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## ADVERTISEMENT

### INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)

**National Consultant:** Development of an initial National Adaptation Plan of Sierra Leone  
(IC – National).

Date: April 16, 2020

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**Procurement Notice No.:** SLE/ICPN/2020/005

**Country:** Sierra Leone

**Description of the assignment:** National Consultant, Development of an initial National Adaptation Plan of Sierra Leone

**Project Name:** National Adaptation Plan of Sierra Leone

**Period of assignment:** 40 working days

Proposal should be submitted at the following address, UNDP, Fourah Close, Off Main Motor Road, Wilberforce, Freetown, Sierra Leone or by email to [procure.sle@undp.org](mailto:procure.sle@undp.org) no later than **17:00 hours, on Thursday April 30, 2020.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Sierra Leone will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

## 1. BACKGROUND

Sierra Leone is a least developed country situated in West Africa. Fifty-eight percent of its 7.7 million inhabitants live in poverty.<sup>1</sup> The country was severely hit by the outbreak of the Ebola Virus which claimed the lives of 3,461 persons by February 2015. This crisis reversed the development gains made after the country's emergence from a ten-year civil war in 2000.<sup>2</sup>

Sierra Leone is highly vulnerable to the effects of climate change but has low adaptive capacity. In January 2019, the Government of Sierra Leone (GoS) developed a National Adaptation Plan (NAP) Framework, which provides guidance to conduct the NAP process and implement a NAP. The Framework also outlines the institutional arrangements that will guide the formulation and coordination of the NAP process and offers some initial pointers to advance the process.

According to the NAP framework, the frequency of natural disasters (dry spells, flooding events, etc.) has been increasing in Sierra Leone, resulting in loss of life, property damage and environmental destruction. The number of people at risk has been growing each year, and the majority are in disaster-prone areas, especially in Freetown, with high poverty levels making them more vulnerable to disasters. These populations have fewer resources to cope with disasters, making them more susceptible to their effects. For instance, heavy rains of September 16–17, 2016 and August 14, 2017 caused the most devastating flooding and landslides the country has ever experienced with over 1,000 people losing their lives, loss of livelihoods and major infrastructure damage. The NAP Framework also reports that warming oceans and acidification are leading to increasing rates of coral mortality, with negative implications for fisheries, tourism, biodiversity and livelihoods, and sea level rise has already led to the encroachment of saline water into aquifers and coastal areas, threatening coastal settlements.

The country's Nationally Determined Contribution (NDC) identifies twelve priority climate change response strategies and four priorities to address loss and damage.

In addition to the NDC and NAP Framework, the Government of Sierra Leone developed the following:

- A National Climate Change Policy (NCCP) and National Climate Change Strategy and Action Plan (NCCCS&AP);
- A communication strategy for the national adaptation planning, which outlines a realistic plan for engaging different stakeholders effectively in enhancing a better understanding of the NAP and climate change adaptation issues in Sierra Leone;

<sup>1</sup> UNDP, Human Development Report, 2018.

<sup>2</sup> Government of Sierra Leone, Nationally Determined Contribution, 2016.

- A NAP readiness proposal to the Green Climate Fund was also developed with the support of the United Nations Food and Agriculture Organization (FAO), with a focus on the agriculture sector.

**Objective:**

The main objective of the Consultant mission is to coordinate the development an Initial NAP through a consultative approach, drawing from existing information and data. The development of the Initial NAP will also be in line with the country NAP Framework and other relevant policies and plans.

**Scope of Work:**

Specifically, the consultant or consultancy firm will be responsible for:

- Identifying, analyzing and synthesizing all documents specific to the most vulnerable sectors;
- Mapping relevant stakeholders and resource persons taking into account the gender dimension;
- Facilitating the collection of data and information for developing the Initial NAP content in accordance with the NAP Framework and the LEG guidance provided during the September workshop, including by focusing on:
  - National circumstances (national economic, environmental and social context)
  - Vision for adaptation in the country
  - Regulatory frameworks and institutional arrangements for adaptation
  - Processes supporting the development of a NAP (stocktaking, decision-making processes, stakeholders 'engagement, and guiding principles)
  - Impacts, vulnerability, and risk (short-medium and long-term)
  - National adaptation priorities
  - Climate change adaptation implementation strategies (costs, cross-cutting programmes, strategies to mobilize resources)
  - Reporting, monitoring, evaluation and learning framework
  - References and Annexes
- Organizing a national NAP consultation workshop for collecting further information and validating some of the findings including by assisting in identifying the stakeholders, defining the agenda, and preparing support materials;
- Facilitating the national NAP workshop;
- Providing an advanced version of the Initial NAP, including through integrating comments received during and after the workshop.

