

Terms of Reference

Proposal to conduct Elaborate short, medium and long-term indicators for reporting on adaptation actions, support and results

Indicators for Reporting on Adaptation Firm TOR

PROJECT BACKGROUND

Indicators play an important role in monitoring national progress towards achieving climate change adaptation and development objectives and to learn from the results. Appropriate and actionable indicators that deliver quantifiable measurements of impacts, progress and performance also are critical for policy-makers in setting policy direction.

Tracking climate change adaptation efforts are typically more difficult than those related to mitigation due to data availability, difficulty in measuring long term results, and the long length of time sometimes needed to see these results. However, it is necessary that the country is able to assess whether it is reducing vulnerability, building resilience and enhancing the adaptive capacity of its livelihoods, ecological and social systems.

The selection of adaptation indicators will incorporate lessons learned from existing Zambia national and sub-national data management systems, including the M&E system managed by the Ministry of National Development Planning, M&E system managed by the Disaster Management and Mitigation Unit, forestry data management system managed by the Forestry Department within the Ministry of Lands and Natural Resources and climate change variability data managed by Zambia Meteorological Department as well as best practices from other countries on adaptation actions monitoring. Lessons learned will inform the selection of optimal short, medium and long-term strategies for dealing with adaptation proxy indicators and adaptation outcomes that might not occur for several years.

PURPOSE OF THIS CONSULTANCY

The purpose of this consultancy is to determine baselines of the identified indicators in order to facilitate tracking progress in reducing vulnerability, enhancing adaptive capacity and building resilience. The outcomes of the vulnerability assessment will also inform the baseline setting exercise

SCOPE OF WORK

The determination of short, medium, and long-term indicators specific to adaptation will contribute to national capacity to develop NDC adaptation targets and tracking of progress towards achieving adaptation goals on building resilience and enhancing adaptive capacity as well as to the achievement of the SDGs. As noted in the Zambia NDC, 3 goals have been identified associated with adaptation measures: Adaptation of strategic productive systems (agriculture, forests, wildlife and water); Adaptation of strategic infrastructure and health systems; and Enhanced capacity building, research, technology transfer and finance. Adaptation measures for the following sectors have been identified: – agriculture, energy,

forestry, health, infrastructure, water and wildlife. The key activities and co-benefits noted in the NDC will help inform selection of adaptation indicators.

Sectors to be considered with respective cross sectoral linkages

	Sectors	Cross Sectoral Linkages
1	Agriculture (including Crops, Livestock and fisheries)	Water resource Forestry(Woodfuel for fish smoking)
2	Infrastructure (including Built Environment and Transport)	1. Water supply and sanitation 2. Human Health 3. Energy
3	Water	1. Energy 2. Wildlife 3. Health 4. Tourism 5. Agriculture
4	Health	Water supply and sanitation
5	Energy	1. Water 2. infrastructure
6	Forestry	1. Livestock 2. Fisheries 3. Agriculture 4. Energy 5. Water Resource 6. Human Health 7. Wildlife 8. Tourism
7	Wildlife	1. Forestry 2. Water 3. Agriculture 4. Tourism
8	Tourism	1. Wildlife 2. Energy 3. Water Resource 4. Forestry 5. Infrastructure 6. Fisheries
8	Business and industry	1. Energy 2. Water supply and sanitation

The exercise will entail determining baselines of the identified indicators in order to facilitate tracking progress in reducing vulnerability, enhancing adaptive capacity and building resilience. The outcomes of the vulnerability assessment will also inform the baseline setting exercise

1. Prepare an inception report detailing how they intend to conduct the assignment
2. Desk review of past, ongoing and planned adaptation interventions, including those related to NDC key activities and co-benefits
3. Desk review of the Country-wide Climate Risk and Vulnerability Assessment Report to inform the indicator setting
4. Conduct a stakeholder engagement as part of data collection
5. Propose a monitoring and reporting framework for short, medium and long term indicators for reporting on adaptation actions, support and results.
6. Using the framework in (5) compile indicators for relevant sectors, units of measurement, adaptation relevance, potential limitations, data needs, data collection methods, responsible parties, calculations required if any, disaggregation (by province, national, sector, gender), impacts on SDGs, and a weighting of importance for Government priority.
7. Conduct a national stakeholders meeting to present findings and solicit feedback
8. Conduct a national validation meeting for target and indicator setting

