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| <p align="center"><b>TERMS OF REFERENCE</b></p> <p align="center"><b>CONSULTANT TO CONDUCT 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</b></p>  |
| <p><b>TITLE OF THE CONSULTANCY: (B) CONSULTANT TO PREPARE GUIDELINES OR MODELS FOR ENHANCED NATURE-BASED ADAPTATION AND MITIGATION ACTIONS FOR NDCs</b></p>   |
| <p align="center">PROJECT: UNITED NATIONS DEVELOPMENT PROGRAMME CLIMATE PROMISE</p>   |
| <p><b>A. <u>Background</u></b></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. Many changes have occurred since the current NDCs were prepared that may provide a strong technical and economic rationale for revising the NDC. Sectoral and market trends like dramatic fall in technology costs for renewable energy and batteries are likely to have significant impact on the prioritization of NDC actions and/or target-setting. There may be a need to improve cost estimates, or wish to highlight sustainable development benefits, such as improved health or livelihoods, while those with long-term strategies have defined a new pathway toward net-zero emissions. It is also important to identify and assess the existing priority national policies, laws and regulations related to nature-based actions to define mitigation and adaptation potential. Likewise, there is a need to develop or improve country-specific technical guidance, data-based mapping and scenarios on nature-based mitigation and adaptation actions for NDCs that have multiple benefits.</p> <p>The 2018 IPCC Report indicated that to keep the global temperature rise to within 1.5 °C of pre-industrial levels, countries must commit to a more ambitious second NDCs. Hence, while updating the NDC targets and elements for enhanced ambition, it is also important to strengthen existing country specific guidance on nature based mitigation and adaptation actions for NDCs. Under the Cook Islands NDC Workplan that is in cooperation with the UNDP Climate Promise on NDCs, this TOR relates to Sub-Component 3.1</p> |
| <p><b>B. Description of Responsibilities:</b></p> <p>Within the framework of this ToR, Consultant is expected to perform the following tasks and duties:</p>  |

## OBJECTIVE

Strengthen existing country specific guidance on nature-based mitigation and adaptation actions<sup>1</sup> for NDCs. Align outputs and outcomes from the R2R Project and other climate related projects into NDCs to maximise climate benefits.

## STRATEGIC TASKS TO BE ACCOMPLISHED

Strengthen existing country process and methodology on nature-based mitigation and adaptation actions for NDCs

1. Review the current process, methodology or models being applied for developing and implementing nature-based mitigation and adaptation actions such as the ra'ui system.
2. Consult with relevant GoCI agencies, and communities to capture existing area specific practices being used by local communities and government agencies.
3. Based on the review findings and stakeholder consultations that were conducted, develop a process for the identification, formulation, preparation and implementation of enhanced nature-based adaptation and mitigation actions for NDCs

### **Strategic Task 1. Review the current methodology or models being applied for developing and implementing nature-based mitigation and adaptation actions.**

- Conduct a desk review of existing processes, methodologies or models that are currently used
- Evaluate the relevance, and the positive and negative aspects of the existing methodologies or models to the local context
- In consultation with the Climate Change Office (CCO), identify potential areas of improvement for the existing methodology or practices currently in use
- Recommend revisions to the existing methodologies/models to enable the development and implementation of nature-based mitigation and adaptation actions.

### **Strategic Task 2. Conduct in-country or virtual consultations with relevant Government of Cook Islands (GoCI) agencies and, communities to capture existing area specific practices.**

- In collaboration with the CCO, conduct consultations amongst the relevant stakeholders
- Assess and collate all relevant information and practices gathered from the consultations
- Identify and document relevant, sustainable practices relevant to specific area or island

<sup>1</sup> These include Nature-based solutions promoting green and blue urban areas that have significant potential to decrease the vulnerability and enhance the resilience of the islands in light of climate change. These solutions can also be used to help mitigate climate change-induced impacts.

**Strategic Task 3. Develop guidelines or model for enhanced nature-based adaptation and mitigation actions for NDCs.**

- In coordination with the CCO, identify and determine relevant areas, methodology in line with traditional practices that could be strengthened
- Identify the form of strengthening required for an enhanced NDCs (a) level of GHG emission or carbon footprint reduced (b) level of resilience, that can realistically be achieved in line with existing circumstances and forecast.
- In consultation with the CCO, formulate and recommend the developed realistic enhanced NDC targets
- Formulate recommendations and circulate to relevant stakeholders for their review and feedback
- Consolidate feedback and prepare a report to CCO
- Perform any other related tasks to fulfil the assignment

**C. Expected Deliverables:**

- Report on the review and evaluation of the current methodology or models being applied for nature-based mitigation and adaptation actions
- Report on the developed summary of guidelines or model for enhanced nature-based adaptation and mitigation actions for NDCs

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"> <li>• completion of Inception Report that outlines, detailed timeline, workplan and methodology</li> </ul>   | 20%  | due 1 week after contract signing  |
| Upon approval by UNDP and GoCI of the following <ul style="list-style-type: none"> <li>• draft of Guidelines or Models for enhanced nature-based adaptation and mitigation actions for NDCs</li> </ul>  | 40%  | due 5 weeks after contract signing |
| Upon approval by UNDP and GoCI of the following <ul style="list-style-type: none"> <li>• finalized Guidelines or Models for enhanced nature-based adaptation and mitigation actions for NDCs</li> <li>• Final analysis report with recommendations and lessons learned</li> </ul> | 40%  | due 7 weeks after contract signing |

**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 in the Cook Islands environmental-related areas in the Cook Islands.
- 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 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 GHG inventory systems/GHG inventory systems, communications/gender, related to NDCs.
- Previous experience with UNDP is a great advantage.
- Experience of work in the region is an asset particularly the Cook Islands.
- Excellent English writing, presentation, and communication skills.

#### **Languages**

Excellent English writing, presentation, communication skills are essential with understanding of the Cook Islands Maori Language.

#### **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 GHG inventory systems/GHG inventory systems, communications/gender, related to NDCs (15 points).
- Previous experience with UNDP is a great advantage (10 points)
- Experience of work in the region is an asset particularly the Cook Islands (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.



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- **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,
- **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.**