

### Terms of Reference

#### **Consultancy for International Team Leader on the revision of Papua New Guinea's Nationally Determined Contribution – IC/PNG/017-2020**

<b>Project Title:</b>	UNDP Climate Promise
<b>Type of Contract:</b>	Individual Contract
<b>Duration:</b>	Up to 80 days over the period of August – November 2020
<b>Location:</b>	Home-based, with mission to Port Moresby, PNG

***Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.***

#### **1. PROJECT DESCRIPTION**

Climate change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalized and most vulnerable. The Intergovernmental Panel on Climate Change (IPCC) indicates that urgent and transformative action is necessary to keep global temperature rise to 1.5 degrees or below, adapt to global threats, and achieve the Sustainable Development Goals (SDGs).

Under the 2015 Paris Agreement, countries unanimously agreed to work towards global goals that would limit global average temperature rise. Specifically, the Agreement seeks to limit the rise in the world's average surface temperatures to "well below" 20C above pre-industrial times this century, while "pursuing efforts" for 1.50C. It also sets a target of eliminating global GHG emissions by the second half of the century – or at least compensating any residual emissions through, for example, forest growth.

A key principle in this Paris Agreement is that no country should backslide on its intentions, which were put forward in climate action plans known as "Nationally Determined Contributions", or NDCs. The NDCs describe each country's self-determined strategy for curbing GHG emissions, typically in five- or ten-year periods (i.e., currently until 2025 or 2030). Most also include plans to increase resilience. Individually, NDCs represent each country's climate priorities and vision for achieving sustainable development. Aggregated, they represent the world's collective efforts to fight climate change.

All countries are expected to submit increasingly ambitious NDCs every five years, often described as a "ratchet mechanism". A first opportunity to do so is in 2020. Yet, many changes have occurred since the current NDCs were prepared that may provide a strong technical and economic rationale for revising the NDC.

Papua New Guinea (PNG) has been one of the fastest growing economies globally this century with average growth rates above 6%<sup>1</sup>. This rapid growth has been driven primarily by the expansion of foreign investment within the natural gas sector and high prices for PNG's central exports many of which are transported to rapidly growing Asian economies. This growth has built on a long history of natural resources being at the centre of the

---

<sup>1</sup> World Bank Data. Available at <http://data.worldbank.org/indicator/NY.GDP.MKTP.CD?locations=PG>

PNG economy with exports and employment dominated by mining, natural gas, natural forest logging and agriculture.

As one of the NDCs countries, PNG has set ambitious targets in its existing NDC, which focus primarily on two main sectors: (1) Clean energy, generation and energy efficiency measures for the energy sector, and (2) Reduced Emissions from Deforestation and Degradation (REDD+) for the forestry sector.

As energy and forestry remain the two key sectors for reducing GHG emissions in PNG, the government will need to demonstrate and deliver enhanced ambition with on-going and future emissions reductions through a pragmatic focused NDC and catalysing further action and options to broaden the scope of future NDCs.

Furthermore, the revision of NDC will be based on five main principles:

- **Advocate for ambition that is equitable, just, and contributes to the Sustainable Development Goals (SDGs).** The country will identify mitigation and adaptation options with high sustainable development dividends to ensure that distributional impacts of climate policies and measures encourage social inclusion, just transition and address inequality. Clearer articulation of the linkages and contribution of the NDC to SDG achievement will be highlighted, especially in the context of poverty reduction and leaving no-one behind.
- **Promote whole-of-society platforms that provide inclusive and transparent participation on climate action.** Citizen engagement during the design of the intended NDC was limited in many countries, denying them the opportunity to demonstrate support for more ambitious actions or be recognized for any grassroots efforts on climate action. UNDP will support governments to pilot inclusive engagement models that target key constituencies, e.g. women's groups, youth organizations, indigenous and/or vulnerable communities, business associations and private sector, empower their participation, and create a more formalized process for the future.
- **Encourage active participation of the relevant government agencies in the NDC enhancement process.** The lack of engagement of key government authorities during NDC design – especially for target setting – often resulted in low political buy-in and push-back. As a result, concerted efforts were needed post-Paris to build political will and ownership.
- **Align and harmonize NDCs with other relevant regional and global processes to promote policy coherence as part of a whole-of-government approach,** e.g. the Sendai Framework on Disaster Risk Reduction, the New Urban Agenda (Habitat III), Financing for Development, the Kigali Amendment to the Kyoto Protocol, etc. Support adoption of procedures for ensuring systematic reflection of climate and disaster risks within sectors and use of social safeguards to build resilience of communities, livelihoods and ecosystems.
- **Systematically employ a gender-responsive approach within NDC processes, policies and programming.** Use of in-depth gender analyses allows for better understanding of, and more informed responses to, the gender-differentiated impacts of climate change in key sectors that can then be reflected meaningfully in the NDC, ensuring that gender equality is taken into account.

