

TERMS OF REFERENCE FOR THE SENIOR TECHNICAL ADVISOR

A. PROJECT TITLE:

UNDP Engagement Facility for Environment and Climate Change vertical funds (GEF, GCF, AF & Bilateral funds)

B. PROJECT DESCRIPTION, CONTEXT AND BACKGROUND:

UNDP Samoa has provided support to Small Island Development States (SIDS) from the SIDS meeting in 2014 hosted by the Government of Samoa to most recently Pacific Regional Preparatory Meeting for Samoa Pathway mid-term review in July Tonga 2018 and later the Inter-regional meeting for SIDS on the Samoa Pathway midterm review in November, Samoa 2018. The interregional meeting led to the adoption by acclamation of the Apia Outcome Document (accompanied by the Mauritius, Tonga and Belize outcome documents) which outlines several prioritizes for the second half of the Samoa pathway timeframe and was presented in the SAMOA Pathway mid-term review alongside the 74th UNGA on 27 September 2019 in New York.

SIDS are taking action because it recognizes the impacts of climate change. It could be said that the basic rationale is to avoid the unmanageable and manage the unavoidable. However, there is only so much that SIDS can do in isolation, given the enormity of the impacts faced, difficulties (financial, capacity, vulnerability due to geographical location, lack of natural resources For SIDS and PICs specifically, the need for adaptation and mitigation has become increasingly urgent.

- Long-term climate change means not just rising sea levels but also increasing frequency and severity of extreme events such as heat waves, exceptional rainfall events, summer droughts, tropical cyclones, storm surges, El-Nino conditions, and changing impacts of weeds, pests and diseases. These are all affecting the lives and livelihoods of people in SIDS.
- Coupled with overexploitation of resources, increasing urbanization and population increase, the compounding effect has caused considerable and widespread damage and threatens development in the region, with the subsequent social and cultural disruption having unknown proportions. Failure to reduce vulnerability could also result in loss of opportunities to manage risks in the future when the impacts may be greater and time to consider options limited.

Since the impacts of climate change will be varied from country to country, comprehensive national strategies and action plans, supported by regional and international technical and financial services, will have to be developed. Mainstreaming of climate change in national sustainable development policies will be crucial, given that climate change impacts so many if not all vital sectors of the SIDS economies.

The emerging concept of the Blue Economy has been embraced by the SIDS as a mechanism to realise sustainable economic development based around an ocean-based economy. SIDS intention is to

implement the Blue Economy concept at the national level as a framework to foster an integrated approach for sustainable development programmes. The critical gap, however, is the mechanism for its implementation at the national level. Limited, if any, practical information is currently available to countries, notably small states, wishing to implement these concepts. This is predominately so, as information that does exist focuses primarily on land-based economic development or has a strong focus on conservation rather than on the sustainable use of the investment in an ocean-based economy for national benefit.

UNDP MCO for Cook Islands, Niue, Samoa and Tokelau Environment and CC Unit:

The E&CC unit manages approximately US\$100 million which is 90% of the MCO's portfolio, spread over about 10 small and large projects. The ultimate objective of UNDP's EE, CC & DRR unit is to have a positive impact for the sustainable use of natural resources and resilience to climate change. Financial oversight, effective strategic planning and monitoring and evaluation and technical support is critical to ensure the successful implementation of projects and to further develop the portfolio. Management and coordination are also gradually moving from a project-based approach to a wider programmatic approach where several sectors are considered under one project, in order to have stronger impact, more results, and more efficient management of resources.

In conjunction with co-financing leveraged from vertical funds will be used to address a number of key technical issues to assist with SIDS, blue economy and Environment and Climate Change projects.

UNDP is recruiting a Senior Technical Adviser for SIDS & Blue Economy as well as the Environment and Climate Change vertical fund's portfolio to provide technical and operational support to the unit and office.

C. SCOPE OF WORK:

The Senior Technical Advisor (STA) will be responsible for providing strategic direction and overall technical backstopping to the Environment and Climate change unit and to support in project oversight and project quality assurance.

The STA will coordinate the provision of the required technical inputs, including assisting in executing the implementation strategy, recruiting and supervising experts and technical advisors' inputs, and ensuring coordination and leveraging resources from other initiatives. The STA will provide guidance and support on both strategic project matters, quality control of technical expertise and aspects of day-to-day management as required.

