

## **ADVERTIZEMENT**

### **INDIVIDUAL CONSULTANT PROCUREMENT NOTICE (ICPN)**

**National Consultant: NDC review in Sierra Leone**

**(IC – National).**

**Date: January 21, 2021**

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**Procurement Notice No.: SLE/ICPN/2021/001**

**Country: Sierra Leone**

**Description of the assignment: National Consultant, NDC review in Sierra Leone**

**Project Name: NDC review in Sierra Leone**

**Period of assignment: 60 days within - 6 months from the commencement of the contract**

Proposal should be submitted at the following address, UNDP, Fourah Close, Off Main Motor Road, Wilberforce, Freetown, Sierra Leone or by email to [procure.sle@undp.org](mailto:procure.sle@undp.org) no later than **17:00 hours, on Friday February 5, 2021.**

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Sierra Leone 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

Sierra Leone submitted its Intended Nationally Determined Contributions (INDC) in 2015 and this was in response to decisions adopted at the 19th and 20th sessions of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC), that invite Parties to communicate to the Secretariat their INDCs, towards achieving the objective of the UNFCCC as set out in Article 2 of the Convention. The national circumstances of Sierra Leone have been fully taken into consideration during the development of the INDC. This includes national and sectoral strategies which already existed in the National Development Plan—the Agenda for Prosperity. A review of the current status of implementation of the cross-cutting issues of the Climate Convention at the national level has been documented. These include (a) research and systematic observation systems; (b) technology transfer; and (c) education, training and public awareness. The process is also built on the participatory multi-stakeholder and cross-sectoral consultative processes at national and district levels.

Sierra Leone's INDC includes both conditional mitigation and adaptation components based on her national circumstances and in line with decisions 1/CP.19 and 1/CP.20. The VISION of the Sierra Leone INDC is to create a new era for a harmonious relationship between the economy, environment, social and long term sustainability; shifts to a green economy and provides for the identification and implementation of various mitigation and adaptation measures. The GOAL of the INDC and the accompanying action plan is to prepare the government and people of Sierra Leone to limit their carbon footprint; reduce or minimize risks by improving adaptive capacity, reducing vulnerability to climate change impacts and increasing the resilience and sustainable wellbeing of all citizens; and to leverage new opportunities and facilitate collaboration in-country and with regional and global communities.

The Sierra Leone Legislature ratified the Paris Agreement on climate change in June 2016 with support from the United Nations Development Programme (UNDP) and Environmental Protection Agency (EPA) of Sierra Leone bringing the country one step closer to reaching its goals for low-carbon, climate-resilient development.

Despite having contributed little to climate change, Sierra Leone, like many other developing countries, is especially vulnerable to its impacts. Sea-level rise, soaring temperatures and increased rainfall threaten economic and social gains. The agricultural sector, which ensures the livelihoods of around 70 percent of the population, is especially vulnerable, with flooding, erosion and changing

rainfall patterns putting lives at risk in a country where nearly eight out of ten people do not have secure access to food.

The Country has an opportunity to revise and resubmit its NDC in November 2021, including by raising ambition in mitigation and/or adaptation actions and support (finance), as part of the Paris Agreement's NDC update process. The enhancement will include the addition of new sectors LULUCF, blue Carbon, Short-Lived Climate Pollutants and Green Corridors, considering the adaptation and mitigation benefits of these sectors.

Sierra Leone submitted a request to the NDC Partnership's Climate Action Enhancement Package (CAEP) through Conservation International and International Renewable Energy Agency (IRENA). However, CAEP does not support all the requested needs. UNDP support for the unfunded component through its Climate Promise Initiative – including, youth engagement and involvement in the NDC revision process, such as preparation of youth submissions on specific issues, including at the sub-national level, private sector consultations around the proposed new or updated NDC targets and engagement of different segments of the population (women, men youth, people with disabilities, social status, ethnicity) and that their contributions are considered will promote inclusively and ensure gender responsive participation.

UNDP Sierra Leone is seeking for a competent **person** who will conduct stakeholder's engagement, provide support for international consultants and coordinate the UNDP climate promise support to Sierra Leone NDC revision.

## 2. OBJECTIVES AND SCOPE OF EVALUATION

### Objective of the assignment

The main objective of the assignment is to facilitate inclusive participation of stakeholders in the NDC revision, coordinate UNDP climate promise engagement/support with EPA and partners and provide technical support for the Local consultants involved in supporting the NDC revision

### 3. Scope of Work

The consultant will support the work of the NDC revision based on UNDP climate promise offer:

1. Overall responsibility for the day-to-day engagement with EPA and partners involved in the NDC revision process
2. Provide support in relations to stakeholders' engagement and consultations to the Local consultants involved in data collection, analysis and reporting on green corridors, short-lived climate pollutants and NDC financing strategy
3. Responsible for preparation of concept notes, agenda and deriving list of participants for the national and regional consultations, working along with the EPA and other partners
4. Prepare reports with supporting documentation for all activities supported by UNDP climate promise
5. Facilitate meetings with stakeholders
6. Promote the work of UNDP Climate Promise in collaboration with UNDP communication team, including contact with civil society, private sector, government and the media
7. Ensure broad representation and adequate research of issues raised, and their presentation in a coordinated solution-oriented manner to the EPA and partners
8. Conduct follow-up dialogue with the EPA, partners and stakeholders on the various issues raised at consultations and meetings.
9. Increase awareness and communicate about the content of UNDP support to the NDC revision as well as outcomes
10. Co-ordinate/work in close co-operation with the partners supporting the NDC to ensure synergy
11. Produce a post-NDC revision synopsis report.

