



<p align="center">TERMS OF REFERENCE</p> <p align="center">CONSULTANT TO ASSIST WITH PREPARATORY ACTIVITIES TOWARDS UPDATING THE COOK ISLANDS NATIONALLY DETERMINED CONTRIBUTIONS (NDCs) TO THE UNITED NATIONS FRAMEWORK CONVENTION ON CLIMATE CHANGE (UNFCCC) AND THE PARIS AGREEMENT (PA) 2015</p>
<p>TITLE OF THE CONSULTANCY: (A) CONSULTANT TO UPDATE AND ENHANCE NDC FOR THE COOK ISLANDS</p>
<p align="center">PROJECT - UNITED NATIONS DEVELOPMENT PROGRAMME CLIMATE PROMISE</p>
<p>A. <u>Background</u></p> <p>All Parties to the United Nations Framework Convention on Climate Change UNFCCC have agreed in the Lima call for Climate Action (Decision 1/CP.20) to develop and communicate to the UNFCCC Secretariat their Intended Nationally Determined Contributions (INDCs). INDCs outline what individual countries are committed to reduce their own emissions, whereby having a positive impact on the global level of emissions. The Lima Conference of the Parties (COP20) outcome has specified that INDCs from Least Developed Countries (LDCs) and Small Island Developing States (SIDS) should consider their special circumstances and level of preparedness.</p> <p>Based on this, the Cook Islands submitted its initial INDCs to the UNFCCC Secretariat in November 2015 with a view to update in 2020. The 2018 IPCC Report indicated that to keep the global temperature to within 1.5 °C of pre-industrial levels, countries must commit to a more ambitious second NDCs.</p> <p>Under the Cook Islands NDC Workplan in cooperation with the UNDP Promise on NDCs, this TOR relates to Sub-Component 2.1</p>
<p>B. <u>Description of Responsibilities:</u></p> <p>Within the framework of this ToR, Consultant is expected to perform the following tasks and duties:</p> <p>STRATEGIC TASKS TO BE ACCOMPLISHED</p> <ol style="list-style-type: none"> 1. Reviewed Cook Islands' current NDC targets, policies, strategies and plans. 2. Defined enhanced features of Cook Islands NDCs. 3. Defined course of action for achieving the Cook Islands updated NDCs <p>Strategic Task 1: Conduct a review of Cook Islands' current NDC targets, policies, strategies and plans</p> <ul style="list-style-type: none"> • Carryout a desk review of current policies, strategies and plans relating to the initial NDC targets • Evaluate the actions implemented and results achieved by Cook Islands towards achieving the set targets in its INDC. • Assess the relevance of the information obtained from the reviews in coming up with updated NDC targets

- With assistance from CCCI, collaborate and consult with relevant agencies for gathering information

Strategic Task 2: identify and define relevant elements for enhanced ambition of Cook Islands' updated NDCs

- Based on the review findings, determine and evaluate various climate change mitigation (CCM) measures that the country can consider implementing in various sectors of the country to reduce GHG emissions and carbon footprint.
- Based on the review findings and identified CCM measures, determine and evaluate climate change adaptation (CCA) measures that the country can consider adopting in various sectors of the country, particularly in the vulnerable areas, and also to enhance the resilience of the CCM measures that will be adopted.
- Provide strategic recommendations to CCCI on different options for developing enhanced CCM/CCA targets
- Present and lead in-country and virtual discussions with main agencies on the proposed enhanced CCM/CCA targets
- In coordination with CCCI, determine the: (a) level of GHG emission or carbon footprint reduction; and/or; (b) level of resilience, that the country can realistically achieve considering its current circumstances and forecast development. In consultation with the CCCI, formulate and recommend the realistic enhanced targets

Strategic Task 3: In collaboration with CCCI and relevant agencies, identify and determine the course of action to achieving the enhanced elements of the updated NDCs.

- In coordination with CCCI, consult with the relevant government agencies and private sector to determine and verify areas of commitment
- In consultation with the relevant government agencies, private sector, develop a plan (with the pertinent actions and timelines and budget) for achieving the enhanced NDC targets.
- Circulate the action plan for comments
- Consolidate comments and feedback
- Present the action plan to CCCI for their approval
- Ensure the action plan is prepared for printing

C. Expected Deliverables:

Final Nationally Determined Contributions Report (English version) for submission to the UNFCCC.

