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TERM OF REFERENCE (ToR) FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC)

Services/Work Description: Technical update Ghana's Nationally Determined Contribution
Post Title: National Consultant
Duty Station: Accra (Ghana)
Duration: 90 working days within a period of 5 months.
Expected Start Date: 4th week May 2020

1. Background

The Paris Agreement requires countries to submit an update or new nationally determined contribution (NDC) every five years beginning 2020. Ghana NDC ends in 2030 and intends to update the 2016 NDC. Since 2016 the focus is on implementing the thirty-one climate actions. The new national development framework (2018-2021) has been aligned with the NDC. Sector policies and measures in energy (renewable energy master plan, scaling up renewable energy penetration investment plan); forestry (REDD+ strategy and plantation development strategy); water (medium-term development for the Ministry of Water and Sanitation); Agriculture (climate-smart action plan) and Transport (revised national transport policy) have all further elaborated concrete programmes to achieve the NDCs.

In 2018, MESTI facilitated the preparation of a multi-sectoral NDC implementation plan to guide the translation of the NDC into concrete programmes. The process of developing the implementation plan led to additional on-going work on NDC investment strategy. Government is mobilising resources from the Green Climate Fund (GCF), National Budget, International Donors and the Private sector to fund the NDC. In this regard, Ghana has started new initiatives on Article 6 with the Government of Switzerland to develop projects to generate and transfer mitigation outcomes in exchange for payment. A similar result-based payment scheme is underway with the World Bank to exchange forestry emission reductions for payments.

Generally, the implementation of the NDC has not reached desirable levels owing to the multiplicity of challenges. Notable among them are inadequate funding and investments, weak coordination, policy incoherence and inability to mobilise all the major stakeholder to support the implementation of the NDC. Apart from the obvious need to strengthen coordination for NDC implementation. There are novel or missing issues that must be addressed in the updated NDC. Therefore, Ghana has decided to update its 2016 NDC in line with Article 4.9 of the Paris Agreement and take the opportunity to enhance the ambition of the actions.

Justification for the NDC updates

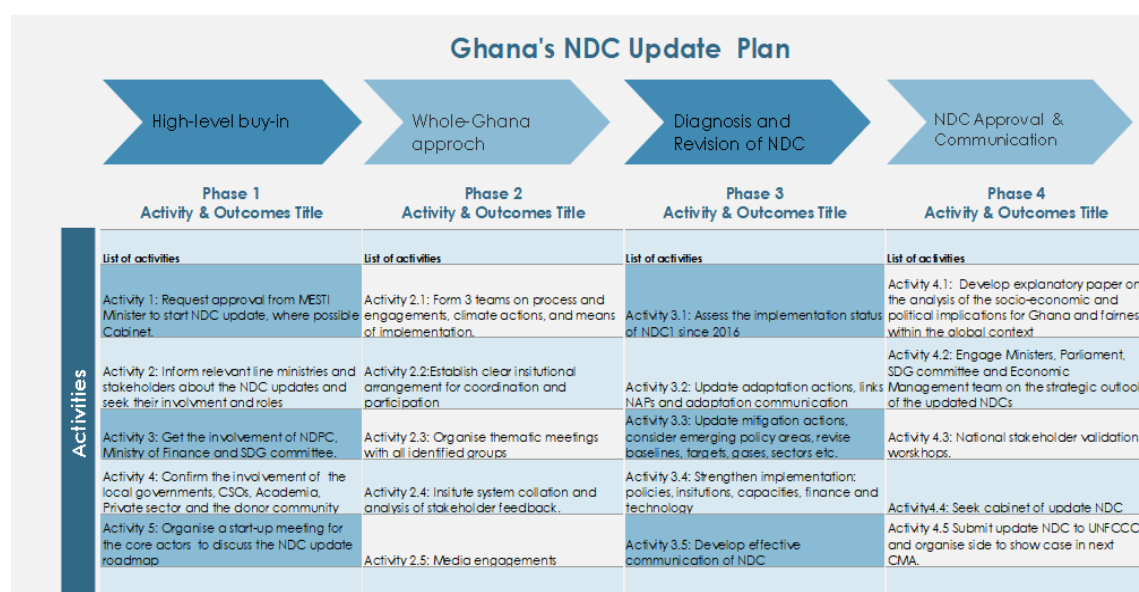
Article 4.9 of the Paris Agreement stipulate that countries whose NDC has 2030 timeframe must communicate or update their NDC every five years. Ghana's intention to update the 2016 NDC is aimed at achieving greater ambition in the following areas: (a) strengthen implementation of the NDC, (b)

robust adaptation actions, (c) raise mitigation ambition and (e) ensure transparency communication of the new NDC. The rationale for the update is not only to raise ambition, but it is to allow for addressing the persistent challenges militating against the full implementation of the NDCs.