#### **Timelines against Deliverables:**

The Local consultant will report to the UNDP Team Leader (Sustainability and Local Economic Development (SLED) Cluster) and will lead the delivery of the assignment. He/she will conduct stakeholder's engagement, provide support for international consultants and coordinate the UNDP climate promise support to Sierra Leone NDC revision.

It is expected that the work will be done through intensive consultations with the Environmental Protection Agency and sectoral ministries, civil society, private sector and interest groups. The engagement with the Government will go beyond consultation but to work closely with the Government through Environment Protection Agency (EPA) technical Team. This position will be funded by resources from the Climate Promise.

No	Activities & Deliverable	Output and due date
1	Service Line 1: Build political will and societal ownership at national and sub-national levels	<b>By 31 March 2021</b> (work with various consultants to develop the following: Analytical report on climate change and gender; report on policy dialogue on access to funding. Targets on the vulnerability and resilience index with emphasis on climate vulnerability.
2	Service Line 2: Review, align, and update existing targets, policies and measures	<b>By 30 April 2021</b> Work with various consultants to do the following: Review of existing data and information at local, regional and global climate scenarios. Develop indicators to integrate the NDC in the next national development plan. Support the strengthening of adaptation section with specific focus on blue economy. Develop a methodological guide for the analysis of economic impact of climate change. Develop the climate scenarios, and conduct risks and vulnerability analysis for the national studies.
3	Service Line 3: Incorporate new sectors and/or greenhouse gases	<b>By 31 May 2021</b> Validation of new sectors (Blue economy, Mining & LULUCF). support to international consultants to assess GHG emission reduction potentials. Conduct an assessment of the mitigation and adaptation measures to climate change impact on the tourism, energy, Agriculture, and Water sector. LULUCF and recommend priority measures to minimize impacts to CC, with a special attention to the energy sector.
4	Assess costs and investment opportunities & Monitor progress & strengthen transparency.	<b>By 30 June 2021</b> Identify the investment opportunities for the private sector using information emerging from Service Lines 2 and 3, and conduct dialogues with potential investors. Costing of the NDC Action Plan including, transport, energy, LULUCF. Set up mechanisms for NDC progress monitoring across the sectors including tools for downward accountability
5	Communications and learning	<b>By 31 July 2021</b> Develop a communication document on Climate Change Action (CCA) in relation to the adaptation and mitigation The Climate Promise nation-wide intensive information and awareness raising campaign capturing mission 1.5 amongst others (e.g., a short film on the NDC and UNDP support - Climate action; Public Relation actions, informational materials - leaflets, posters, bill-boards,, etc. into different languages) including Build citizen and stakeholder awareness about the NDC commitments and the necessity to raise the level of these commitments and about the

		climate change crisis; and support a Government climate action accountability mechanism through a Citizen's Charter; Promote youth, women and key stakeholder groups engagement in climate action campaigns and accountability mechanisms; Sensitization of the Legislature.
6	Final reporting	<b>By 31 August 2021</b> Submission of post-NDC revision synopsis report

### 3. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

#### Education:

Master's Degree or equivalent environment, natural resource management, Social Science or other relevant field.

#### Experience:

- At least five years' experience working for government agencies, private businesses, civil society or donor funded projects
- Good understanding of the operations of the government and its structure
- Good knowledge of the operations of private businesses, civil society and issues facing them
- Proven experience with the facilitation of high level and community dialogues
- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Excellent communication and presentation skills
- Demonstrated knowledge of Sierra Leone climate change initiatives, including the NDC, REDD+, NAP, NAPA etc will be an added advantage
- Experience working with UN agencies or other international organizations would be an asset.

#### Language Requirement:

Fluency in written and spoken English. All documents are expected to be produced in English.

#### Competencies

##### Corporate Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

**Technical Competencies:**

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Skills in facilitating meetings effectively and efficiently;
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback.

**Professionalism:**

- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

**Communication:**

- Active listening and dialogue (acknowledge and responds constructively to the points of view of others);
- Excellent writing and verbal communication skills;
- Communicate effectively in writing and verbally to a varied and broad audience in a simple and concise manner.

**Teamwork:**

- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.
- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work.

