

United Nations Development Programme
Terms of Reference for the recruitment of a National Consultant
Under the Climate Promise Initiative



*Empowered lives.
Resilient nations.*

Type of Contract:	Independent Consultant
Duration:	60 days over 6 months
Location:	Seychelles
Duty station:	UNDP Seychelles
Expected Start Date:	25 September 2020
Expected End Date:	28 February 2021

Project Title: National Consultant to Review, Update and Costing of the existing NDC and to support the Government of Seychelles update its NDCs under the Climate Promise Initiative

A. Introduction

Climate change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalised and most vulnerable. Under the 2015 Paris Agreement, countries unanimously agreed to work toward global goals that would limit global average temperature rise. A key principle in the 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. 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.

The UNDP Climate Promise Initiative

UNDP is launching its Climate Promise Initiative (CPI) to provide necessary financial and technical support to selected countries to enhance their NDCs making them more ambitious and realistic, at the same time. Small island development states are among the countries prioritised for getting support within the UNDP CPI.

The UNDP CPI is designed to provide support along five service lines: (i) Build Political Will & Societal Ownership at National/Sub-National Levels, (ii) Review, Align & Update/Enhance Current NDC Targets, Policies & Measures, (iii) Incorporate Additional Sectors &/or GHGs, (iv) Assess Costs & Investment Opportunities, and (v) Monitor Progress & Strengthen Transparency.

Seychelles has been selected to receive support within the UNDP CPI to support the country in enhancing its NDC to make it more ambitious. This will be facilitated through the implementation of the CPI in Seychelles. The Seychelles NDC revision is an opportunity to describe how and what governance arrangements will be used to deliver the NDC (known as the “means of implementation”), which can improve clarity, transparency, and understanding, and give reassurance that the NDC targets will be achieved.

B. Objective of the Climate Promise Initiative

To provide technical and expert support to the Seychelles Government in reviewing and updating the Seychelles NDC document and adding new relevant sectors as agreed with the Government in preparation for the Conference of Parties (COP) 26.

The objective of the Climate Promise Initiative in collaboration with UNFCCC, NDC CAEP and SEYCCAT will focus on a thorough review of the existing NDC and provide a status update on progress with at the aim of identifying new sectors such as Tourism, Transport, Health and Food Security as part of the CPI mandate.

C. Objectives of the assignment

The objective of this assignment is to ensure effective implementation of the UNDP Climate Promise Initiative in Seychelles (CPIS) with delivery of all the intended outcomes and outputs in accordance with the approved CPIS work plan and detailed annual work plan within the approved budget. The assignment involved provision of technical and expert support to the Seychelles Government in reviewing and updating the Seychelles Nationally Determined Contribution document (NDC) and adding new relevant sectors as agreed with the Government.

The Consultant will be based on Mahe, Seychelles. He/she will work under direct supervision of UNDP Seychelles Programme Manager and the National Coordinator of the CPIs based in Seychelles. The Consultant will be expected to work as part of a team within the work plan of the Climate Promise Initiative and provide support to other team members including the Youth and Gender Engagement Specialist, the Communications Specialist and collaborate with other identified experts within the region. The Consultant will work in close collaboration with the NDC technical team headed by the Ministry of Environment, Energy and Climate Change (MEECC) as the lead government agency on Climate Change. He/she will collaborate with other national stakeholders and international partners involved in the development of the new Seychelles NDC and others working on various aspects of the Third National Communications and drafting relevant chapters of the NDC.

D. Description of Duties and Responsibilities

The Consultant is expected to take a leading role in the **review, update and costing** of the existing NDC in Seychelles. The main duties and responsibilities are as outlined below:

1. Review, align, and update existing targets, policies and measures by:

- Carrying out a **rapid assessment of Seychelles progress against 2015 NDCs; and provide progress report on achieving the targets set.**
- **Developing an NDC Score Card** -document successes, gaps, lessons learned by conducting the assessment and meeting with various stakeholders.

2. Revise the sectors present in the 2015 NDC;

- Assessments of:
 - Mitigation potential of waste-to-energy option in Seychelles, including calculation of GHG emission benefits
 - Mitigation potential of a nation-wide application of solar energy and supporting technologies (i.e. energy storage) in Seychelles

- Mitigation potential of the Seychelles transport sector (land and marine) to promote low emission mobility in Seychelles, including GHG benefit calculation;
- 3. **Validate new sectors/GHGs** for inclusion in the NDC by assessing climate change on the sectors such as tourism, health and food security in order to identify priority measures to minimise vulnerability to impacts of CC
- 4. **Identifying the investment opportunities** using information from 1, 2, 3 above and conduct dialogues with potential investors;
- 5. Develop a proposal for **coordination and accountability mechanisms** (e.g. national MRV system) **for NDC progress monitoring across the sectors** with respective responsibilities and strengthen transparency; and
- 6. Keep a record of meetings with stakeholders and third-party consultants and further follow-up.