By this, the update would be mindful emerging policy areas; take advantage of missing or new technologies to avoid carbon-lock-in and reduce cost transition; bring in sub-national non-state actors; ensure greater synergies with national and sectors developments and SDG and avoid contradictory objective, secure buy-in from line ministries to bolster implementation; and providing greater specificity about financial needs and approaches to drive investment. The processes for the NDC update would be inclusive, clear, and coherent with national planning processes. In the end, the new NDC must promote national development and contribute to combat climate change and at the same time, make economic sense.

Work plan for the NDC updates/Revision

The NDC update would last for at least five months from May to October 2020. It will involve four stages of securing institutional buy-in, mobilising stakeholders, diagnosis and revision of NDC and approval (Figure 1). The securing high-level buy-in from the political authority will legitimise the update processes and foster stakeholders cooperation.



Although the NDC technical, they are inherently political and have consequences for the socio-economic fortunes for the country. Generally, the NDC would commit Ghana to a certain course of climate action, influence economic and social change, and serve as an official communication to the UNFCCC. Therefore, the getting the green light from the high political authority would demonstrate the commitment of the government and provide the basis to bring on board the ministries of Finance, Agriculture, Transport, Water, Energy and Lands and Natural Resource and the National Development Planning.

The second round of the NDC update is dedicated to alignment for with national development processes planning stakeholder engagement, outreach and coordination of the entire process based on the whole-Ghana approach (WoGA). One of the cardinal focus of the NDC update is to promote greater alignment between the new NDC and national development objective. In this regard, during

the updates, whenever possible, the new NDC and the national and sector plans would be linked to achieving greatest synergies, avoid contradictory objectives. Another important pillar for the WoGA is always to ensure effective stakeholder throughout the update process.

In this respect, the team would build into the update process incentive for the participation of all key stakeholders with decision-making powers. It is also recognised that engaging stakeholders outside the national government can greatly strengthen the legitimacy, quality, and sustainability of the NDC update process. Engaging stakeholders early and regularly can help ensure that concerns are considered in time to be addressed. That is why the work plan has anticipated a series of participatory dialogue before, during and after the NDC update. Some of the stakeholders to be consulted include civil society organisations, academia, the private sector, subnational governments, trade unions, business associations, most vulnerable populations (farmer associations, fishermen and women).

Round three focuses on the technical aspects of the NDC updates. It would start with a diagnosis of the implementation of the NDC since 2016 and then proceed to revise the adaptation and mitigation actions. Also, the revision would explore strategies for strengthening implementation of the NDC. Regarding adaptation, the emphasis would be on having robust and prioritise adaptation actions. In doing so, risk and impact profile of different sectors, demography and ecosystem must be evaluated, and the results used to strengthen the formulation adaptation action and support their implementation. The implication is that after the update there would be a proper balance between adaptation and mitigation actions, the inclusion of new adaptation actions based on the review adaptation needs and a viable linkage with adaptation planning and communication.

In the same vein, the mitigation component would involve taking stock of recent development in the areas of new GHG inventory, changes or new policies, economic and technology trends, new national emission projections. The assessment results could inform the mitigation update options, including scope, coverage, stringency, period and target type. The choice of the mitigation update option would depend on its feasibility, effectiveness and alignment with Ghana's development agenda. It would also help to benchmark the NDC to Ghana's medium to the long-term development plan and the global carbon budget.

After the technical updates, the updated NDC requires cabinet approval to secure support from the political leadership. In this regard, a series of meetings would be held with the relevant ministers, inter-ministerial committee on SDG, Parliament, the economic management team and the cabinet as a whole. Such high-level consultations are often not too technical but rather focus on the socio-economic and political implications of the NDC including employment, the consequences of the changing international trade and finance and the need for economic diversification in response to the policies supporting the transition to low carbon climate-resilient future. At that level, providing answers to questions on resource mobilisation, social and economic cost, resource, financial commitment to the country, stakeholder consultation, alignment with the national development and awareness would be crucial. In this regard, the team would prepare a background paper on the socio-economic and political implication of the NDC to Ghana to accompany the discussions and eventual approval by the cabinet.

In this initiative, the Government of Ghana, in partnership with UNDP, is seeking to undertake work on the diagnosis and revision of the NDC. The outputs of this assignment are expected to feed to the stakeholder and high-level consultation. In the assessment, the consultant is expected to highlight policies that support the NDC implementation and recommend greater policy synergies to avoid

contradictory objectives and implications for the new NDC while considering long-term development objectives and the global carbon budget.

