



TERMS OF REFERENCE

NATIONAL INDIVIDUAL CONSULTANT - PROJECT TECHNICAL SUPPORT.

COUNTRY OF ASSIGNMENT:	Nairobi, Kenya with possible travel. Due to COVID19, the assignment will initially be home based, thereafter stationed at the Nairobi Resilience Hub when situation allows.
PROJECT:	UNDP/BPPS/NAP– Global Support Portfolio
DURATION:	May 2021 to December 2021
REREFERENCE:	KEN/IC/010/2021
SUBMISSION DEADLINE:	Thursday, 22 April 2021 by 5.00 P.M

1) GENERAL BACKGROUND

In response to a mandate from the African Heads of State and Government, the African Ministerial Conference on the Environment (AMCEN), together with the African Group of Negotiators (AGN), developed the Africa Adaptation Initiative (AAI), which formally launched in Paris during the 21st Conference of Parties in 2015.

The AAI aims to enhance action on adaptation and to address loss and damage on the continent. The AAI accomplishes this through taking a facilitative role, working closely with partners and African nations and improving coordination and coherence between various efforts. Working via partnerships, AAI helps African nations mobilize and access resources to respond to their adaptation needs. As a continent-wide body, AAI helps facilitate the wide exchange of knowledge, good practice, and lessons learned and enables high level political advocacy to meet the challenges of climate change.

Since its launch in 2015 at COP 21 in Paris, AAI has achieved visibility and reputation as a responsive adaptation initiative for Africa. This is the result of 4 years of strategic consultations, plans and partnerships, which were delivered under AAI Phase 1 (2015-16) and AAI Phase 2 (2017-19). From being a concept developed by the African Group of Negotiators to an African-owned initiative backed by all 54 African countries, the AAI has successfully evolved since 2015 into a promising vehicle for achieving transformative adaptation results for African countries. In 2019, AAI is now ready to scale-up adaptation action for Africa in line with the Global Commission for Adaptation's "Year of Action" on adaptation. Through the Resilience and Adaptation Track of the UN Secretary General's Climate Summit, the AAI has been included in the list of initiatives presented at the Summit for further support via the coalition facilitating this track.

As part of its 2020-2023 Workplan for AAI Phase 3, the AAI has identified four Flagship Programmes of focus:

- Flagship 1: Expand Climate Information Services
- Flagship 2: Advance Risk Transfer
- Flagship 3: Develop the Lake Chad River Basin Early Warning System
- Flagship 4: Facilitate Knowledge Management for Adaptation Planning

In addition, new areas of work, including on agriculture and climate finance readiness, have also emerged from AAI efforts in partnership with Adaptation of African Agriculture initiative (AAA) and the Green Climate Fund (GCF), respectively.

As of early 2020, progress towards the goals articulated under the Flagship programmes identified above has been limited. Both the AAI itself and its partner countries lack the capacity and financing to develop and fund large-scale climate adaptation projects and programmes, and the foundational knowledge and evidence to support risk-informed planning and financing.

Context:

In order to address this limited progress, UNDP is working to support AAI via a project funded by the European Union titled “Enhancing Knowledge and Evidence to Scale-up Climate Change in Africa via the Africa Adaptation Initiative.” The project’s main objective is to enhance the understanding of, and the capacity to expand, existing climate information, risk and vulnerability studies, and risk transfer options in Africa via strengthening the AAI to scale up climate change adaptation in Africa.

Specifically, the project will support the AAI’s 2020-2023 Workplan, helping the AAI advance its flagship programmes and address the identified capacity barriers, building upon the progress already made by the Initiative. The project will develop capacity and mobilize foundational technical work with a particular focus on AAI Flagships 1 & 2 – climate risk transfer and climate risk information - and will contribute to Flagship 4 through the preparation of an African Adaptation Report. The activities will be undertaken in collaboration with AAI partners such as the African Risk Capacity, African Development Bank, African Union Commission, UNDP, UNEP, and others as well as coordinated with other key initiatives and efforts identified under the Global Commission on Adaptation ‘Action Tracks’.