- Report on the completed review of the current NDC targets, policies, strategies, and plans
- Report on the completed identification and definition of relevant elements for enhanced ambition of Cook Islands updated NDCs
- Report on the proposed action plan for achieving the enhanced features of the updated NDC.

The consultant shall receive payment in 3 instalments from UNDP as follows:

Key Deliverable	Percentage of total Price (Weight for Payment)	Due Date
Upon approval by UNDP and GoCI of the following; <ul style="list-style-type: none"> Completion of Inception report that outlines, detailed timeline, workplan and methodology 	20%	Within 1 week after signing the contract
Upon approval by UNDP and GoCI of the following; <ul style="list-style-type: none"> The draft of Enhanced NDC 	40%	Within 5 weeks after consigning the contract
Upon approval by UNDP and GoCI of the following; <ul style="list-style-type: none"> Final Report on the Enhanced NDC Final analysis report with recommendations and lessons learned 	40%	Within 7 weeks after consigning the contract.

D. Institutional Arrangement:

The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and with the Climate Promise Technical Advisor at the UNDP HQ. Online meetings with UNDP will be held every two weeks after signing of contract for consultant to provide updates on the progress of the consultancy. The consultant will report to the Director of Climate Change Cook Islands.

E. Duration and Timeframe

The total duration of the contract is of approximately 25 effective working days, to be delivered through country-based work between **July 2020 and September 2020**.

F. Duty Station:

The consultant will be based in the Cook Islands within the Climate Change Office.

G. Competencies:

Technical work

- Strong expertise on environmental-related areas in the Cook Islands



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- Demonstrated experience in conducting gap analysis and prioritization of actions in the Cook Islands government's national climate action policies and plans;
- Experience in designing and facilitating capacity building processes, consultations and coordination processes in Cook Islands; and,
- Demonstrated strong technical knowledge of UNFCCC processes particularly NDCs and the 1.5 degree IPCC report.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays and understands cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues.

Results

- Promotes the vision, mission, and strategic goals of UNDP and government of the Cook Islands government.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

H. Qualifications of the Successful Contractor:

Education

- Advanced University degree in environmental sciences, development studies, international development, engineering, natural resources management or other closely related field.

Experience

- At least 5 years of experience in climate change policy and strategy support at the national level, with specific focus on NDC design and implementation.
- At least 5 years in relevant technical areas in international development/climate change/environment finance/monitoring and transparency systems.
- At least 5 years' experience in conducting Green House Gas (GHG) inventory systems/GHG inventory systems, and low carbon technology applications, related to NDCs.
- Previous experience with UNDP is a great advantage.
- Experience of work in the region is an asset.
- Excellent English writing, presentation, and communication skills.

Languages

Excellent English writing, presentation, communication skills are essential and fluent in Cook Islands Maori



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

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

- Advanced University degree in the fields of environmental management, public administration or relevant related fields (25 points)
- 5 years in relevant technical areas in international development/climate change/environment finance/monitoring and transparency systems (20 points)
- At least 5 years in relevant technical areas in international development/climate change/environment finance/monitoring and transparency systems (15 points)
- Must have at least 5 years' experience in conducting Green House Gas (GHG) inventory systems/GHG inventory systems, and low carbon technology applications, related to NDCs (15 points).
- Previous experience with UNDP is a great advantage (10 points)
- Experience of work in the region is an asset (10 points)
- Excellent English writing, presentation, and communication skills (5 points)

Only candidates obtaining 70% (of 100 points) in technical criteria shall be considered for financial proposal.

Financial Evaluation Criteria

- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified.
- **Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.**

I. Recommended Presentation of Proposal:

Please use the template available (Letter of Offer to complete financial proposal in Annex 2)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **30 June 2020** electronically via email: **procurement.ws@undp.org**. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work



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- **Completed Letter of interest and availability** specifying the available date to start and other details and **Financial Proposal** with breakdown cost specifying the daily rate and other expenses, if any.

REMARKS:

- Please clearly indicate the **TITLE OF CONSUTLANCY** in the subject of your application email.
- The candidates can apply more than one TOR; the application must be submitted **INDIVIDUALLY** for each assignment.