2. Consultant's scope of work and tasks

To support the NDC update exercise, the team of consultants will undertake the following tasks:

- Review the progress of implementation of the NDC 2016 to ascertain the level of achievements, challenges, gender mainstreaming, gaps and areas that need to be strengthened in the 2020 NDC updates.
- Evaluate current and future policies informing the present adaptation needs and on-going adaptation efforts, taking into consideration issues of gender.
- Broaden the scope and coverage of the current adaptation measures in the NDC. Based on the findings from the adaptation assessment, make concrete recommendations for sustainable and engendered adaptation measures and provide clear justification and rationale for incorporation into the updated NDC. Such recommendations must be policy-aligned, consider the specific adaptation needs of sectors and women and youth groups and other different vulnerabilities groups and above all, ensure linkages with the NAP process. The recommendations should also include a framework to objectively prioritise the adaptation options for the sectors and explore opportunities for adopting adaptation measures in new sectors that were not covered in the first round of the NDC.
- Assess options for a revision of the NDC emission baseline and consider the various mitigation enhancement options for transparent, fair, realistic and achievable economy-wide emission targets which do not adversely affect the development aspirations of Ghana but at the same time seek to liberate Ghana's development from carbon-intensive pathways. This assessment shall also consider the possibility of adding new sectors or gases or an absolute target for specific greenhouse gases over multiple years.
- Make concrete recommendations, with succinct rationale and justification of the mitigation measures for each sector or gas that would enable the achievement of the mitigation goals. The GHG effects of the recommended measures must be sync with the sector and national emissions. More importantly, the assessment must also highlight the development benefits of the recommended mitigation actions and suggest meaningful ways for the prioritisation of the measures.
- Recommend with succinct rationale and justification additional mitigation measures currently not listed in the NDC implementation plan for each sector that enable the achievement of the mitigation targets. The recommendations shall also consider SDG impacts of the recommended mitigation actions and suggest meaningful ways for the prioritisation of the mitigation measures.
- Assess the existing institutional arrangements for implementing the NDC, identify implementation barriers and provide recommendations for strengthening the institutional processes. Develop a workable transparency framework for enhanced monitoring the NDC implementation progress and achievement that can be fed into annual national and international reporting. The transparency framework must be built on the existing national climate change monitoring and reporting infrastructure as well as the M&E system managed by the National Development Planning Commission.
- Participate in workshops to present the findings to wider stakeholders to solicit their feedback on the deliverables. Based on the feedback and review comments, the consultant would prepare the

final report of the technical assessment which will be fed into the NDC update report to developed by the consultant in close collaboration with EPA/MESTI.

Work Approach

With the complex nature of the assignment, the team of consultants shall work closely with the government NDC team led by MESTI/EPA in the execution of this work. The team will help the consultants to get access to requisite dataset and reports for the assignment. The team would provide technical inputs into the assessment where possible and review the deliverables from the consultants and ensure that report from the consultants are credible and valuable for further policy discourse. The team of consultants is expected to consult with the respective ministries for collecting data and appreciating the underlying nuances. Where the consultant needs to organise meetings or workshops, it would be possible to use the online platforms like skype, zoom and Microsoft team to get the stakeholders together. As much as possible, communication with stakeholders would be virtual.

3. Expected Outputs and Deliverables

No.	Deliverables	Timelines	Payments
1	An inception report detailing the methodology for the assignment work plan, timeline, a list of national government institutions and other stakeholders to be consulted.	Within 2 weeks after contract signing	10 % upon submission and clearance of the inception report
2	NDC diagnosis report	Within One Month after submission of the inception report	15 % upon submission and clearance of the NDC Diagnosis report
3	Adaptation update report	Within one month after submission of the inception report	15% upon submission and clearance of the Adaptation update report
4	Mitigation update report	Within 2 months after submission of the inception report	10% upon submission of Mitigation update report.
5	NDC Update stakeholder consultation report including implementation and transparency framework reports	Within three months after submission of the inception report	10% upon submission of the stakeholder consultation report
6	Draft Revised/Updated NDCs Report	Within four months after submission of	20% upon submission of draft NDC update report

		the inception report	
7	Final revised NDC and final validation workshop report	Within five months after submission of the inception report	20% upon submission of final revised NDCs and validation workshop report.