METHODOLOGY

Data Collection

The following methodologies can be utilized, but should not be limited to:

- Desk review of past, ongoing and planned adaptation interventions, including those related to NDC key activities and co-benefits
- Desk review of the Country-wide Climate Risk and Vulnerability Assessment Report to inform the indicator setting
- Conduct a stakeholder engagement

Data Analysis/ compilation of data

Base on data collected the consultancy firm.

- Propose a monitoring and reporting framework for short, medium and long term indicators for reporting on adaptation actions, support and results.
- Using the framework in (5) compile indicators for relevant sectors, units of measurement, adaptation relevance, potential limitations, data needs, data collection methods, responsible parties, calculations required if any, disaggregation (by province, national, sector, gender), impacts on SDGs, and a weighting of importance for Government priority.

- Conduct a national stakeholders meeting to present findings and solicit feedback
- Conduct a national validation meeting for target and indicator setting

PRODUCTS (KEY DELIVERABLES)

DELIVERABLES (1): INCEPTION REPORT

The survey firm shall submit an electronic copy of the inception report to UNDP which should include a detailed methodology including tools to be used to gather data/information, quality assurance, mechanism of data /information collection and roles and responsibility of team members and key milestone. The inception report should also detail the fieldwork plan in collaboration with Climate Change Department at Ministry of Lands and Natural Resource Protection to including the following:

- Final Workplan with Gantt Chart taking into account the comments from stakeholders
- Detailed methodology on data collection
- Expected tasks, responsibilities, and schedule of delivery of each member of the team

DELIVERABLE (2) DEVELOP MONITORING AND REPORTING FRAMEWORK

Based on desk review and consultation with stakeholders develop monitoring and reporting framework

DELIVERABLE (3) TESTING THE MONITORING AND REPORTING FRAMEWORK

Populate the approved monitoring and reporting framework.

DELIVERABLE (4) FINAL CONSULTANCY REPORT

A comprehensive and analytical report with short, medium and longterm indicators to be included in the revised NDC

The consulting firm is required to produce all the deliverables during the contract period.

BASELINE TEAM COMPOSITION AND REQUIRED COMPETENCIES

Qualifications and Experience of the Lead Consultant

- A MSc degree in Environmental Sciences, Engineering, Social Sciences or its equivalent relevant to Vulnerability and Adaptation Assessment; a PhD shall be an added advantage.

Other consulting team members

In addition to the Lead consultant, the team should consist of specialized team members. The Lead consultant or a firm should provide detailed curriculum vitae of experts in the following fields:

- Energy and Water Resources Management
- Agriculture (Livestock and Crops)
- Tourism and Wildlife Management
- Fisheries Management

- e) Forestry Management
- f) Environmental and Public Health and Sanitation
- g) Infrastructure and Transport
- h) Manufacturing and industry

REQUIRED SKILLS/ EXPERIENCE

The firm must meet the following minimum requirements:

- Legal status recognized by the Government of the republic of Zambia, enabling the organization to perform the above-mentioned tasks under the laws of Zambia.
- Experience in monitoring and evaluation
- A minimum of 10 years of working experience in an area relevant to Climate Change;
- Experience in undertaking vulnerability and adaptation, and sustainable development issues;
- Demonstrated ability of analytical and drafting work;
- Demonstrable knowledge of key V&A assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development
- Sound and broadly recognized scientific expertise on climate change research relevant to the study;
- Excellent oral and written communication skills in English;
- Involvement in the preparation of the National Communications (V&A) and the NAPA) shall be an added advantage.