**Expected results**

The mission of the consultant must lead to the following results:

- Climate-relevant documents of vulnerable sectors are identified, analyzed and synthesized;
- Key stakeholders and resource persons are identified and mapped;
- The Initial NAP is informed by Sierra Leone NAP Framework and structured according to the LEG guidance, taking into consideration Sierra Leone circumstances;
- A national NAP consultation workshop is organized, facilitated and support materials produced;
- Feedback received during the NAP workshop is reflected in an advanced version of the Initial NAP;
- The Initial NAP is finalized, adopted and submitted to the UNFCCC.

## 2. OBJECTIVES AND SCOPE OF EVALUATION

Individual or Consultancy under supervision of the SLED Cluster, UNDP Country Office in Sierra Leone will deliver the following:

1. Organizing a national NAP consultation workshop for collecting further information and validating some of the findings including by assisting in identifying the stakeholders, defining the agenda, and preparing support materials.
2. Facilitating the national NAP workshop.
3. Providing an advanced version of the Initial NAP, including through integrating comments received during and after the workshop.

### Timelines against Deliverables:

Based on the scope of work outlined above, the i Consultant will be expected to contribute to delivering the following outputs across the country, Sierra Leone:

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Workplan and implementation schedule should be submitted 3 days after signing the contract	3 days	1 <sup>st</sup> to 3 <sup>rd</sup> May 2020	Team Lead
Organize a national NAP consultation workshop for collecting further information	10 days	4 <sup>th</sup> to 14 <sup>th</sup> May 2020	Team Lead

and validate some of the findings including by assisting in identifying the stakeholders, defining the agenda, and preparing support materials;			
Facilitate the national NAP workshop.	5 days	15 <sup>th</sup> May to 20 <sup>th</sup> June 2020	Team Lead
Provide an advanced version of the Initial NAP, including through integrating comments received during and after the workshop	10 days	21 <sup>st</sup> to 31 <sup>st</sup> May 2020	Team Lead
Provide final Version of NAP integrating all previous and additional comments	12 days	1 <sup>st</sup> April to 12 <sup>th</sup> April 2020	

### 3. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

**Education:** A master's degree in science, environment, economics, forestry, development or other related fields.

**Experiences:**

- A minimum of 5 years progressive and relevant experience in the field of climate change adaptation or any other relevant fields;
- Proven knowledge of community adaptation to climate change;
- Knowledge of climate change issues in vulnerable sectors;
- Experience of effectively engaging a wide range of stakeholders, including the private sector in climate change action;
- Experience in the process of developing policies related to the environment, climate change and livelihood management.
- Good analytical and written skills.

**Language Requirements:**

The national consultant or consultancy firm working language will be English. All documents are expected to be produced in English.

## **Competencies**

### **Corporate Competencies**

- Demonstrates integrity by modelling 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 favouritism.
- Fulfils 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.

### **Important Note:**

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

##### APPLICATION PROCESS<sup>3</sup>

##### Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the template<sup>4</sup> provided by UNDP;
- b) **CV and a Personal History Form (P11 form<sup>5</sup>)**;
- c) **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs,
  - e) as per template attached to the Letter of Confirmation of Interest template. If an applicant is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

All application materials should be submitted to the address Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown in a sealed envelope indicating the following reference “National Consultant for the Development of an initial National Adaptation Plan of Sierra Leone”, or by email at the following address ONLY: [procure.sle@undp.org](mailto:procure.sle@undp.org) by the dead line as advertised. Incomplete applications will be excluded from further consideration.

##### Note:

- The information in the breakdown of the offered lump sum amount provided by the offeror will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
- Approved local travel related to this assignment will be arranged and paid by UNDP Sierra Leone.