**Important Note:**

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

#### 4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

##### APPLICATION PROCESS<sup>1</sup>

##### Recommended Presentation of Proposal:

- a) **Letter of Confirmation of Interest and Availability** using the [template](#)<sup>2</sup> provided by UNDP;
- b) **CV** and a **Personal History Form** ([P11 form](#)<sup>3</sup>);
- c) **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price and all other travel related costs (such as flight ticket, per diem, etc), supported by a breakdown of costs,
  - e) as per template attached to the Letter of Confirmation of Interest template. If an applicant 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 applicant must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

All application materials should be submitted to the address Fourah Bay Close, Off Main Motor Road, Wilberforce, Freetown in a sealed envelope indicating the following reference “**NDC review in Sierra Leone**”, or by email at the following address ONLY: [procure.sle@undp.org](mailto:procure.sle@undp.org) by the dead line as advertised. Incomplete

applications will be excluded from further consideration.

##### Note:

- The information in the breakdown of the offered lump sum amount provided by the offeror will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
- Approved local travel related to this assignment will be arranged and paid by UNDP Sierra Leone.

**Please note that applications will only be considered if they include ALL of the items listed above. Also note that the UNDP job portal website only allows for one document to be uploaded, so please combine all of the abovementioned items into one single Word or PDF document before uploading.**

<sup>1</sup> Engagement of the consultants should be done in line with guidelines for hiring consultants in the POPP: <https://info.undp.org/global/popp/Pages/default.aspx>

<sup>2</sup>

<https://intranet.undp.org/unit/bom/psa/Support%20documents%20on%20IC%20Guidelines/Template%20for%20Confirmation%20of%20Interest%20and%20Submission%20of%20Financial%20Proposal.docx>

<sup>3</sup> [http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc)



## 5. FINANCIAL PROPOSAL

### PAYMENT MILESTONES AND AUTHORITY

The prospective consultant will indicate the cost of services for each deliverable in **Leone all-inclusive<sup>4</sup> lump sum contract amount** when applying for this consultancy. The consultant will be paid **based on the effective UN exchange rate (where applicable), and** only after **approving authority** confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her lump sum service fees upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Payment to the Consultant will be made base on the following deliverables.

The consultant is required to submit a detailed financial proposal for the period of 60 working days. The selected Consultant will be paid upon payment certification from the hiring manager, in the following manner:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
1 <sup>st</sup> Installment	Build political will and societal ownership at national and sub-national levels	Yes	Nil
2 <sup>nd</sup> Installment	Review, align, and update existing targets, policies and measures	Yes	20%
3 <sup>rd</sup> Installment:	Incorporate new sectors and/or greenhouse gases.	Yes	20%
4 <sup>th</sup> instalment:	Assess costs and investment opportunities & Monitor progress & strengthen transparency.	Yes	20%
5 <sup>th</sup> Instalment:	Communications and learning.	Yes	20%
6 <sup>th</sup> Instalment:	Final reporting	Yes	20%

## 6. EVALUATION

*The UNDP Sierra Leone will choose among one of these two evaluation methods prior to submit the have the Individual Consultant Procurement Notice. Once the evaluation method has been selected the other one shall be deleted to avoid any misunderstanding*

### CRITERIA FOR SELECTING THE BEST OFFER

Offers received will be evaluated using a combined scoring method, where the qualifications and proposed methodology will be weighted 70%, and combined with the price offer, which will be weighted 30%. Only consultants obtaining a minimum of 49 points in the Technical Evaluation will be considered for the Financial Evaluation. Criteria to be used for rating the qualifications and methodology:

**Technical evaluation criteria (total 70 points, 70%):**

<sup>4</sup> The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

**Criteria for Selection of the Best Offer**

Combined Scoring method — where the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

1. A Master's degree in climate change and/or environment/natural resources management, International Development or related areas.
2. Practical previous experience relevant to the TOR.
3. Substantial professional knowledge and experience in development of response & recovery plan of a crisis, health & socioeconomic issues.
4. English language fluency.

**Financial evaluation (total 30 points, 30%):**

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:  $p = y (\mu/z)$  where: p = points for the financial proposal being evaluated; y = maximum number of points for the financial proposal;  $\mu$  = price of the lowest priced proposal; z = price of the proposal being evaluated.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b>Technical Competence (based on CV, Proposal and interview (if required))</b>	<b>70%</b>	<b>700</b>
<b>Education: (Maximum Points: 50).</b> A Master's degree in climate change and/or environment/natural resources management, International Development or related areas.	<b>5%</b>	<b>50</b>
<b>Experience: (Maximum Points: 200).</b> A Minimum of 5 years of related experience with some understanding of climate change and extensive experience in policy development, strong working knowledge of UNDP, government institutions, the civil society sector and working with state public authorities on issues related to climate change;	<b>20%</b>	<b>200</b>
Extensive knowledge and skills in development of NDCs	<b>20%</b>	<b>200</b>
Experience in applying climate change tools and constructing baseline scenarios	<b>5%</b>	<b>50</b>
Good professional knowledge of the national socio-economic and international development context;	<b>10%</b>	<b>100</b>
Advanced skills in communication and facilitation.	<b>10%</b>	<b>100</b>