Key Competencies

- The successful candidate will be fluent in both oral and written English. Knowledge of Creole, French and other languages used in the region will be considered an asset, although not essential;
- Demonstrated diplomatic, management, interpersonal, networking and negotiating skills;
- Excellent analytical skills;
- Effective oral and written presentation & communication skills;
- Good planning and organizational skills, ability to work under tight deadlines;
- Ability to work both independently and as a member of a team;
- Adherence to UN Core Values: commitment to teamwork, accountability, creativity, client orientation, continuous learning, technological awareness, openness to change and ability to manage complex situations, respect for diversity.
- Good professional knowledge of main office computer applications;
- Familiarity with the UNDP rules and procedures pertinent to project management.

E. Deliverables

	Deliverables	% Fees	Due Date	Review and Approvals required
1.	Submission and Approval of Work Plan	10%	30 September 2020	
2.	Report on Rapid assessment of Seychelles progress against 2015 NDCs; and provide progress on achieving the targets set.	20%	30 October 2020	In collaboration with National CPI Coordinator
3.	Develop the NDC Score Card	10%	15 November 2020	

4.	Assessment Reports on Mitigation Potential of Various Sectors	20%	30 November 2020	
5.	Develop a proposal for NDC coordination, monitoring and accountability mechanism	10%	25 January 2021	
6.	Submission of draft Report	10%	10 February 2021	
7.	Submission of Final NDC Report	20%	28 February 2021	

F. Duration:

The duration of the contract will be for a period of **6 months** from September 2020 until February 2021. An estimated total of 60 working days is expected with the workload being significant between September 2020-February 2021.

G. Duty Station

Home based (Seychelles).

Some travel may be required subject to local and international guidelines.

H. Qualifications of the Successful Individual Contractor

Education

Master's Degree in Environment/Climate Change/International Relations/Project Management with at least 5 years of experience working in the field. Alternatively, Bachelor's Degree in above field with minimum of 7 years working in the relevant sector is required.

Experience

- At least 5 years of working experience in the fields related to the assignment, at national or international levels;
- Demonstrated experience in management and coordination of multi-disciplinary projects;
- Good communication and team-building skills

Language skills

- Excellent writing, editing, and oral communication skills in English, Creole

I. Scope of Price Proposal and Schedule of Payments

The financial offer should be quoted as a lump sum amount, all-inclusive (professional fee, insurance, miscellaneous). UNDP will cover travel-related expenses only if inter-island travel is required during the contract period.

The contract price is fixed regardless of changes in the cost components. Payments will be effected based on deliverables as per section D above. *Financial Bids quoted in USD will need a relevant USD account.*

J. Recommended Presentation of Offer

The following documents are requested:

- a) Duly completed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- b) **Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- c) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

K. Criteria for Selection of the Best Offer

Individual consultants will be evaluated based on the following methodology:

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.

Short-listing criteria:

All applicants will be requested to submit a price offer indicating their lump-sum fee for the assignment. Following UNDP procurement rules, both technical competence and the consultant financial proposal will be taken into account in the selection process. The technical evaluation will be based on the following evaluation criteria

Education	Experience	Coordination and Team Building	Familiarity with UNDP	Language /Report Writing
Masters in Environment/ Climate Change/ International Relations/Project Management with at least 5 years of experience working in the field or (Bachelor's Degree in with minimum of 7 years)	Demonstrated understanding of National Development Plans/Environmental Strategies. Must have experience at National Level in related areas	Demonstrated ability to work with a wide range of stakeholders and function as team leader	Experience and/ Familiarity of the UNDP rules and procedures will be a strong asset;	Proficiency in English and Creole. French would be asset. Demonstrated Ability to write reports
20	25	20	20	15

Candidates scoring 70 or above will be short-listed.

The **financial offers** will be evaluated giving the lowest price proposal 30 marks and marking the other more expensive proposals reverse proportionally to the cheapest option.

The final scoring of short-listed candidates will take into account the technical Evaluation and the financial score:

Criteria	Weight	Max. Point
• Technical score	70%	70
• Financial score	30%	30

The candidate ranking highest shall be selected.

L. Approval

This TOR is approved by:

Signature



Name and Designation Roland Alcindor, Programme Manager

Date of signing 09 September 2020