**Please note that applications will only be considered if they include ALL of the items listed above. Also note that the UNDP job portal website only allows for one document to be uploaded, so please combine all of the abovementioned items into one single Word or PDF document before uploading.**

<sup>3</sup> Engagement of the consultants should be done in line with guidelines for hiring consultants in the POPP: <https://info.undp.org/global/popp/Pages/default.aspx>

<sup>4</sup> <https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>5</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)

## 5. FINANCIAL PROPOSAL

### PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in Leone **all-inclusive<sup>6</sup> lump sum contract amount** when applying for this consultancy. The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Payment to the consultant will be made in 3 instalments upon satisfactory submission of the following deliverables:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	1st instalment: 10% upon submission of inception report detailing the workplan and implementation schedule as agreed upon with UNDP and the Environment Protection Agency	Yes	10%
2 <sup>nd</sup> Installment	2 <sup>nd</sup> Instalment: 40% upon submission and approval of draft NAMA project as per the NAMA Facility guidelines for inputs by UNDP and the EPA.	Yes	40%
3 <sup>rd</sup> Installment	3 <sup>rd</sup> Instalment: 50% upon submission and approval of the final NAMA project Proposal incorporating the gaps identified and meeting the NAMA Facility standards.	Yes	50%

## 6. EVALUATION

*The UNDP Sierra Leone will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding*

### CRITERIA FOR SELECTING THE BEST OFFER

Offers received will be evaluated using a combined scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%. Only consultants obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation. Criteria to be used for rating the qualifications and methodology:

<sup>6</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal



**Technical evaluation criteria (total 70 points, 70%):**

**Criteria for Selection of the Best Offer**

Combined Scoring method — where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

1. Level of education. (MSc or higher) in the field of agriculture, climate change, natural resource management, biodiversity, developmental studies, or related fields. In-depth understanding climate change adaptation – 15 points
2. Demonstrated knowledge and experience in conducting feasibility studies and designing climate change adaptation projects, concept note documents – 25 points
3. Demonstrated experience working in the statistics sector – 10 points
4. Methodology in accomplishing the consultancy including stakeholder engagement strategy, and strategies addressing possible climate change risks, and opportunities – 15 points
5. Language and Excellent communication skills – 5 points

**Financial evaluation (total 30 points, 30%):**

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:  $p = y (\mu/z)$  where:  $p$  = points for the financial proposal being evaluated;  $y$  = maximum number of points for the financial proposal;  $\mu$  = price of the lowest priced proposal;  $z$  = price of the proposal being evaluated.

Criteria	Weight	Max. Point
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	<b>700</b>
<b>Education: (Maximum Points: 50).</b> A master's degree in science, environment, economics, forestry, development or other related fields	5%	50
<b>Experience: (Maximum Points: 20).</b> ➤ A minimum of 5 years progressive and relevant experience in the field of climate change adaptation or any other relevant fields;	20%	20
➤ Knowledge of climate change issues in vulnerable sectors.	20%	200
<b>Analytical capabilities</b> ➤ Experience of effectively engaging a wide range of stakeholders, including the private sector in climate change action	5%	50

<i>Interpersonal and communication skills:</i>			
➤ L Experience in the process of developing policies related to the environment, climate change and livelihood management	10%	100	
Good analytical and written skills	10%	100	
<b>Financial (Lower Offer/Offer*100)</b> <b>Financial evaluation</b> (total 30 points):	30%	300	
All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p = y (\mu/z)$ where: p = points for the financial proposal being evaluated; y = maximum number of points for the financial proposal; $\mu$ = price of the lowest priced proposal; z = price of the proposal being evaluated.			
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>		

  
 Rokya Ye Dieng  
 Deputy Resident Representative (P & O)

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**



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## UNITED NATIONS DEVELOPMENT PROGRAMME

### Terms of Reference (TOR)

#### I. Other information

**Assignment Title:** Recruitment of a National Consultant for the Development of an initial National Adaptation Plan of Sierra Leone

**Duty Station:** Freetown

**Duration:** 40 working days

**Expected Start Date:** upon signing of the contract

**Type of Contract:** National Consultant

#### II. Background

Sierra Leone is a least developed country situated in West Africa. Fifty-eight percent of its 7.7 million inhabitants live in poverty.<sup>7</sup> The country was severely hit by the outbreak of the Ebola Virus which claimed the lives of 3,461 persons by February 2015. This crisis reversed the development gains made after the country's emergence from a ten-year civil war in 2000.<sup>8</sup>

Sierra Leone is highly vulnerable to the effects of climate change but has low adaptive capacity. In January 2019, the Government of Sierra Leone (GoS) developed a National Adaptation Plan (NAP) Framework, which provides guidance to conduct the NAP process and implement a NAP. The Framework also outlines the institutional arrangements that will guide the formulation and coordination of the NAP process and offers some initial pointers to advance the process.