<b>Financial (Lower Offer/Offer*100)</b> <b>Financial evaluation</b> (total 30 points):  All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p = y (\mu/z)$ where: p = points for the financial proposal being evaluated; y = maximum number of points for the financial proposal; $\mu$ = price of the lowest priced proposal; z = price of the proposal being evaluated.	<b>30%</b>	300
<b>Total Score</b>	<b>Technical Score * 70% + Financial Score * 30%</b>	



Yona Samo  
Procurement Specialist

## **ANNEX**

### **ANNEX 1- TERMS OF REFERENCES (TOR)**

### **ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS**



Empowered lives.  
Resilient nations.

## UNITED NATIONS DEVELOPMENT PROGRAMME

### Terms of Reference (TOR)

#### I. Other information

**Assignment Title:** NDC review in Sierra Leone

**Duty Station:** Freetown

**Duration:** 60 days within- 6 months from the commencement of the contract.

**Expected Start Date:** upon signing of the contract

**Type of Contract:** National Consultant

#### II. Background

Sierra Leone submitted its Intended Nationally Determined Contributions (INDC) in 2015 and this was in response to decisions adopted at the 19th and 20th sessions of the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC), that invite Parties to communicate to the Secretariat their INDCs, towards achieving the objective of the UNFCCC as set out in Article 2 of the Convention. The national circumstances of Sierra Leone have been fully taken into consideration during the development of the INDC. This includes national and sectoral strategies which already existed in the National Development Plan—the Agenda for Prosperity. A review of the current status of implementation of the cross-cutting issues of the Climate Convention at the national level has been documented. These include (a) research and systematic observation systems; (b) technology transfer; and (c) education, training and public awareness. The process is also built on the participatory multi-stakeholder and cross-sectoral consultative processes at national and district levels.

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carbon footprint; reduce or minimize risks by improving adaptive capacity, reducing vulnerability to climate change impacts and increasing the resilience and sustainable wellbeing of all citizens; and to leverage new opportunities and facilitate collaboration in-country and with regional and global communities.

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Despite having contributed little to climate change, Sierra Leone, like many other developing countries, is especially vulnerable to its impacts. Sea-level rise, soaring temperatures and increased rainfall threaten economic and social gains. The agricultural sector, which ensures the livelihoods of around 70 percent of the population, is especially vulnerable, with flooding, erosion and changing rainfall patterns putting lives at risk in a country where nearly eight out of ten people do not have secure access to food.

The Country has an opportunity to revise and resubmit its NDC in November 2021, including by raising ambition in mitigation and/or adaptation actions and support (finance), as part of the Paris Agreement's NDC update process. The enhancement will include the addition of new sectors LULUCF, blue Carbon, Short-Lived Climate Pollutants and Green Corridors, considering the adaptation and mitigation benefits of these sectors.

Sierra Leone submitted a request to the NDC Partnership's Climate Action Enhancement Package (CAEP) through Conservation International and International Renewable Energy Agency (IRENA). However, CAEP does not support all the requested needs. UNDP support for the unfunded component through its Climate Promise Initiative – including, youth engagement and involvement in the NDC revision process, such as preparation of youth submissions on specific issues, including at the sub-national level, private sector consultations around the proposed new or updated NDC targets and engagement of different segments of the population (women, men youth, people with disabilities, social status, ethnicity) and that their contributions are considered will promote inclusively and ensure gender responsive participation.

UNDP Sierra Leone is seeking for a competent **person** who will conduct stakeholder's engagement, provide support for international consultants and coordinate the UNDP climate promise support to Sierra Leone NDC revision

## Objective of the assignment

The main objective of the assignment is to facilitate inclusive participation of stakeholders in the NDC revision, coordinate UNDP climate promise engagement/support with EPA and partners and provide technical support for the Local consultants involved in supporting the NDC revision

## 3. Scope of Work

The consultant will support the work of the NDC revision based on UNDP climate promise offer:

12. Overall responsibility for the day-to-day engagement with EPA and partners involved in the NDC revision process
13. Provide support in relations to stakeholders' engagement and consultations to the Local consultants involved in data collection, analysis and reporting on green corridors, short-lived climate pollutants and NDC financing strategy
14. Responsible for preparation of concept notes, agenda and deriving list of participants for the national and regional consultations, working along with the EPA and other partners
15. Prepare reports with supporting documentation for all activities supported by UNDP climate promise
16. Facilitate meetings with stakeholders
17. Promote the work of UNDP Climate Promise in collaboration with UNDP communication team, including contact with civil society, private sector, government and the media.
18. Ensure broad representation and adequate research of issues raised, and their presentation in a coordinated solution-oriented manner to the EPA and partners
19. Conduct follow-up dialogue with the EPA, partners and stakeholders on the various issues raised at consultations and meetings.
20. Increase awareness and communicate about the content of UNDP support to the NDC revision as well as outcomes
21. Co-ordinate/work in close co-operation with the partners supporting the NDC to ensure synergy
22. Produce a post-NDC revision synopsis report.

