



Nationally Determined Contributions Update Lead Consultant

Date: [18/08/2020]

Country: Sao Tome and Principe

Description of the assignment:

Prepare and execute an stakeholder engagement plan for updating the NDC. Draft reports of meetings and analyse the information collected from stakeholders by the project. Draft the Updated NDC with the support of technical experts and the NDC updating team.

Project name: Delivering Climate Promise in Sao Tome and Principe

Period of assignment/services (if applicable): 7 months

Proposal should be submitted by email to BidsSTP@undp.org no later than August 31, 2020.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. Cesaltina Almeida will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

As the signatory of Paris Accord, Sao Tome and Principe, has agreed to communicate its efforts in the fight against climate change on the international arena. This consists of two processes, first which is to report biannually what has been done in the fronts of climate change adaptation and mitigation and the second one is the Nationally Determined Contributions, or NDC. The NDC is the country's plan of action for the future and will be updated during 2020. The primary objective of the project "Delivering Climate Promise in STP" is to support the government in updating the NDC, to align them with the SDGs, to include a gender dimension and to introduce a whole-of-society approach to accelerate the implementation of the NDC.

The project improves NDC implementation in five ways, supporting the NDC Update, support sectoral transformation, engage private sector to climate action, establish a robust MRV system and provide

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quality assurances for NDC Partnership activities. This consultancy is related to the first Output of updating the NDC as a coordinator and contributor of a larger NDC updating team.


2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The NDC updating lead consultant will report directly and receive technical and institutional backstopping from UNDP CO and the UNDP “Delivering Climate Promise” Project Management Unit in STP.

Role and Responsibilities:

The role of the NDC updating lead consultant is to map and engage the stakeholders needed for updating the NDC, provide reports from the meetings, analyse the information and draft the updated NDC in cooperation with the NDC updating team and with the support of technical experts. The NDC updating lead consultant is to work in close cooperation with the NDC in-country facilitator, the Delivering Climate Promise project manager and the UNDP Focal Point for STP NDC. Responsibilities include:

1. Support the implementation of the NDC Engagement Strategy, which guides the NDC update, through the engagement of the different **high level decision makers in the country**, such as the Presidency, the Parliament, the Prime Minister, the line Ministries, political parties, National Climate Change Committee and the international partners, ensuring coordination and alignment of activities;
2. Support the implementation of the NDC Engagement Strategy through the engagement of civil society organizations, communities, people groups, ministries’ technicians, private sector agents who are or will be related to the NDC update process.
3. Actively support the whole-of-society approach and help the project Communication experts in mobilizing the santomean society.
4. Periodically update the implementation status of the various actions of NDC Engagement Strategy and identify gaps, strategies, and actions necessary to advance;
5. Ensure information sharing and periodic exchange with all implementing partners involved in NDC-related activities in the country;
6. Support the member government in organizing Workshops engaging all relevant stakeholders in-country, including development partners that are not NDC Partnership members.
7. Collaborate with the NDC Partnership Support Unit and UNDP “Delivering Climate Promise” Project Management Unit in STP to document changes in political context and provide support to government and stakeholders in NDC decision-making processes;
8. Track the progress of in-country engagement and provide periodic progress updates to the NDC development and communication strategy;
9. Provide the UNDP with information relevant to the implementation of STP’s NDCs to be shared with national and international stakeholders;



Deliverables:

1: Finalize the “NDC Engagement Strategy”, in cooperation with UNDP and communications experts (2 days, deadline 14th of September)

- The core of the strategy of political (level 1), societal (level 2) and international (level 3) engagement will be provided to the consultant

2: Stakeholder mapping (5 days, 28th of September)

- Identify the communities, people groups, technicians, politicians, line ministers, international organizations, private sector agents and civil society organizations who are or will be related to the NDC update process

3: Prepare and implement a stakeholder engagement plan (3 days, 5th of October)

- Plan and organize necessary meetings needed. Meetings can be individual, or by clusters, in general minimum 2 meetings per group, one to collect information and one to validate the NDC update
- Every meeting has to be registered through a meeting report

4: Provide meeting reports and help the project team and the NDC-in country facilitator in analysing them. (30 meetings, 35 days [divided between Output 4 and Output 6] deadline 31st of October)

- Draft reports of all meetings and help analyse the information gathered. Reports template shall be defined with client and should include, at least, the participant’s names, main discussions/recommendations and pictures.
- Support the project team in analysing and synthesizing the three levels of information gathered

5: Draft the updated NDC document based on the first round of consultations and input (8 days, deadline 31st of October)

- Draft the updated NDC in cooperation with technical experts and the NDC updating team

