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<p><b>TERMS OF REFERENCE</b></p> <p><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: (C) CONSULTANT TO PREPARE A FINANCE STRATEGY THAT IS ALIGNED WITH THE ENHANCED NDC ACTIONS</b></p>
<p>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 take into account 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. The 2018 IPCC Report also indicated that to keep the global temperature to the 1.5 degrees, countries must commit to a more ambitious second NDCs. Hence, there is a need to review existing documents pertaining to climate change costed/un-costed plans, strategies and prepare a finance strategy that is aligned with the enhanced NDC actions through a wider consultation with relevant stakeholders. Under the Cook Islands NDC Workplan in cooperation with the UNDP Promise on NDCs, this TOR relates to Sub-Component 4.1 and 4.2</p>
<p><b>B. <u>Description of Responsibilities:</u></b></p> <p>Within the framework of this ToR, Consultant is expected to perform the following tasks and duties:</p>



**OBJECTIVE**

The overall objective of the assignment is to develop a finance strategy with a cost estimate of NDC actions and options, aligned with the action plan.

**The specific objectives are:**

1. Review existing documents pertaining to climate change costed/un-costed plans, strategies etc
2. Conduct consultations with relevant stakeholders to verify/substantiate relevance of findings
3. Develop a finance strategy that is aligned with the enhanced NDC actions

**Scope of the Assignment:**

**Strategic Task 1. Review existing documents pertaining to climate change related areas.**

- Conduct a desk review of current national documents to determine a costed baseline
- Research other country climate change costed programmes, projects for reference
- Based on the recommended enhanced actions, determine costs of these actions
- In consultation with CC develop recommendations and circulate for feedback and consideration by main agencies/actors including private sector and civil society
- Consolidate feedback and prepare a summary report

**Strategic Task 2. Conduct consultations with relevant stakeholders to verify/substantiate relevance of findings.**

- Meet with main agencies and actors to verify the recommended costed actions
- Circulate to the wider stakeholders for feedback
- Consolidate feedback

**Strategic Task 3. Develop a finance strategy that is aligned with the enhanced INDC actions.**

- Based on the information gathered and vetted from the activities above, develop a finance strategy for the enhanced actions of the NDCs
- Conduct an investment barrier analysis to guide policy and regulatory interventions.
- Circulate the draft report to the relevant agencies, actors for comments and feedback
- Consolidate feedback into the draft report. Present final report to CC

**C. Expected Deliverables:**



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- Review report of existing documents pertaining to climate change costed/un-costed plans, strategies etc
- Draft of the finance strategy that is aligned with the enhanced NDC actions
- Final finance strategy aligned with the enhanced NDC actions

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 Finance Strategy that is aligned with the enhanced NDC actions</li> </ul>	40%	due 5 week after contract signing
Upon approval by UNDP and GoCI of the following <ul style="list-style-type: none"> <li>• final Finance Strategy that is aligned with the enhanced NDC actions</li> <li>• Final analysis report with recommendations and lessons learned</li> </ul>	40%	due 7 week 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 Technical Advisor at the UNDP HQs. 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.



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**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.



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- 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.

#### **Languages**

Excellent English writing, presentation, communication skills are essential.

**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, 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.**



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**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 CONSULTANCY in the subject of your application email.**
- **The candidates can apply more than one TOR; the application must be submitted INDIVIDUALLY for each assignment.**