## III. Deliverables and expected outcome

The Local consultant will report to the UNDP Team Leader (Sustainability and Local Economic Development (SLED) Cluster) and will lead the delivery of the assignment. He/she will conduct stakeholder's engagement, provide support for international consultants and coordinate the UNDP climate promise support to Sierra Leone NDC revision.

It is expected that the work will be done through intensive consultations with the Environmental Protection Agency and sectoral ministries, civil society, private sector and interest groups. The engagement with the Government will go beyond consultation but to work closely with the Government through Environment Protection Agency (EPA) technical Team. This position will be funded by resources from the Climate Promise.

#### IV. Timelines against Deliverables:

No	Activities & Deliverable	Output and due date
1	Service Line 1: Build political will and societal ownership at national and sub-national levels	<b>By 31 March 2021</b> (work with various consultants to develop the following: Analytical report on climate change and gender; report on policy dialogue on access to funding. Targets on the vulnerability and resilience index with emphasis on climate vulnerability.
2	Service Line 2: Review, align, and update existing targets, policies and measures	<b>By 30 April 2021</b> Work with various consultants to do the following: Review of existing data and information at local, regional and global climate scenarios. Develop indicators to integrate the NDC in the next national development plan. Support the strengthening of adaptation section with specific focus on blue economy. Develop a methodological guide for the analysis of economic impact of climate change. Develop the climate scenarios, and conduct risks and vulnerability analysis for the national studies.
3	Service Line 3: Incorporate new sectors and/or greenhouse gases	<b>By 31 May 2021</b> Validation of new sectors (Blue economy, Mining & LULUCF). support to international consultants to assess GHG emission reduction potentials. Conduct an assessment of the mitigation and adaptation measures to climate change impact on the tourism, energy, Agriculture, and Water sector. LULUCF and recommend priority measures to minimize impacts to CC, with a special attention to the energy sector.
4	Assess costs and investment	<b>By 30 June 2021</b> Identify the investment opportunities for the private sector using

	opportunities & Monitor progress & strengthen transparency.	information emerging from Service Lines 2 and 3, and conduct dialogues with potential investors. Costing of the NDC Action Plan including, transport, energy, LULUCF. Set up mechanisms for NDC progress monitoring across the sectors including tools for downward accountability
5	Communications and learning	<b>By 31 July 2021</b> Develop a communication document on Climate Change Action (CCA) in relation to the adaptation and mitigation The Climate Promise nation-wide intensive information and awareness raising campaign capturing mission 1.5 amongst others (e.g., a short film on the NDC and UNDP support - Climate action; Public Relation actions, informational materials - leaflets, posters, bill-boards,, etc. into different languages) including Build citizen and stakeholder awareness about the NDC commitments and the necessity to raise the level of these commitments and about the climate change crisis; and support a Government climate action accountability mechanism through a Citizen's Charter; Promote youth, women and key stakeholder groups engagement in climate action campaigns and accountability mechanisms; Sensitization of the Legislature.
6	Final reporting	<b>By 31 August 2021</b> Submission of post-NDC revision synopsis report

#### V. Payment Modalities

Payment to the Consultant will be made base on the following deliverables.

1<sup>st</sup> Instalment: Build political will and societal ownership at national and sub-national levels

2<sup>nd</sup> Instalment: Review, align, and update existing targets, policies and measures - 20%

3<sup>rd</sup> Instalment: Incorporate new sectors and/or greenhouse gases – 20%

4<sup>th</sup> instalment: Assess costs and investment opportunities & Monitor progress & strengthen transparency 20%

5<sup>th</sup> Instalment: Communications and learning - 20%

6<sup>th</sup> Instalment: Final reporting – 20%

#### VI. Qualifications

##### Academic qualifications:

##### Education:

Master's Degree or equivalent environment, natural resource management, Social Science or other relevant field;

##### Experience:

- At least five years' experience working for government agencies, private businesses, civil society or donor funded projects
- Good understanding of the operations of the government and its structure
- Good knowledge of the operations of private businesses, civil society and issues facing them



- Proven experience with the facilitation of high level and community dialogues
- Demonstrated high level of professionalism and an ability to work independently and in high pressure situations under tight deadlines.
- Excellent communication and presentation skills
- Demonstrated knowledge of Sierra Leone climate change initiatives, including the NDC, REDD+, NAP, NAPA etc will be an added advantage
- Experience working with UN agencies or other international organizations would be an asset.

**Language Requirements:**

Fluency in written and spoken English. All documents are expected to be produced in English.