6: Organize 2nd round of meetings: Provide meeting reports and help the project team and the NDC-in country facilitator in analysing them. (30 meetings, 35 days [divided between Output 4 and Output 6] deadline 7th of December)

- Draft reports of all meetings and help analyse the information gathered. Reports template shall be defined with client and should include, at least, the participant’s names, main discussions/recommendations and pictures.
- Support the project team in analysing and synthesizing the three levels of information gathered

7: Provide the Final Draft for updated NDC (10 days, deadline, January 15th)

In addition the consultant is requested to provide:

- Monthly report of activities and progress of the NDC development and communication strategy;
- Completion of final report of the Consultancy providing the full inputs captured during the implementation of NDC Engagement Strategy.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Mandatory education:

- University Degree in Administration, Management or Public Administration, Political Sciences, Social Sciences, Engineering, Economics, Environmental Sciences, Natural Resources or related. Masters in related areas to the consultancy is not required but will be an advantage.

Experience:

- At least 5 years of work experience in public, private or third sector institutions with a special focus on coordination and articulation between different actors and opinions
- Proven experience in engaging with stakeholders and decision makers
- Proven experience in preparation and implementation of multi-stakeholder work plans.
- Experience and knowledge of Climate Change and the NDCs;
- Initial knowledge of the national plans, strategies and policies related to climate change in STP;
- Experience and relevant skills in the use, for project management purposes, of the Office suite (MS Word, Excel, Powerpoint, etc.);
- .
- Experience in working with development institutions is not required but will be highly valued
- Strong proven experience in drafting reports and relevant documents
- Experience in monitoring and project evaluation and project management is considered an asset

Mandatory language requirements

- Fluency in spoken and written Portuguese and working knowledge in English (enough to understand and write working documents)

Skills:

- Excellent communication, articulation and coordination skills. Understands different interests and seeks conciliation and coordination of activities;
- Meets goals and deadlines with quality and consistency;
- Works to deliver agreed goals, dealing with challenges in a constructive way;



- Assumes responsibility and works for target achievement, overcoming obstacles, setbacks and uncertainties;
- Uses resources, methods, partners and information effectively;
- Take initiative and lead processes;
- Analyzes complex technical materials (including data) and makes them concise and relevant;
- Introduces complex conceptual ideas in practical terms to others.
- Adapts the communication to the specific public;
- Build informal networks internally and externally and visualize them as part of the value creation process;
- Constantly looks for opportunities to learn and share;
- Demonstrates behaviors such as teamwork, knowledge sharing, and relationship maintenance;
- Encourages collaboration and improves performance.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

1. Technical Proposal:

- (i) Letter To Undp Confirming Interest And Availability (Annex 1)
- (ii) Personal CV including past experience in similar projects and at least 3 references
- (iii) Provide themethodology on how the work will be approached and conducted

2. Financial proposal in USD (Annex 2)

5. FINANCIAL PROPOSAL

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 installments 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

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 he/she 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

Expenses related to meetings/workshops organization will not be part of the consultant's financial proposal. Those expenses will be covered by UNDP. Nevertheless, the consultant will support the planning and organization of the workshops and meetings.

Travel to Principe will be necessary. Expenses associated must not be included in the financial proposal.

The consultant will have working means, namely vehicle, computer, printer and good internet access

6. EVALUATION

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 49 point would be considered for the Financial Evaluation

Criteria	Max. Point
<u>Technical</u>	70

<ul style="list-style-type: none"> • 5 years of work experience in public, private or third sector institutions with a special focus on coordination and articulation between different actors and opinions 	10	
<ul style="list-style-type: none"> • Experience in stakeholder engagement, including political decision makers, development organizations, civil society and communities 	15	
<ul style="list-style-type: none"> • Experience and knowledge of Climate Change and Nationally Determined Contributions (NDCs); 	10	
<ul style="list-style-type: none"> • Experience in drafting relevant documents and reports 	15	
<ul style="list-style-type: none"> • <i>Methodology</i> 	20	
<u>Financial Proposal</u>	30	

ANNEX

ANNEX 1- OFFEROR'S LETTER TO UNDP CONFIRMING INTEREST AND AVAILABILITY

ANNEX 2- BREAKDOWN OF COSTS

ANNEX 3- TERMS OF REFERENCES (TOR)

ANNEX 4- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS



ANNEX 1
OFFEROR'S LETTER TO UNDP
CONFIRMING INTEREST AND AVAILABILITY
FOR THE INDIVIDUAL CONTRACTOR (IC) ASSIGNMENT

Date _____

—
Katarzyna Wawiernia
United Nations Development Programme
São Tomé, São Tomé and Príncipe

Dear Sir/Madam:

I hereby declare that:

- A) I have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities of [*indicate title of assignment*] under the [*state project title*];
- B) I have also read, understood and hereby accept UNDP's General Conditions of Contract for the Services of the Individual Contractors;
- C) I hereby propose my services and I confirm my interest in performing the assignment through the submission of my CV which I have duly signed and attached hereto as Annex 1;
- D) In compliance with the requirements of the Terms of Reference, I hereby confirm that I am available for the entire duration of the assignment, and I shall perform the services in the manner described in my proposed approach/methodology which I have attached hereto as Annex 3 [*delete this item if the TOR does not require submission of this document*];
- E) I hereby propose to complete the services based on the following payment rate: [*please check the box corresponding to the preferred option*]:
 - ☐ An all-inclusive daily fee of [*state amount in words and in numbers indicating currency*]
 - ☐ A total lump sum of [*state amount in words and in numbers, indicating exact currency*], payable in the manner described in the Terms of Reference.
- F) For your evaluation, the breakdown of the abovementioned all-inclusive amount is attached hereto as Annex 2;
- G) I recognize that the payment of the abovementioned amounts due to me shall be based on my delivery of outputs within the timeframe specified in the TOR, which shall be subject to UNDP's review, acceptance and payment certification procedures;

H) This offer shall remain valid for a total period of _____ days [*minimum of 90 days*] after the submission deadline;

I) I confirm that I have no first degree relative (mother, father, son, daughter, spouse/partner, brother or sister) currently employed with any UN agency or office [*disclose the name of the relative, the UN office employing the relative, and the relationship if, any such relationship exists*];

J) If I am selected for this assignment, I shall [*please check the appropriate box*]:

- ☐ Sign an Individual Contract with UNDP;
- ☐ Request my employer [*state name of company/organization/institution*] to sign with UNDP a Reimbursable Loan Agreement (RLA), for and on my behalf. The contact person and details of my employer for this purpose are as follows:

K) I hereby confirm that [*check all that applies*]:

- ☐ At the time of this submission, I have no active Individual Contract or any form of engagement with any Business Unit of UNDP;
- ☐ I am currently engaged with UNDP and/or other entities for the following work:

Assignment	Contract Type	UNDP Business Unit / Name of Institution/Company	Contract Duration	Contract Amount

- ☐ I am also anticipating conclusion of the following work from UNDP and/or other entities for which I have submitted a proposal:

Assignment	Contract Type	Name of Institution/ Company	Contract Duration	Contract Amount

L) I fully understand and recognize that UNDP is not bound to accept this proposal, and I also understand and accept that I shall bear all costs associated with its preparation and submission and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

M) **If you are a former staff member of the United Nations recently separated, please add this section to your letter:** I hereby confirm that I have complied with the minimum break in service required before I can be eligible for an Individual Contract.

N) I also fully understand that, if I am engaged as an Individual Contractor, I have no expectations nor entitlements whatsoever to be re-instated or re-employed as a staff member.

O) Are any of your relatives employed by UNDP, any other UN organization or any other public international organization?

YES ☐ NO ☐ If the answer is "yes", give the following information:

Name	Relationship	Name of International Organization

P) Do you have any objections to our making enquiries of your present employer?

YES ☐ NO ☐

Q) Are you now, or have you ever been a permanent civil servant in your government's employ?

YES ☐ NO ☐ If answer is "yes", WHEN?

R) REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.

Full Name	Full Address	Business or Occupation

S) Have you been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)?

YES ☐ NO ☐ If "yes", give full particulars of each case in an attached statement.

I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization may result in the termination of the service contract or special services agreement without notice.

DATE: _____

SIGNATURE: _____

NB. You will be requested to supply documentary evidence which support the statements you have made above. Do not, however, send any documentary evidence until you have been asked to do so and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of UNDP.

Annexes *[please check all that applies]:*

- ☐ CV shall include Education/Qualification, Professional Certification, Employment Records /Experience
- ☐ Breakdown of Costs Supporting the Final All-Inclusive Price as per Template
- ☐ Brief Description of Approach to Work (if required by the TOR)

BREAKDOWN OF COSTS¹
SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A) Breakdown of Cost by Components:

Cost Components	Unit Cost	Quantity	Total Rate for the Contract Duration
I. Personnel Costs			
Professional Fees			
Life Insurance			
Medical Insurance			
Communications			
Land Transportation			
Others (pls. specify)			
II. Travel² Expenses to Join duty station			
Round Trip Airfares to and from duty station			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			
III. Duty Travel			
Round Trip Airfares			
Living Allowance			
Travel Insurance			
Terminal Expenses			
Others (pls. specify)			

¹ The costs should only cover the requirements identified in the Terms of Reference (TOR)

² Travel expenses are not required if the consultant will be working from home.