can be summarized in the following: (i) identification and implementation of strategies to reduce GHGs emissions, (ii) provision and sales of climate-sensible technologies and services, and (iii) funding of CCA projects.

The National Adaptation Plans (NAP) is a Green Climate Fund (GCF) funded project "To advance the National Adaptation Plans (NAP) process for medium-term investment planning in climate-sensitive sectors (i.e. agriculture, energy, waste management, forestry and health) and coastal areas in Liberia". The project has duration of two years. The activities in this project focus on four components:

1. Strengthening institutional frameworks and coordination for  implementation of the NAPs process
2. Expansion of the knowledge base for scaling up adaptation
3. Building capacity for mainstreaming climate change adaptation into planning, and budgeting processes and systems
4. Formulation of financing mechanisms for scaling up adaptation

The direct beneficiaries of the project are the Environmental Protection Agency and its National Climate Change Secretariat. Key government partners are Ministry of Finance and Development Planning, Ministry of Agriculture, National Disaster Management Agency, National Port Authority of Liberia, Liberia Maritime Authority, National Fisheries & Aquaculture Authority, Liberia National Department of Meteorology, Liberia Institute of Statistics and Geo-Information Services and University of Liberia.

Overall, the project will contribute Fund level impact towards output A.5 --“Strengthened institutional and regulatory systems for climate responsive planning and development

The expected outputs are derived from the government of Liberia’s NAP formulation and implementation note issued in 2016, following national stakeholder consultations held during the launch of the NAP process in April 2015.

UNDP works with partners including governments, the private sector and communities in order to build responsive state institutions and public policies; strengthen public and private sector capacities to manage climate change risks and uncertainties; and formulate, finance and implement climate-resilient initiatives. Under the NAPs project, UNDP is working with partners to support climate change risk management in the context of agriculture and food security, fisheries, forestry, coastal zone management, public health, and climate change-related disaster risks. To achieve these initiatives at the national, sub-national and community levels,

UNDP has been providing support to Liberia to secure climate change adaptation finance that is available through vertical funds such as the Adaptation Fund, the Least Developed Countries Fund and the Special Climate Change Fund (both of which are managed by the Global Environment Facility, GEF), the Green Climate Fund, as well as other multilateral and bilateral sources. Moving forward UNDP support to Liberia seeks to optimize the use of these public funds by also leveraging and catalyzing private finance for adaptation.

Within this overall background, UNDP is seeking a Private Sector Specialist to develop programs to educate and learn from the private sector on how to identify and manage risks from climate variability and climate change. The provision of this technical support through the NAP project is intended to support Liberia in findings ways to supplement the international funding received with new forms of finance, including from the private and public sector. Systematically attracting private finance through public-private partnerships and other means will contribute to the scaling up of activities

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| 1. **Duties and Responsibilities** |
| **Objective:**  **The consultant is expected to support the achievement of the following objectives**   * Promoting innovation and engagement of private sector in climate change adaptation planning * Develop lesson-sharing programme to engage private sector institutions in the country’s climate response * Support in designing project proposals with a significant private sector engagement component   **Scope of Work:**  **The consultant will be responsible for:**   * Conducting training for private sector and financial intermediaries to educate and learn from the private sector on how to identify climate variability and manage climate change * Interview key government departments and identify gaps and needs for private sector investment in CCA as well as public private partnership for CCA * Creating information products that can support private sector, particularly micro, small and medium enterprises to integrate adaptation into their investment planning. * Developing strategies to foster private investment in new climate sensitive technologies and to encourage public-private partnerships to implement CCA options * Establish programs to educate and learn from the private sector on how to identify climate variability and manage climate change * Provide technical input to other experts involved in designing NAP proposals, including liaising with private sector actors to identify engagement opportunities and key entry points * Assist in mapping out broader private sector engagement strategy for portfolio of CCA project concepts and proposals   The tasks associated with this Terms of Reference are expected to be completed through a combination of (a) home-based preparatory work; (b) leading or participating in country level consultations and; (c) post-mission drafting of next steps, based on the outcomes of the in-country training) to guide the NAP process in Liberia.   * **Expected Outputs and Deliverables**   **Pre-Mission Deliverables (Products/Services)**   * An Inception Report which includes a proposal of methodologies and detailed work plan in preparation for private sector workshop; * Preparation of training material   **In country Deliverables (Products/Services)**   * Support preparation of country programme to exchange knowledge on adaptation options with the private sector * Options paper for future financing of adaptation by considering potential financial instruments that can be leveraged for blending finance * Report that includes gaps, needs and strategy for private sector investment in CCA and public private partnership   **Post- mission Deliverables (Products/Services)**   * Support for designing NAP proposals with private sector component   All deliverables will be reviewed and approval must be obtained.   * **Institutional Arrangement**   The consultant will be supervised by the NAP Programme Manager   * **Duty Station:**   For the first period of the assignment, the duty station of the work is Monrovia, Liberia with field travels in other parts of the country. Follow up work shall be home based with at least one additional travel to Monrovia. |
| 1. **Competencies** |
| * Strong interpersonal and communication skills; * Strong analytical, reporting and writing abilities skills; * Openness to change and ability to receive/integrate feedback; * Ability to plan, organize, implement and report on work; * Ability to work under pressure and tight deadlines; * Comprehensiveness knowledge of climate change. * Proficiency in the use of office IT applications and internet in conducting research; * Outstanding communication, project management and organizational skills; * Excellent presentation and facilitation skills. * Demonstrates integrity and ethical standards; * Positive, constructive attitude to work. |
| 1. **Required Skills and Experience** |
| **Educational Qualifications:**  Advanced university degree (Master Degree or above) in social sciences, or other relevant  disciplines, with proven track record in project design, business development and private sector  engagement  **Experience**   * An experienced (at least 7 years) social or development expert with substantive knowledge and experience of private sector engagement initiatives for development projects. * Experience in developing concept notes and project documents is essential. * Experience with climate change adaptation projects will be advantageous.   **Language requirements:**   * Fluency in English is essential.  1. **Price Proposal and Schedule of Payments:**   Consultant shall quote an all-inclusive Daily Fee for the contract period. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal. If applicable, travel or daily allowance cost (if any work is to be done outside the IC’s duty station) should be identified separately. Payments shall be done on a monthly basis based on actual days worked, upon verification of completion of deliverables and approval by the IC’s supervisor of a Time Sheet indicating the days worked in the period. In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.  In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.   1. **Documents to be included when submitting the proposals:**   Interested individual consultants must submit the following documents/information to demonstrate their qualifications:   * Personal CV including past experience in similar projects. * Cover Letter, outlining the main methodological approaches planned for the assignment * Financial Offer. |