The scope of work for the consultant will include, but not necessarily be limited to, the following key activities:

1. Programme Support and Policy Advice

- Support UNDP's work to assist countries in designing policies to foster long term adaptation measures; Facilitate integration of climate risk management in the National Adaptation Plans (NAPs) and in the national DRR Strategies/Frameworks.
- Promote convergent DRR-CCA approaches through comprehensive assessments of risks of climate-related disasters as well as impacts in development sectors in SIDS.
- Provide technical guidance on mainstreaming disaster and climate risk management into the development processes in SIDS
- Execute policy, strategy, and programme initiatives to support key results, outcomes, and outputs of the Strategic Plan and drawing on the work of GEF, and other ongoing policy climate change portfolio initiatives;
- Support the country office in developing and implementing strategic frameworks, programmes, and projects;
- Coordinate the production of relevant analysis and guidance for policy advice and programme support that responds to country office needs;
- Provide trainings, workshops and other tools for strengthening capacities for Pacific SIDS on climate change and disaster risk reduction;
- Apply multi-disciplinary approaches, including through setting up, coordinating, and engaging with Development Solution Teams (DSTs), to deliver advisory services and programming needs in line with emerging client needs and corporate standards, as well as maintaining and developing networks of experts in UNDP's areas of work;
- Develop and implement solutions in disaster and conflict situations in response to requests coordinated by CRU and ensure proper use of policy and tools in this context;
- Incorporate gender equality and human rights'-based approach in policy and programming work; and

2. Support Policy Development

- Provide substantive inputs to countries in the region on climate change policy issues, blue economy and strategic issues emerging from international climate change negotiations, including for a post-2015/2020 institutional and financial regime, related to adaptation and climate risk management;
- Provide inputs to UNDP's reporting on the status of international climate change negotiations and on outreach and awareness raising on UNDP's climate change adaptation work;
- Support policy development and innovation through consolidation of relevant lessons from projects and programmes;
- Identify gaps and opportunities for development of new policies and guide the overall team priorities and workplans;
- Provide Quality Assurance to ensure alignment with global development policies, norms and standards;
- Ensure cross-practice approach and cross-regional collaboration;
- Contribute to working papers, workshops/trainings, policy notes and briefings developed as guidance on a variety of climate and disaster related issues, including climate finance readiness and cross-practice pilot initiatives that can maximize synergies between climate change, gender, poverty, and post MDG/SDG-related activities, including South-South cooperation;

- Create methods for reviewing policy services in the thematic area and assess policy success, as well as communicate these methods to other country offices and regions; and
- Conceptualize and recommend policy innovations in the thematic area to improve programme delivery.

1. Partnerships and Resource Mobilization

- In collaboration with UNDP MCO and UNDP-GEF team, support the Assistant Resident Representative to engage with regional partners and develop/implement resource mobilization plan under corporate guidelines, including to fulfil corporate and donor reporting, advocacy and information-sharing requirements;
- Provide substantive inputs related to regional external partnerships in the area of work; and
- UNDP MCO in fostering strategic partnerships with UN and external regional partner institutions, Governments, private sector, academia, NGOs, and CSOs at regional and local level.

2. Knowledge Management

- Coordinate team contributions and support to corporate KM activities, at UNDP MCO for Samoa level and region-specific level to help influence/advance policy dialogue in the thematic area in collaboration with policy teams at HQ and in Regional Hubs;
- Provide sound contributions to knowledge networks and communities of practice; and
- Coordinate and perform knowledge extraction, analysis, documentation, codification of results/lessons learned in the specific thematic area and verify that knowledge sharing, and content management is in line with guidelines and performed using corporate tools.

D. EXPECTED OUTCOMES AND DELIVERABLES:

This document defines the responsibilities and tasks that the STA is expected to assume. In addition, the STA shall submit a brief report indicating the deliverables provided and working days used (timesheets) every month. This report will serve as basic supporting document for the monthly payment.

