**TERMS OF REFERENCE**

1. **Project Title: Third National Communication and First Biennial Update Report**

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| **Job title:** | Data Analyst |
| **Contract type:** | National Consultant - Individual Contract (IC) |
| **Duty Station:** | Apia, Samoa |
| **Period of contract:** | 40 working days for a duration of 2 months (December 2020 – January 2021) |
| **Contracting Authority:** | United Nations Development Programme |

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| 1. Background and project description:   In accordance with its commitments as a non Annex I Party and as mandated by Article 12 of the UNFCCC and subsequent CoP decisions, Samoa will prepapre and submit its Third National Communication (TNC) and First Biennial Update Report (FBUR) to the Conference of Parties (CoP) of the UNFCCC. The project is implemented by UNDP and the Government of Samoa via the Ministry of Natural Resources and Environment. The project aims to update the information provided regarding national circumstances, inventories of greenhouse gases (GHG), policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt, and promote increased awareness and understanding of critical importance of climate change to its sustainable development. The project will also increase the national technical and institutional capacities in preparing the NC/BUR and assisting the Government to integrate climate change issues into sectoral and national development priorities that directly contribute to achieving Sustainable Development Goal 13: Climate Action.  The implementation of the project objectives will support Samoa’s preparation of a high quality National Communication and Biennial Update Report to be submitted to the UNFCCC in a timely manner. As GHG inventories are a key component of both the National Communication and Biennial Update Report, the project will take a learning-by-doing approach, to the extent possible taking into account limited staffs trained in populating and managing the GHG Inventory. In this way, the project intends to catalyze the institutionalization of knowledge among the national participating experts and partner institutions involved in the development of national GHG Inventory, in particular to improve quality control and quality assurance of the inventory’s data.  Given the findings from the last Second National Communication (2010) and the Intended National Determined Contributions (2015), important challenges remain. Although the exercises to prepare these reports have resulted in increased capacities to collect and manage data and information to carry out, for example vulnerability assessments, critical data and information gaps remain. Greater collaboration and institutional coordination is needed to ensure that critical understanding of the data and information needs for all sectors are adequately understood in order to move forward with policy implementation. While financing from the international community is available, it remains fragmented and insufficient at the local level, which is important to the pursuit of better adaptation practices.  The Ministry of Natural Resources and Environment has requested UNDP to contract a national expert who will gather GHG data of Samoa and perform analysis. The data analyst will work under the guidance of the Ministry and the Project Coordinator.   1. Scope of Work:   **Working under the guidance of the Project Coordinator, the Data Analyst will;**   * Support the data collection, entry, maintenance, validation and clean up of the GHG database and drawing on a number of sources (UNDP climate portfolio dataset, NDC registry and other relevant public NDC content database); * Will liase with the Climate Promise Data Analyst based in New York and coordinate with the regional leads for the Climate Promise Project in the Pacific; * Identify key trends, defining critical questions/queries and designing structured analysis based on raw datasets and complex databases; * Generate visuals and charts based on analysis of existing data for dashboard, Climate Promise progress reports, knowledge products and other communications and advocacy materials; and * Support identification of lessons and results of the Second National Communications based on analysis of data gathered in the database, working closely with the Project Coordinator. * Engage, liaise and coordinate with key internal and external stakeholders to ensure institutional coordination in gathering data (for the period 2008 – 2019) and information for the IPCC sectors (Energy, IPPU, AFOLU and Waste)   *Note: by performance of each above points, the materials/reports should be submitted to Project Manager (PM) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the PM.* |
| 1. **EXPECTED OUTCOMES, DELIVERABLES, AND PAYMENT SCHEDULE:**     **Professional Costs**  All payments will be done upon submission of each deliverables and acceptance by UNDP and the GoS. In order to ensure the assignment to be effective and efficient, the payment in instalments will be applied as below;  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 GoS of the following;**   * **Completion of Inception Report that outlines, detailed timeline, and workplan** | **20%** | due 1 week after contract signing | | **Upon approval by UNDP and GoS of the following;**   * **Draft report on data collected and analysed** * **Draft database on all GHG data collected and analysed** * **Presentation/Training on the use of the database** | **40%** | Due 5 weeks after contract signing | | **Upon approval by UNDP and GoS of the following;**   * **Final report on data collected and analysed** * **Finalised database on all GHG data collected and analysed** * **Final analysis report with recommendations and lessons learned** | **40%** | Due 7 weeks after contract signing |   The national consultant is expected to state in the financial proposal, a daily working fee only in WST (tala). |