The project objective will be met through activities designed around the following three Outcomes:

- Outcome 1: Expand Capacity to Utilize Climate Risk Information and Assess and Implement Risk Transfer Mechanisms
- Outcome 2: Strengthen Knowledge and Capacity for CCA Project Development
- Outcome 3: Develop and Disseminate a State of Adaptation in Africa Report

The Outcomes will support countries’ progress towards their Nationally Determined Contributions (NDCs) pledges under the Paris Agreement and enable them to advance multiple SDGs.

2) OBJECTIVES OF THE ASSIGNMENT

To facilitate this project, a Project Technical Support Consultant is needed to manage the day-to-day project operations as well provide technical inputs to the knowledge management and communications activities and deliverables under each Outcome. The incumbent will serve in a ‘project manager’ function as well as providing key technical inputs.

3) SCOPE OF WORK

The consultant will have a matrixed reporting line to the Nairobi Resilience Hub and the Nature, Climate and Energy team. Specifically s/he will work under the overall strategic guidance of the Manager of the UNDP Resilience Hub in Nairobi, and under the direct supervision of the Lead Adaptation Planning Specialist, in the NCE team. Work-plans will be agreed and discussed, jointly with the Nairobi Resilience Hub and the the Lead Adaptation Planning Specialist, in the NCE team, on a quarterly basis to ensure harmonious working coordination.

The the consultant will contribute to specific deliverables outlined in the project document and workplan.

Main responsibilities

(1) Support to project management, execution and operations of project work-plan in coordination with the programme assistant for the project

- Develop and/or revise work plans and project budgets according to the decisions of the Project Board
- Organize Project Board meetings including preparation of agendas, presentations, progress updates and overview of delivery and contingency planning
- Convene Technical Expert Group (TEG) meetings with the development of agendas and coordination with all relevant members and observers
- Anticipate and undertake all tasks day-to-day execution and administration of the project to advance the activities of the Africa Adaptation Initiative and in line with the approved project's workplan;
- Undertake human and financial resource planning to implement the work-plan
- Prepare the procurement plan and update it quarterly
- Draft TORs for all activities, obtain feedback as necessary from TEG as well as UNDP oversight team
- Coordinate with procurement team to complete all documentation to carry out all procurements as required to execute the work-plan
- Coordinate daily project operations, including, through the participation in recruitment processes, selection and oversight of project consultants and monitoring.
- Prepare regular progress reports for submission to the donor and update reports with feedback received from the oversight team
- Preparation of PPT, technical notes and any other material to document and report on project progress as requested by the supervisor
- Prepare project's periodic reports, both financial and progress reports, in line with UNDP and donors' requirements
- Prepare project's briefs and talking points for senior managers, as required;
- Maintain records of budget and expenditures and manage the budget in close collaboration with ATLAS project manager ensuring both value for money and effective and timely delivery in line with established targets;

(2) Technical support towards execution of activities

- Development of agendas, organization, conduction and moderation of project regional and training events, in collaboration with partners (at least 4)
- Coordinate the assembling and mobilization of the team to prepare the State of Adaptation report; by preparing draft TORs for 4 experts and prepare a draft outline of the report and update it based on feedback received.
- Oversee the review and QA process of the State of Adaptation in Africa report in line with UNDP QA processes. Convene meetings with partners/collaborators to contributing to the report.
- Provision of substantive support to ensure quality of all comms/knowledge products and technical project outputs in the work-plan, including review of stocktaking report of baseline state of climate risk information; vulnerability, and risk studies; use of climate risk transfer mechanisms;
- Identification of best practices for the development of knowledge content, in coordination with the project KM consultant (including online trainings/webinars, policy briefs, press releases and blogs and PPTs), in the areas of (i) climate risk and vulnerability; (ii) climate risk transfer; (iii) adaptation planning and adaptation finance;
- Capture lessons-learned and contribute to knowledge products, ensuring wide dissemination and visibility of Project achievements, particularly with regard to local success stories;
- Lead the preparation of the State of Climate Change Adaptation in Africa Report, including the peer review process;
- Any other related work/task assigned by supervisor(s).

4) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

Duration: May 2021 – 30 December 2021

Duty station: Nairobi, Kenya with possible travel. Due to COVID19, the assignment will initially be home based, thereafter stationed at the Nairobi Resilience Hub when situation allows.