## **VII. Competencies**

### **Corporate Competencies**

- Demonstrates integrity by modelling the UN's values and ethical standards.
- Promotes the vision, mission, and strategic goals of UNDP.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

### **Technical Competencies:**

- Excellent oral and written communication skills, with analytic capacity and demonstrated ability to synthesize complex information in high quality papers/reports and in effective presentations to different audiences;
- Skills in facilitating meetings effectively and efficiently;
- Ability to develop and maintain partnerships/relationships, including with clients, focusing on results for the client/partner and responding positively to feedback.

### **Professionalism:**

- Excellent analytical and organizational skills;
- Exercise the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

### **Communication:**

- Active listening and dialogue (acknowledges and responds constructively to the points of view of others);
- Excellent writing and verbal communication skills;
- Communicate effectively in writing and verbally to a varied and broad audience in a simple and concise manner.

**Teamwork:**

- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.
- Good interpersonal and networking skills, ability to establish and maintain effective working relations, supports and encourages open communication in the team, and facilitates team work.

**VIII. How to Apply**

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Cover letter
- Personal CV, indicating education background/professional qualifications, all experience from similar Assignment, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- Financial proposal that indicates all-inclusive fixed total contract price supported by a breakdown of costs (including professional fee, and specified other costs if applicable, but excluding travel costs and DSA).

**Note:**

- The information in the breakdown of the offered lump sum amount provided by the offer or will be used as the basis for determining best value for money, and as reference for any amendments of the contract.
- The agreed contract amount will remain fixed regardless of any factors causing an increase in the cost of any of the components in the breakdown that are not directly attributable to UNDP.
- Approved local travel related to this assignment will be arranged and paid by UNDP Sierra Leone.

**Please note that applications will only be considered if they include ALL of the items listed above. Also note that UNDP job portal website only allows for one document to be uploaded, so please combine all of the above-mentioned items into one single Word or PDF document before uploading.**

**IX. Evaluation method and criteria****Technical Criteria weight 70%****Financial Criteria weight 30%**

Only candidates obtaining a minimum of 70% of the total technical points (49 points) would be considered for the Financial Evaluation.

**1. Technical Capacity and Related Qualifications**

Points Obtainable
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1.	A Master's degree in climate change and/or environment/natural resources management, International Development or related areas.	5	
2.	A Minimum of 5 years of related experience with some understanding of climate change and extensive experience in policy development, strong working knowledge of UNDP, government institutions, the civil society sector and working with state public authorities on issues related to climate change;	20	
3.	Extensive knowledge and skills in development of NDCs	20	
4.	Experience in applying climate change tools and constructing baseline scenarios;	5	
5.	Good professional knowledge of the national socio-economic and international development context;	10	
6.	Advanced skills in communication and facilitation	10	
	Total Possible Points	<b>70</b>	



## **UNDP**

### **GENERAL CONDITIONS OF CONTRACT FOR SERVICES**

#### **1.0 LEGAL STATUS:**

The Contractor shall be considered as having the legal status of an independent contractor vis-à-vis the United Nations Development Programme (UNDP). The Contractor's personnel and sub-contractors shall not be considered in any respect as being the employees or agents of UNDP or the United Nations.

#### **2.0 SOURCE OF INSTRUCTIONS:**

The Contractor shall neither seek nor accept instructions from any authority external to UNDP in connection with the performance of its services under this Contract. The Contractor shall refrain from any action that may adversely affect UNDP or the United Nations and shall fulfill its commitments with the fullest regard to the interests of UNDP.

#### **3.0 CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES:**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this Contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

#### **4.0 ASSIGNMENT:**

The Contractor shall not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of UNDP.

**5.0 SUB-CONTRACTING:**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of UNDP for all sub-contractors. The approval of UNDP of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform to the provisions of this Contract.

**6.0 OFFICIALS NOT TO BENEFIT:**

The Contractor warrants that no official of UNDP or the United Nations has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**7.0 INDEMNIFICATION:**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, UNDP, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

**8.0 INSURANCE AND LIABILITIES TO THIRD PARTIES:**

**8.1** The Contractor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.

**8.2** The Contractor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or the equivalent, with respect to its employees to cover claims for personal injury or death in connection with this Contract.

**8.3** The Contractor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the

operation of any vehicles, boats, airplanes or other equipment owned or leased by the Contractor or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

**8.4** Except for the workmen's compensation insurance, the insurance policies under this Article shall:

**8.4.1** Name UNDP as additional insured;

**8.4.2** Include a waiver of subrogation of the Contractor's rights to the insurance carrier against the UNDP;

**8.4.3** Provide that the UNDP shall receive thirty (30) days written notice from the insurers prior to any cancellation or change of coverage.

**8.5** The Contractor shall, upon request, provide the UNDP with satisfactory evidence of the insurance required under this Article.