According to the NAP framework, the frequency of natural disasters (dry spells, flooding events, etc.) has been increasing in Sierra Leone, resulting in loss of life, property damage and environmental destruction. The number of people at risk has been growing each year, and the majority are in disaster-prone areas, especially in Freetown, with high poverty levels making them more vulnerable to disasters. These populations have fewer resources to cope with disasters, making them more susceptible to their effects. For instance, heavy rains of September 16–17, 2016 and August 14, 2017 caused the most devastating flooding and landslides the country has ever experienced with over 1,000 people losing their lives, loss of livelihoods and major infrastructure damage. The NAP Framework also reports that warming oceans and acidification are leading to increasing rates of coral mortality, with

<sup>7</sup> UNDP, Human Development Report, 2018.

<sup>8</sup> Government of Sierra Leone, Nationally Determined Contribution, 2016.

negative implications for fisheries, tourism, biodiversity and livelihoods, and sea level rise has already led to the encroachment of saline water into aquifers and coastal areas, threatening coastal settlements.

The country's Nationally Determined Contribution (NDC) identifies twelve priority climate change response strategies and four priorities to address loss and damage.

In addition to the NDC and NAP Framework, the Government of Sierra Leone developed the following:

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**Objective:**

The main objective of the Consultant mission is to coordinate the development an Initial NAP through a consultative approach, drawing from existing information and data. The development of the Initial NAP will also be in line with the country NAP Framework and other relevant policies and plans.

**Scope of Work:**

Specifically, the consultant or consultancy firm will be responsible for:

- Identifying, analyzing and synthesizing all documents specific to the most vulnerable sectors;
- Mapping relevant stakeholders and resource persons taking into account the gender dimension;
- Facilitating the collection of data and information for developing the Initial NAP content in accordance with the NAP Framework and the LEG guidance provided during the September workshop, including by focusing on:
  - National circumstances (national economic, environmental and social context)
  - Vision for adaptation in the country
  - Regulatory frameworks and institutional arrangements for adaptation
  - Processes supporting the development of a NAP (stocktaking, decision-making processes, stakeholders 'engagement, and guiding principles)
  - Impacts, vulnerability, and risk (short-medium and long-term)
  - National adaptation priorities
  - Climate change adaptation implementation strategies (costs, cross-cutting

- programmes, strategies to mobilize resources)
- Reporting, monitoring, evaluation and learning framework
- References and Annexes

- Organizing a national NAP consultation workshop for collecting further information and validating some of the findings including by assisting in identifying the stakeholders, defining the agenda, and preparing support materials;
- Facilitating the national NAP workshop;
- Providing an advanced version of the Initial NAP, including through integrating comments received during and after the workshop.

#### **Expected results**

The mission of the consultant must lead to the following results:

- Climate-relevant documents of vulnerable sectors are identified, analyzed and synthesized;
- Key stakeholders and resource persons are identified and mapped;
- The Initial NAP is informed by Sierra Leone NAP Framework and structured according to the LEG guidance, taking into consideration Sierra Leone circumstances;
- A national NAP consultation workshop is organized, facilitated and support materials produced;
- Feedback received during the NAP workshop is reflected in an advanced version of the Initial NAP;
- The Initial NAP is finalized, adopted and submitted to the UNFCCC.

#### **III. Deliverables**

Individual or Consultancy under supervision of the SLED Cluster, UNDP Country Office in Sierra Leone will deliver the following:

4. Organizing a national NAP consultation workshop for collecting further information and validating some of the findings including by assisting in identifying the stakeholders, defining the agenda, and preparing support materials.
5. Facilitating the national NAP workshop.
6. Providing an advanced version of the Initial NAP, including through integrating comments received during and after the workshop.