| 1. Institutional Arrangement:   The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and the ACEO of GEF within the Ministry of Natural Resources and Environment.   1. Ensures timely and quality execution of works described in the Terms of Reference; 2. Ensures unconditional carrying out of requirements of the IC; 3. Agrees some results given in the ToR and reports to Project Coordinator. |
| 1. Duration of the Work:   The Data Analyst will be contracted for 40 working days for a duration of 2 months. |
| 1. Duty Station:   The Data Analyst will be based at the Ministry of Natural Resources and Environment under the Climate Change and GEF Division. |
| 1. Competencies:   **Corporate Competencies:**   * Demonstrates commitment to the Government of Samoa mission, vision and values. * Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability   **Functional Competencies:**  *Knowledge Management and Learning*   * Shares knowledge and experience * Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills   *Development and Operational Effectiveness*   * Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and logistics for project implementation.   *Leadership and Self-Management*   * Focuses on result for the client and responds positively to feedback * Consistently approaches work with energy and a positive, constructive attitude * Remains calm, in control and good humored even under pressure * Demonstrates openness to change and ability to manage complexities * Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment |
| 1. Qualifications of the Successful Contractor:   **Education**   * Minimum Bachelor’s Degree or equivalent in database design, administration and maintance or other relevant field. Master’s degree will be considered as an asset.   **Experience**   * Demonstrated professional experience working on analysing complex datasets related to development and environment issues; * Minimum 5 years experiences in ability to generate data-driven products (e.g. graphs, charts, infographics) from raw databases and datasets; * Demonstrated hands on experience and knowledge of using Power BI, Ms Excel and Power Point to analyse and present complex dataset; * Experience and knowledge on climate change policy related issues including GHGs and NDCs under the Paris Agreement; * Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset; * Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage; * Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders; * Good knowledge of Excel, Word, Power Point, and Web navigation; * Full proficiency in English both written and verbal including ability to review and edit the required project documentation. |
| 1. evaluation criteria:   **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 possession of below required criteria:   * Minimum a Bachelor’s Degree or equivalent Database design, administration and maintance. Master’s degree will be considered as an asset **(15 points)** * Demonstrated professional experience working on analysing complex datasets related to development and environment issues **(15 points)** * Minimum 5 years experience of ability to generate data-driven products (e.g. graphs, charts, infographics) from raw databases and datasets **(15 points**) * Demonstrated hands on experience and knowledge of using Power BI, Ms Excel and Power Point to analyse and present complex dataset **(15 points)** * Experience and knowledge on climate change policy related issues including GHGs and NDCs under the Paris Agreement **(10 points)** * Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset **(10 points)** * Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage **(5 points)** * Excellent communication skills and experience in conducting technical presentations with a variety of stakeholders **(5 points)** * Good knowledge of Excel, Word, Power Point, and Web navigation **(5 points)** * Full proficiency in English both written and verbal including ability to review and edit the required project documentation **(5 points)** |
| 1. Recommended Presentation of Proposal:   Interested individual Consultants must submit ALL the following documents/information to demonstrate their qualifications in PDF format: Duly accomplished Letter of Confirmation of Interest and Availability using the template provided by UNDP (Annex I);Personal CV or P11 (Annex II), indicating all experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;Financial proposal that indicates the national consultant’s daily fee in WST only (Annex III); and  1. A brief methodology on how you will approach and conduct the work.  Individuals applying for this consultancy will be reviewed based on their own individual capacity. The successful individual will sign an IC with UNDP. Incomplete proposals submitted via medium other than the one indicated below may be considered as disqualifed. Queries about the position can be directed to [procurement.ws@undp.org](mailto:procurement.ws@undp.org)  **Due Date for submission of proposals is 23 November 2020**.  For detail of Term of Reference and Midterm Report, please visit <https://procurement-notices.undp.org/view_notice.cfm?notice_id=67270>  **Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).** |
| 1. annexes to this terms of reference: 2. Annex I - [Offeror’s Letter to UNDP Confirming Interest and Availability](https://popp.undp.org/_LAYOUTS/15/WOPIFRAME.ASPX?SOURCEDOC=/UNDP_POPP_DOCUMENT_LIBRARY/PUBLIC/PSU_%20INDIVIDUAL%20CONTRACT_OFFERORS%20LETTER%20TO%20UNDP%20CONFIRMING%20INTEREST%20AND%20AVAILABILITY.DOCX&ACTION=DEFAULT) 3. Annex II – P11 Form 4. Annex III – Financial Template 5. Annex IV – UNDP General Terms and Conditions for Individual Contractors |