

<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: (D) CONSULTANT TO PREPARE AN INVESTMENT BARRIER ANALYSIS TO GUIDE POLICY AND REGULATORY INTERVENTIONS</p>
<p align="center">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 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. 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. While enhancing the NDC it is important to explore the investment opportunity and the barriers of the investment. The investment barrier analysis support in finding possible options and solutions to defuse the barriers. The study also recommends pathway and strategies to facilitate sustainable interventions to guide the policy and regulatory intervention. Under the Cook Islands NDC Workplan in cooperation with the UNDP promise on NDC, this ToR relates to Sub-component 4.2.</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>Objective: Conduct investment barrier analysis to guide policy and regulatory interventions.</p> <p>Strategic Task to be Accomplished</p> <ol style="list-style-type: none"> 1. Desk review of investment barriers in the Cook Islands including technology 2. Identify and prioritize possible options and solutions to overcome and diffuse barriers 3. Recommend pathway and strategies to facilitate sustainable interventions

Strategic Task 1. Desk review of investment barriers in the Cook Islands including technology.

- Review existing documents pertaining to investments including future development plans and technology etc
- Analyse the current situation and context of investment making the linkages to future development plans
- Include potential climate change scenarios in the analysis
- In coordination with Climate Change Office (CCO) develop a prioritisation process and make recommendation to main agencies and stakeholders

Strategic Task 2. Identify and prioritize possible options and solutions to overcome and diffuse barriers.

- Based on the review and in consultation with CCO, main agencies and stakeholders identify and prioritize main barriers of the investment
- Based on the review and in consultation with CCO, main agencies and stakeholders recommend possible intervention pathways or mechanisms to diffuse the barriers of investment

Strategic Task 3. Recommend pathway and strategies to facilitate sustainable interventions.

- Develop a pathway or investment strategic intervention guideline that will provide policy advice
- In consultation with CCO and relevant agencies seek consensus to confirm the intervention measure/s for future investments
- Make a presentation of draft report Finalise the document after incorporating all the suggestions received from government, partner agencies, private sector and stakeholders
- Present the draft document to CCO for the approval

C. Expected Deliverables:

The assignment has following deliverables and the reports to be submitted in English.

- Inception report with detail timeline, methodology and workplan
- Draft report of investment barrier including possible options and solutions to overcome
- Final Report of the investment barrier analysis to guide policy and regulatory interventions

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%	due 1 week after contract signing
Upon approval by UNDP and GoCI of the following <ul style="list-style-type: none"> Draft report of investment barrier including possible options and solutions to overcome 	40%	due 5 weeks after contract signing
Upon approval by UNDP and GoCI of the following <ul style="list-style-type: none"> Final Report of the investment barrier analysis to guide policy and regulatory interventions 	40%	due 7 weeks after contract signing
<p>D. <u>Institutional Arrangement:</u></p> <p>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.</p>		
<p>E. <u>Duration and Timeframe</u></p> <p>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.</p>		
<p>F. <u>Duty Station:</u></p> <p>The consultant will be based in the Cook Islands within the Climate Change Office.</p>		
<p>G. <u>Competencies:</u></p> <p>Technical work</p> <ul style="list-style-type: none"> Strong expertise on 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. 		



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Resilient nations.*

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
- 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, 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 particularly the Cook Islands.

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 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 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.**

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.