#### **IV. Timelines against Deliverables:**

Based on the scope of work outlined above, the i Consultant will be expected to contribute to delivering the

following outputs across the country, Sierra Leone:

Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Workplan and implementation schedule should be submitted 3 days after signing the contract	3 days	1 <sup>st</sup> to 3 <sup>rd</sup> May 2020	Team Lead
Organize a national NAP consultation workshop for collecting further information and validate some of the findings including by assisting in identifying the stakeholders, defining the agenda, and preparing support materials;	10 days	4 <sup>th</sup> to 14 <sup>th</sup> May 2020	Team Lead
Facilitate the national NAP workshop.	5 days	15 <sup>th</sup> May to 20 <sup>th</sup> June 2020	Team Lead
Provide an advanced version of the Initial NAP, including through integrating comments received during and after the workshop	10 days	21 <sup>st</sup> to 31 <sup>st</sup> May 2020	Team Lead
Provide final Version of NAP integrating all previous and additional comments	12 days	1 <sup>st</sup> April to 12 <sup>th</sup> April 2020	

#### V. Payment Modalities

Payment to the Consultant will be made base on the following deliverables.

Payment to the consultant will be made in 3 instalments upon satisfactory submission of the following deliverables:

- 1<sup>st</sup> instalment: 10% upon submission of inception report detailing the workplan and implementation schedule as agreed upon with UNDP and the Environment Protection Agency
- 2<sup>nd</sup> Instalment: 40% upon submission and approval of draft NAMA project as per the NAMA Facility guidelines for inputs by UNDP and the EPA.
- 3<sup>rd</sup> Instalment: 50% upon submission and approval of the final NAMA project Proposal incorporating the gaps identified and meeting the NAMA Facility standards.

## **VI. Qualifications**

### **Academic qualifications:**

#### **Education:**

A master's degree in science, environment, economics, forestry, development or other related fields.

#### **Experiences:**

- A minimum of 5 years progressive and relevant experience in the field of climate change adaptation or any other relevant fields;
- Proven knowledge of community adaptation to climate change;
- Knowledge of climate change issues in vulnerable sectors;
- Experience of effectively engaging a wide range of stakeholders, including the private sector in climate change action;
- Experience in the process of developing policies related to the environment, climate change and livelihood management.
- Good analytical and written skills.

#### **Language Requirements:**

The national consultant or consultancy firm working language will be English. All documents are expected to be produced in English.

## **VII. Competencies**

### **Corporate Competencies**

- Demonstrates integrity by modelling 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 favouritism.
- Fulfils 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 teamwork.



## VIII. How to Apply

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Cover letter
- Personal CV, indicating education background/professional qualifications, all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs (including professional fee, and specified other costs if applicable, but excluding travel costs and DSA).

### Note:

- The information in the breakdown of the offered lump sum amount provided by the offer or will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
- Approved local travel related to this assignment will be arranged and paid by UNDP Sierra Leone.

Please note that applications will only be considered if they include ALL of the items listed above. Also note that UNDP job portal website only allows for one document to be uploaded, so please combine all of the above-mentioned items into one single Word or PDF document before uploading.

## IX. Evaluation method and criteria

Technical Criteria weight 70%

Financial Criteria weight 30%

Only candidates obtaining a minimum of 70% of the total technical points (49 points) would be considered for the Financial Evaluation.

1. Technical Capacity and Related Qualifications		Points Obtainable
1.	A master's degree in science, environment, economics, forestry, development or other related fields	5
2.	A minimum of 5 years progressive and relevant experience in the field of climate change adaptation or any other relevant fields;	20

3.	Knowledge of climate change issues in vulnerable sectors;	20	
4.	Experience of effectively engaging a wide range of stakeholders, including the private sector in climate change action;	5	
5.	Experience in the process of developing policies related to the environment, climate change and livelihood management.	10	
6.	Good analytical and written skills.	10	
	Total Possible Points	70	



## **UNDP**

### **GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

#### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

#### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

#### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

## **5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

## **6.0 OFFICIALS NOT TO BENEFIT:**

- The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

## **7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

## **8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the

operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the

UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of

performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** Any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** A corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** Any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in,



preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

## **15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 ("Arbitration"), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party's written

request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

#### **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted

with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

#### **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

#### **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

#### **22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.