E. INSTITUTIONAL ARRANGEMENT:

The hired consultant will work with the UNDP Assistant Resident Representative for Environment and Climate Change and UNDP senior management Reports and documentation will be shared with the UNDP MCO Samoa in a timely manner, with copy to the UNDP ARR – Environment and Climate Change

F. DURATION OF THE WORK:

180 working days in the duration of 6 months from the beginning of contract

G. DUTY STATION:

Home based with travel to Samoa as required

H. **COMPETENCIES:**

Corporate Competencies:

- Demonstrates commitment to the Government of Samoa mission, vision and values.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform a variety of specialized tasks related to administrative supports, including project data management support, reporting, and logistics for project implementation.
- Ability to provide input to business processes re-engineering, implementation of new system, including design of new IT based systems

Leadership and Self-Management

- 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
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multicultural environment

I. **QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR:**

- At least a master's degree in Environmental management, Environmental science or related field is a requirement, with a strong emphasis on climate change
- More than fifteen years of professional experience natural resources management as well as a proven knowledge and experience in the area implementation of development initiatives, policies and programmes relating to coastal and riparian management, including substantial knowledge of climate change adaptation measures and climate proofing of infrastructure in coastal/riparian zones, including impacts on environment related to human development and poverty reduction.
- Sound understanding of Project Cycle Management, with demonstrated experience in project development, implementation and M&E, including results-based management logical frameworks, for programmes and projects implemented by development agencies;

- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants;
- Experience of working in the Pacific Islands or comparable island nations is advantageous;
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource; and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

J. EVALUATION CRITERIA & SCHEDULE OF PAYMENTS:

Evaluation criteria: 70% Technical, 30% financial combined weight:

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support the above required criteria):

- At least a Master's degree in Environmental management, Environmental science or related field is a requirement, with a strong emphasis on climate change (20%);
- More than fifteen years of professional experience water resources management and infrastructure as well as an in-depth and proven knowledge and experience in the area implementation of development initiatives, policies and programmes relating to coastal and riparian management, including substantial knowledge of climate change adaptation measures and climate proofing of infrastructure in coastal/riparian zones, including impacts on environment related to human development and poverty reduction (25%);
- Sound understanding of Project Cycle Management, with demonstrated experience in project development, implementation and M&E, including results-based management logical frameworks, for programmes and projects implemented by development agencies (15%);
- Experience in working with communities, including community-based management and co-management initiatives, NGOs and multiple sectors of government, using mechanisms to develop common visions among stakeholders and including consulting with senior executives and civil servants (10%);
- Experience of working in the Pacific Islands or comparable island nations is advantageous (10%);
- Excellent computer skills (key MS applications) and ability to use information technology as a tool and resource (10%); and
- Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English (10%)

DELIVERABLES	DUE DATE %	AMOUNT IN USD TO BE PAID AFTER CERTIFICATION BY UNDP OF SATISFACTORY PERFORMANCE OF DELIVERABLES
At the end of the month, submission and approval of monthly report, including timesheet with dates and number of working days effectuated in the period	<i>At the end of each month according to days worked</i>	\$xxx
TOTAL	180 days	\$

K. RECOMMENDED SUBMISSION OF PROPOSAL:

Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in one single PDF document:

- Technical Proposal [methodology and workplan]
- Duly accomplished confirmation of Interest using the template provided by UNDP (Annex 1)
- Personal CV or P11 (Annex 2)
- Financial Proposal (Annex 3)

Incomplete applications will not be considered, they will be disqualified automatically.

Queries about the position can be directed to procurement.ws@undp.org

Due Date for submission of proposals is Thursday 6 February, Samoa time.

All proposals should be submitted through the UNDP eTendering portal. Email submission of proposals will not be accepted.

Go to <https://etendering.partneragencies.org> (to register first if you have not done so) and search for this consultancy reference **Event ID WSM10-0000005220** or **Event Name WSM018EngFacilityCC**

To register on eTendering, note the username and password below to access initially to register first.

Username: event.guest



*Empowered lives.
Resilient nations.*

Password: why2change

L. ANNEXES TO THIS TERMS OF REFERENCE:

1. Annex 1 - Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC
2. Annex 2 – P11 Form
3. Annex 3 – Financial Template
4. Annex 4 – UNDP General Terms and Conditions for Individual Contractors

M. APPROVAL BY:

This Terms of Reference is approved by:

Name/Title: **Yvette Kerslake, ARR Environment and Climate Change Unit**

Date: **20 January 2020**