4. Duty Station, Travel and Institutional Arrangement:

- Duty station: Ghana.
- As further described below, this consultancy is meant for a team of two consultants, one Lead and one Assistant. UNDP will sign the contract with the Lead Consultant only. He/she will be responsible for identifying the Assistant Consultant, include his/her CV in the technical proposal and budget his/her costs in the financial proposal.
- This consultancy is meant for a team of two consultants, one Lead and one Assistant. UNDP will sign the contract with the Team Leader only. He/she will be responsible for identifying the Assistant Consultant, include his/her CV in the technical proposal and budget his/her costs in the financial proposal.
- The team of consultants will be given access to relevant information necessary for execution of the tasks under this assignment;
- The consultant will be responsible for providing her/his own working station (i.e. secretariat, laptop, internet, phone, scanner/printer, etc.) and must have access to reliable internet connection;
- The consultant is expected to be available for consultations and be in reliable email contact for a set number of hours that align with Government/UNDP business hours;
- The consultant will report to the UNDP Ghana Deputy Resident Representative and carry out his/her tasks under the overall guidance of the NDC Project Coordinator/Deputy Director of Environment of the Ministry of Environment, Science, Technology and Innovations, with Technical Guidance from Environmental Protection Agency and UNDP Team Ghana/HQ;
- The consultant will report via email, virtual calls to the Task Managers (UNDP and EPA); Payments will be made based on the agreed financial proposal (contract is based on daily fee) and released upon submission of a certificate of payment request, indicating deliverables achieved and days worked to be verified and cleared for payment by the Head of Programme of UNDP and the Project Coordinator at MESTI.

5. Duration of the work

The consultancy is expected to start in the 4th week of May 2020 and will require 90 working days within 5 months. It is therefore expected to be completed by 31 October 2020.

As indicated, the team of consultants will be made of two consultants. They will require 90 days each and this should be budgeted in the financial proposal accordingly.

6. Minimum required qualifications and competencies for the consultancy

A team of two (Mitigation and Adaptation expert) consultants will carry out the assignment. The Team Leader is expected to meet these qualifications:

1. Advanced Degree (Masters or a PhD) in the fields of development, economics, finance, natural sciences, engineering, environment, geography and related areas.
2. At least 5 years of relevant professional experience working on NDCs in developing countries, including mitigation and adaptation
3. Prior working experience on quantifying mitigation and adaptation targets and accounting of mitigation and adaptation targets
4. Demonstrated skills as a good team player and able to work for long hours without direct supervision.
5. Good knowledge and understanding in climate change (domestic and global levels), UNFCCC, adaptation assessment, GHG inventories and low carbon development, impact assessments of policies and measures.
6. Demonstrated experience in a related area in Ghana in particular adaptation, low carbon development assessment and the public policy.
7. Excellent communication skills with the ability to express ideas clearly, concisely and effectively, both orally and in writing.
8. Fluency in English.

The other expert should have similar skills to complement those of the Team Leader and very good knowledge of the Ghanaian context and have the capacity to engage local stakeholders.

As stated above, UNDP will sign the contract with the Team Leader only. He/she will be responsible for identifying the Assistant Consultant, include his/her CV in the technical proposal and budget his/her costs in the financial proposal.

Other Considerations

UNDP may request examples of past publications from applicants as part of the evaluation process.

7. Criteria for Selection of the Best Offer:

Only those candidates that meet the minimum level of education and relevant years of experience requirements will be considered for the technical evaluation. The technical evaluation will include a desk review to select the shortlisted candidates. The technical evaluation may also include interviews with the shortlisted candidate(s).

The selection of the best offer from the shortlisted candidates will be based on a Combined Scoring method – where the technical evaluation (desk review and interview) will be weighted a maximum of 70 points and combined with the price offer which will be weighted a maximum of 30 points. The 70 points rating shall be based on how well the offeror meets the minimum qualifications/competencies described above.

The technical evaluation will be based on the following criteria with the corresponding points (out of a total of 70 points):

1. Understanding of the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organisation and completeness of the proposal **(5)**
2. At least 5 years of relevant professional experience working on NDCs in developing countries, including mitigation and adaptation **(25)**
3. Prior working experience on quantifying mitigation and adaptation targets and accounting of mitigation and adaptation targets **(25)**
4. Good knowledge and understanding in climate change (domestic and global levels), UNFCCC, adaptation assessment, GHG inventories and low carbon development, impact assessments of policies and measures **(5)**
5. Demonstrated experience in a related area in Ghana in particular adaptation, low carbon development assessment and the public policy. **(10)**

Only candidates obtaining a minimum (70%, i.e. 49 points) on technical evaluation will be considered for the Financial Evaluation. Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score that has also accepted UNDP's General Terms and Conditions will be awarded the contract.

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

8. Application process.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Applicants are instructed to submit their daily rate financial proposals in USD. using the financial proposal template provided (Offerors letter to UNDP)

The financial proposal should be all-inclusive and include a breakdown. The term 'all-inclusive' implies that all costs (professional fees, travel related expenses, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

TOR approved by:

Silke Hollander

Silke Hollander
Deputy Resident Representative