Therefore, the immediate process of revising the NDC provides an opportunity to support collaboration amongst government agencies and increase mutual understanding amongst government, industry and the community for top-priority actions, as well as the roles and responsibilities of different agencies. This will include awareness of additional finance requirements to implement achievable, cost-effective but socially inclusive emissions reductions in the energy and forestry sectors of PNG.

The Climate Change and Development Authority (CCDA), as a lead government agency coordinating climate change in the country, strives to coordinate this process through strengthening collaboration with relevant government agencies, private sector, civil society and development partners in PNG.

The UNDP's Climate Promise supports the Government of PNG to undertake an inclusive and transparent engagement process for enhancing their NDCs by 2020, with demonstrated increase in ambition. This will be implemented in close partnership with UN system partners (e.g. UNEP, FAO, UNICEF), IRENA, the NDC Partnership, the Green Climate Fund, and other strategic partners.

Thus, an International consultant is needed to organize the work of the team of experts to be engaged for specific sectors and to eventually compile revised NDC, taking into account inputs from all relevant sectors and stakeholders in PNG.

## **2. OBJECTIVE**

Under supervision of the UNDP PNG Chief Technical Advisor and overall guidance of the NDC National Focal Point, International Consultant will work with the team of experts and bear responsibility to provide technical advice and guidance in the whole process of revision of PNG's NDC.

His/her tasks would include the following:

- Provision of the overall guidance to the sector specific experts (energy, industry, AFOLU, waste, gender, adaptation, finances) during the whole revision process, including but not limited to scope, format, volume, indicators;
- Advise on how to structure NDC content to best align with the Paris Rulebook.;
- Coordination of sectoral work in order to inform proper NDC revision based on up-to-date, accurate and reliable data;
- Compilation of sectoral inputs and writing up draft revised NDC;
- Presentation of the revised NDC to the national partners;
- Incorporating comments/inputs to the revised NDC;
- Writing up final revised NDC document.
- Development of NDC implementation plan based on revised content.

## **3. SCOPE OF WORK**

The revision of PNG's NDC will primarily focus on energy and forestry, agriculture and waste as well as LULUCF, depending on the data availability and certainty.

The current PNG's NDC does not include adaptation. Therefore, the revision process will also explore options for possible inclusion of adaptation into the revised NDC, depending on the availability of national and/or sector specific adaptation policies.

The International Team Leader under overall guidance of the PNG NDC National Focal Point will facilitate consultations and consensus in the underlying activities of target settings and policy alignment. Inputs, insights and leadership from the ministries will be essential.

The review, alignment and update of existing targets, policies and measures will include the following:

### **Review and update NDC targets;**

- Set targets and take stock of country's current progress toward existing NDC targets;
- Update targets in the NDC with the latest and most robust data, information and/or modelling (e.g. renewable energy statistics and data/resource potential assessment tailored to countries/regions, GHG inventory data, climate and disaster risk reduction analyses and assessments);
- Review existing and/or new relevant policies, strategies and targets in other areas that could be transferred to the NDC (e.g. targets related to biodiversity, energy, end-use sectors such as heating, cooling, transport, adaptation, DRR, the SDGs);
- Review and/or update elements of the NDC to identify and/or seize opportunities for enhanced ambition, e.g. including: global and sectoral benchmarks for achieving 1.5°C as well as long-term

targets; national emission projections and sectoral trends, including those for technology; current economic and development trends and other key assumptions and baseline and scenarios;

- Align private sector initiatives to any new climate targets or goals;
- Ensure NDC targets are fully risk-informed in support of resilient development pathways.
- Development of sectoral roadmaps and long-term plans (e.g. energy sector modelling/planning).

#### **Policy alignment**

- Ensure consistency between NDC targets and relevant existing and/or new policies, plans and targets (e.g., for nature-based solutions, energy, adaptation, DRR, SDGs);
- Institutional and policy-level stocktaking/review of data on vulnerabilities and risks/analysis of synergies between SDGs, NDCs, NDPs and NAPs and gap analysis;
- Align and embed NDC targets/priorities in long-term strategies, sub-national plans and budgets, and/or sectoral plans;
- Promote integrated/aligned approaches to NDC and SDG design and implementation;
- Provide tailored support for design and implementation of policy instruments (e.g. energy transition policies and regulations);

#### **4. DELIVERABLES**

The International Team Leader will be responsible for delivering the following outputs:

<b>Deliverables/ Outputs</b>	<b>Estimated Duration to Complete the assignment</b>	<b>Target Due Dates</b>	<b>Payment Percentage</b>	<b>Certifying/ Authorizing officer</b>
Payment upon acceptance and certification of Inputs and guidance (scope of work, format) to the sectors specific experts on the work to be done within each sector (data, policies, partnerships, action plans etc.)	5 days	20 August 2020	15%	UNDP CTA
Payment upon acceptance and certification of the first draft of the revised PNG's NDC.	20 days	30 September 2020	30%	UNDP CTA
Payment upon acceptance and certification of the Final revised NDC to be sent to the Government	20 days	30 September 2020	20%	UNDP CTA
Payment upon acceptance and certification of the draft NDC Implementation Plan to be submitted to the GoPNG.	20 days	30 November 2020	20%	UNDP CTA

Payment upon acceptance and certification of the Final NDC (with final comments incorporated)	15 days	31 December 2020	15%	UNDP CTA
---	---------	------------------	-----	----------

## 5. INSTITUTIONAL ARRANGEMENTS

This assignment will be conducted in partnership with relevant government agencies and development partners in PNG.

The UNDP Climate Promise will provide financial support in organising consultations workshop related to this assignment and Team Leader will take care of travel and mission arrangements by her/himself.

## 6. RESOURCES PROVIDED

UNDP PNG Country Office and Climate Change and Development Authority will provide space for the Team Leader during the missions to Port Moresby.

In the case of travel beyond initial deployment and final repatriation, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon between the respective business unit and Individual Consultant prior to travel and will be reimbursed.

## 7. DURATION OF THE ASSIGNMENT

The work will be undertaken up to 80 days over a period of August - November 2020.

In accordance with expected outputs and deliverables, the Team Leader submits reports to UNDP Chief Technical Advisor and NDC National Focal Point for reviewing outputs, comments, and certifying approval/acceptance of works afterwards.

In case of any delays to achieve the expected outputs, the Team Leader should notify the UNDP PNG Focal Point in advance to take necessary steps.

## 8. DUTY STATION

The duty station for this assignment is Home-based, with mission to Port Moresby, PNG.

## 9. EDUCATION AND EXPERIENCE

### Education

- Minimum university degree in forestry, climate change, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.

### Work experience

- Minimum 10 years of relevant experience in designing climate related policies, strategies, national communications, biennial update reports and similar.
- Proven 5 years of experience in implementing similar projects as team leader – preferably in the region.
- At least 3 years of experience of working with national climate change institutions in PNG would be an asset.

## Competencies

- Fluency in written and spoken English.
- Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;
- Ability to quickly adapt to change, and to remain calm under pressure;

## 10. EVALUATION

### Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

a) Responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weighting; 70%

\* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
<b>Qualification</b>		<b>10%</b>
<ul style="list-style-type: none"><li>▪ Minimum university degree in forestry, natural resources economics, development economics, finance, or closely related field. Post-graduate degree (MSc) is an advantage.</li></ul>	10	
<b>Experience</b>		<b>55%</b>
<ul style="list-style-type: none"><li>• Minimum 10 years of relevant experience in designing climate related policies, strategies, national communications, biennial update reports and similar;</li></ul>	20	
<ul style="list-style-type: none"><li>• Proven 5 years of experience in implementing similar projects as team leader – preferably in the region;</li></ul>	20	
<ul style="list-style-type: none"><li>• At least 3 years of experience of working with national climate change institutions in PNG would be an asset.</li></ul>	15	
<b>Competencies</b>		<b>5%</b>
<ul style="list-style-type: none"><li>• Fluency in written and spoken English.</li></ul>	1	
<ul style="list-style-type: none"><li>• Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills.</li></ul>	1	
<ul style="list-style-type: none"><li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;</li></ul>	1	

<ul style="list-style-type: none"> <li>• High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;</li> <li>• Ability to quickly adapt to change, and to remain calm under pressure;</li> </ul>	1	
	1	
<b>Technical Criteria</b>		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		30%
<b>Total</b>		<b>100%</b>

## Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a) A current curriculum vitae outlining relevant experience and expertise. This should include additional details such as education, training, years of experience and other such information that may be of relevance, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;
- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- c) Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which can be accessed from this [UNP PNG Procurement page](#). This includes a **Financial Proposal that indicates the all-inclusive fixed total contract price, mandatory travel and medical insurances, supported by a breakdown of costs, as per the template provided.** If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

## Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

## Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging, and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

## Submission Instructions

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org) with mandatory email subject: **Consultancy for International Team Leader on the revision of Papua New Guinea's Nationally Determined Contribution – IC/PNG/017-2020**, no later than **12<sup>th</sup> August, 2020**. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto:procurement.pg@undp.org)

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.