## **9.0 ENCUMBRANCES/LIENS:**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with the UNDP against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**10.0 TITLE TO EQUIPMENT:** Title to any equipment and supplies that may be furnished by UNDP shall rest with UNDP and any such equipment shall be returned to UNDP at the conclusion of this Contract or when no longer needed by the Contractor. Such equipment, when returned to UNDP, shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate UNDP for equipment determined to be damaged or degraded beyond normal wear and tear.

## **11.0 COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS:**

**11.1** Except as is otherwise expressly provided in writing in the Contract, the UNDP shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Contractor has developed for the UNDP under the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract, and the

Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the UNDP.

**11.2** To the extent that any such intellectual property or other proprietary rights consist of any intellectual property or other proprietary rights of the Contractor: (i) that pre-existed the performance by the Contractor of its obligations under the Contract, or (ii) that the Contractor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, the UNDP does not and shall not claim any ownership interest thereto, and the Contractor grants to the UNDP a perpetual license to use such intellectual property or other proprietary right solely for the purposes of and in accordance with the requirements of the Contract.

**11.3** At the request of the UNDP; the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring or licensing them to the UNDP in compliance with the requirements of the applicable law and of the Contract.

**11.4** Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Contractor under the Contract shall be the property of the UNDP, shall be made available for use or inspection by the UNDP at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to UNDP authorized officials on completion of work under the Contract.

## **12.0 USE OF NAME, EMBLEM OR OFFICIAL SEAL OF UNDP OR THE UNITED NATIONS:**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with UNDP, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of UNDP or THE United Nations, or any abbreviation of the name of UNDP or United Nations in connection with its business or otherwise.

## **13.0 CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION:**

Information and data that is considered proprietary by either Party and that is delivered or disclosed by one Party ("Discloser") to the other Party ("Recipient") during the course of performance of the Contract, and that is designated as confidential ("Information"), shall be held in confidence by that Party and shall be handled as follows:

**13.1** The recipient ("Recipient") of such information shall:

**13.1.1** use the same care and discretion to avoid disclosure, publication or dissemination of the Discloser's Information as it uses with its own similar information that it does not wish to disclose, publish or disseminate; and,

**13.1.2** use the Discloser's Information solely for the purpose for which it was disclosed.

**13.2** Provided that the Recipient has a written agreement with the following persons or entities requiring them to treat the Information confidential in accordance with the Contract and this Article 13, the Recipient may disclose Information to:

**13.2.1** Any other party with the Discloser's prior written consent; and,

**13.2.2** the Recipient's employees, officials, representatives and agents who have a need to know such Information for purposes of performing obligations under the Contract, and employees officials, representatives and agents of any legal entity that it controls, controls it, or with which it is under common control, who have a need to know such Information for purposes of performing obligations under the Contract, provided that, for these purposes a controlled legal entity means:

**13.2.2.1** A corporate entity in which the Party owns or otherwise controls, whether directly or indirectly, over fifty percent (50%) of voting shares thereof; or,

**13.2.2.2** Any entity over which the Party exercises effective managerial control; or,

**13.2.2.3** for the UNDP, an affiliated Fund such as UNCDF, UNIFEM and UNV.

**13.3** The Contractor may disclose Information to the extent required by law, provided that, subject to and without any waiver of the privileges and immunities of the United Nations, the Contractor will give the UNDP sufficient prior notice of a request for the disclosure of Information in order to allow the UNDP to have a reasonable opportunity to take protective measures or such other action as may be appropriate before any such disclosure is made.

**13.4** The UNDP may disclose Information to the extent as required pursuant to the Charter of the UN, resolutions or regulations of the General Assembly, or rules promulgated by the Secretary-General.

**13.5** The Recipient shall not be precluded from disclosing Information that is obtained by the Recipient from a third party without restriction, is disclosed by the Discloser to a third party



without any obligation of confidentiality, is previously known by the Recipient, or at any time is developed by the Recipient completely independently of any disclosures hereunder.

**13.6** These obligations and restrictions of confidentiality shall be effective during the term of the Contract, including any extension thereof, and, unless otherwise provided in the Contract, shall remain effective following any termination of the Contract.

#### **14.0 FORCE MAJEURE; OTHER CHANGES IN CONDITIONS**

**14.1** In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to the UNDP, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify the UNDP of any other changes in conditions or the occurrence of any event that interferes or threatens to interfere with its performance of this Contract. On receipt of the notice required under this Article, the UNDP shall take such action as, in its sole discretion; it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

**14.2** If the Contractor is rendered permanently unable, wholly, or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, the UNDP shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 15, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

**14.3** Force majeure as used in this Article means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force.

**14.4** The Contractor acknowledges and agrees that, with respect to any obligations under the Contract that the Contractor must perform in or for any areas in which the UNDP is engaged in, preparing to engage in, or disengaging from any peacekeeping, humanitarian or similar operations, any delays or failure to perform such obligations arising from or relating to harsh conditions within such areas or to any incidents of civil unrest occurring in such areas shall not, in and of itself, constitute force majeure under the Contract..