ETHICAL CLEARANCE DOCUMENTATION

The consultancy Firm is responsible for acquiring all permissions necessary for conducting the assignment. Where required, this may include relevant permissions from national and/or local authorities, and Institutional Review Board (Protection of Human Subjects) permissions. The Firm is also responsible for adhering to local formalities and obtaining any required permits related to the survey implementation, as well as survey team health and accident insurance, salary, taxes, and others as necessary. Through the course of obtaining ethical clearance, the survey firm should also identify and secure respondent compensation packages/gifts according to local custom.

MANAGEMENT AND IMPLEMENTATION ARRANGEMENT (REPORTING)

The consultancy firm will work under direct supervision of Director Climate Change Department Ministry of Lands and Natural Resources Protection and UNDP Environment Advisor

ESTIMATED LEVEL OF EFFORT

The level of effort required for these responsibilities is currently estimated at 6 months.

DELIVERABLES AND PAYMENT SCHEDULES

Outputs	Percentage %	Timing	Condition for Payment Release
Inception report	10	2 weeks after signing of the contract	Within thirty (30) days from the date of meeting the following conditions: a) UNDP's written acceptance (i.e., not mere receipt) of the quality of the outputs; and b) Receipt of invoice from the Service Provider.
Monitoring and Reporting Framework/Template	20	Second month of the contract period	
Populated Monitoring and Reporting Framework	40	Fourth month	
Final Consultancy report	30	Sixth month of the contract period	

EVALUATION CRITERIA

Submission of the technical proposal and financial proposal will be required for this process. Technical proposals will be opened and compared prior to the financial proposal. The financial proposal will be opened only for submissions that passed the minimum technical score of 70% of the obtainable score of 70 points in the evaluation of the technical proposals. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference.

The financial proposal of all bidders, who have attained a minimum 70% score in the technical evaluation will be compared. The short-listed bidding agencies may be asked for a presentation prior to the final selection if necessary. The contract will be awarded to the successful bidder following completion of all evaluations. The successful bidder will have to sign a contract to undertake the assignment.

Technical Evaluation Criteria:

SEQ.	CRITERIA	OBTAINABLE POINTS
QUALIFICATION, CAPACITY AND EXPERIENCE		
1.1	10 years working experience in climate change	5
1.2	Experience in undertaking vulnerability and adaptation, and sustainable development issues;	10

1.3	Demonstrated ability of analytical and drafting work;	3
1.4	Demonstrable knowledge of key V&A assessment methodologies to include climate modeling, empirical data-based analysis, scenario-based sector risk/hazards projections, risks management and strategy and programme development	12
1.5	Relevance of Experience of Team Members:	
1.5a	Specialised Knowledge	5
1.5b	Experience on similar projects	5
1.5c	Experience in the region	3
	Sub-total: bidder's qualification and experience	
SECTION 2. PROPOSED METHODOLOGY, APPROACH AND IMPLEMENTATION PLAN		
2.1	To what degree does the Proposer understand the task?	5
2.2	Have the important aspects of the task been addressed in sufficient detail?	5
2.3	Is the conceptual framework adopted appropriate for the task?	5
2.4	Is the scope of the task well defined and does it correspond to the TOR	5
2.5	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project indicating time frame?	5
	Sub-total Methodology	
SECTION 3. MANAGEMENT STRUCTURE AND KEY PERSONNEL		
3.1	Lead Consultant	
3.11	PHD or equivalent in management, or other related field	10
3.12	Demonstrable Experience in designing monitoring and Reporting Frameworks/ templates	12
3.13	Excellent in working with Government, NGOs/Donors or national government	5
3.14	Experience in supervising and managing teams	5

Estimated Schedule

This consultancy is estimated to run for 60 days spread from 15th June to 30th December 2020

Management and Logistical Support

The consultant will report directly to the Director Climate Change Department and UNDP Environment Advisor

Payment

The assignment will be remunerated upon delivery of the agreed outputs, at the agreed fee rate and the agreed number of days of professional fees chargeable, as per the normal procedures of the UNDP. Specifically requested among other financial proposal elements is to state the cost of unit per questionnaire administration in the financial proposal.