#### **15.0 TERMINATION**

**15.1** Either party may terminate this Contract for cause, in whole or in part, upon thirty (30) days notice, in writing, to the other party. The initiation of arbitral proceedings in accordance with Article 16.2 (“Arbitration”), below, shall not be deemed a termination of this Contract.

**15.2** UNDP reserves the right to terminate without cause this Contract at any time upon 15 days prior written notice to the Contractor, in which case UNDP shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

**15.3** In the event of any termination by UNDP under this Article, no payment shall be due from UNDP to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract.

**15.4** Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a Receiver be appointed on account of the insolvency of the Contractor, the UNDP may, without prejudice to any other right or remedy it may have under the terms of these conditions, terminate this Contract forthwith. The Contractor shall immediately inform the UNDP of the occurrence of any of the above events.

## **16.0 SETTLEMENT OF DISPUTES**

**16.1 Amicable Settlement:** The Parties shall use their best efforts to settle amicably any dispute, controversy or claim arising out of this Contract or the breach, termination or invalidity thereof. Where the parties wish to seek such an amicable settlement through conciliation, the conciliation shall take place in accordance with the UNCITRAL Conciliation Rules then obtaining, or according to such other procedure as may be agreed between the parties.

**16.2 Arbitration:** Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably under Article 16.1, above, within sixty (60) days after receipt by one Party of the other Party’s written request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. The decisions of the arbitral tribunal shall be based on general principles of international commercial law. For all evidentiary questions, the arbitral tribunal shall be guided by the Supplementary Rules Governing the Presentation and Reception of Evidence in International Commercial Arbitration of the International Bar Association, 28 May 1983 edition. The arbitral tribunal shall be empowered to order the return or destruction of goods or any property, whether tangible or intangible, or of any confidential information provided under the Contract, order the

termination of the Contract, or order that any other protective measures be taken with respect to the goods, services or any other property, whether tangible or intangible, or of any confidential information provided under the Contract, as appropriate, all in accordance with the authority of the arbitral tribunal pursuant to Article 26 ("Interim Measures of Protection") and Article 32 ("Form and Effect of the Award") of the UNCITRAL Arbitration Rules. The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in the Contract, the arbitral tribunal shall have no authority to award interest in excess of the London Inter-Bank Offered Rate ("LIBOR") then prevailing, and any such interest shall be simple interest only. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such dispute, controversy, or claim.

#### **17.0 PRIVILEGES AND IMMUNITIES:**

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, including its subsidiary organs.

#### **18.0 TAX EXEMPTION**

**18.1** Section 7 of the Convention on the Privileges and Immunities of the United Nations provides, inter-alia that the United Nations, including its subsidiary organs, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognize the United Nations exemption from such taxes, duties or charges, the Contractor shall immediately consult with the UNDP to determine a mutually acceptable procedure.

**18.2** Accordingly, the Contractor authorizes UNDP to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with the UNDP before the payment thereof and the UNDP has, in each instance, specifically authorized the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide the UNDP with written evidence that payment of such taxes, duties or charges has been made and appropriately authorized.

#### **19.0 CHILD LABOUR**

**19.1** The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's

education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

**19.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, at no cost to UNDP.

## **20.0 MINES:**

**20.1** The Contractor represents and warrants that neither it nor any of its suppliers is actively and directly engaged in patent activities, development, assembly, production, trade or manufacture of mines or in such activities in respect of components primarily utilized in the manufacture of Mines. The term "Mines" means those devices defined in Article 2, Paragraphs 1, 4 and 5 of Protocol II annexed to the Convention on Prohibitions and Restrictions on the Use of Certain Conventional Weapons Which May Be Deemed to Be Excessively Injurious or to Have Indiscriminate Effects of 1980.

**20.2** Any breach of this representation and warranty shall entitle UNDP to terminate this Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind of UNDP.

## **21.0 OBSERVANCE OF THE LAW:**

The Contractor shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

## **22.0 SEXUAL EXPLOITATION:**

**22.1** The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favors or activities, or from engaging in any sexual activities that are exploitive or degrading to any person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle UNDP to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

**22.2** The UNDP shall not apply the foregoing standard relating to age in any case in which the Contractor's personnel or any other person who may be engaged by the Contractor to perform any services under the Contract is married to the person less than the age of eighteen years with whom sexual activity has occurred and in which such marriage is recognized as valid under the laws of the country of citizenship of such Contractor's personnel or such other person who may be engaged by the Contractor to perform any services under the Contract.

**23.0 AUTHORITY TO MODIFY:**

Pursuant to the Financial Regulations and Rules of UNDP, only the UNDP Authorized Official possesses the authority to agree on behalf of UNDP to any modification of or change in this Agreement, to a waiver of any of its provisions or to any additional contractual relationship of any kind with the Contractor. Accordingly, no modification or change in this Contract shall be valid and enforceable against UNDP unless provided by an amendment to this Agreement signed by the Contractor and jointly by the UNDP Authorized Official.