The Consultant will be given access to relevant information necessary for the execution of the tasks under this assignment. For the duration of the home-based assignment, the Consultant will be responsible for providing her/his own working station (i.e. laptop, internet, phone, scanner/printer, specific software, etc.) and must have access to a reliable internet connection. Payments will be made upon submission of a certification of payment form and acceptance and confirmation by the supervisor, or her/his delegate, on the days worked and the outputs delivered.

5) FINAL PRODUCTS /DELIVERABLES

Based on the tasks associated with this Terms of Reference, the consultant will be responsible for:

Deliverable 1: Development of a stocktaking report of baseline information on climate risk information and use of risk transfer mechanisms across Africa

Deliverable 2: Development of a capacity assessment report with identified gaps and list of training materials on a) understanding climate risk information and available options and tools for risk transfer, b) capacity to use climate risk information in informing early warning systems and contingency planning, and c) capacity to assess climate risk transfer options, understand alternatives and plan for and finance risk transfer systems in the future;

Deliverable 3: Development of up to 2 training modules for specific training on climate risk information and transfer tools;

Deliverable 4: Delivery of up to 4 trainings on climate risk information and risk transfer mechanisms, and drafting of training reports;

Deliverable 5: Development of a report (informed by desk research and interviews) with existing resources on lessons on climate risk information, climate information services, and adaptation planning for inclusion in the African Hub for sharing good practices;

Deliverable 6: Guide the development of a working online hub;

Deliverable 7: Delivery of up to 4 convenings of south-south exchange program, and reports, articles and other communications on their coverage;

Deliverable 8: Identification of a list of needed background papers and a drafting of a detailed outline for State of Adaptation in Africa Report;

Deliverable 9: Development of 3 background papers;

Deliverable 10: Oversee the Development of State of Climate Change Adaptation in Africa Report;

6) PROVISION OF MONITORING AND PROGRESS CONTROLS

The consultant will be work under the overall guidance of the Manager of the UNDP Resilience Hub, and day to day supervision of the Lead Technical Specialist on National Adaptation Plans throughout the consultancy. He/she will work closely with the Communications consultants, and Technical Advisors and other staff involved in the NAP-GSP and project counterparts as appropriate.

7) DEGREE OF EXPERTISE AND QUALIFICATIONS

Education:

- Master's degree in Environmental Studies, Public Administration, Political Sciences, or other closely related fields

Experience:

- Seven years of experience in climate change, environment and development research work;
- Proven experience with drafting technical papers/reports on climate change related issues;
- Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs;
- Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related issues demonstrated through work experience;
- Familiarity with the UNFCCC processes on adaptation and related issues;

- Proven experience in project management and management of multi-stakeholder processes;
- Previous experience working in Africa and familiarity with climate policy and programmes on the continent.
- Experience or strong familiarity with the work of UN/DP and/or other multilateral, bilateral and civil society development partners.

Language:

- Excellent English communication skills
- Fluency in another UN Language (especially French) would be an advantage

8) EVALUATION CRITERIA:

Only candidates obtaining a minimum (70%) on technical evaluation will be considered for the Financial Evaluation.

Experience		Points Obtainable	Score Weight %
1.	Seven years of experience in climate change, environment and development research work	10	10%
2.	Proven experience with drafting technical papers/reports on climate change related issues	10	10%
3.	Demonstrated experience in knowledge management and production of technical documents and materials, including policy briefs	10	10%
4	Sound understanding of sustainable human development, environmental management issues, adaptation, vulnerability and impacts of climate change and other related issues demonstrated through work experience	10	10%
5	Familiarity with the UNFCCC processes on adaptation and related issues	10	10%
6	Proven experience in project management and management of multi-stakeholder processes	10	10%
7	Previous experience working in Africa and familiarity with climate policy and programmes on the continent	10	10%
8	Experience or strong familiarity with the work of UN/DP and/or other multilateral, bilateral and civil society development partners	10	10%
9	Master's degree in Environmental Studies, Public Administration, Political Sciences, or other closely related fields	10	10%
10	Excellent English communication skills. Fluency in another UN Language (especially French) would be an advantage	10	10%
Total		100	100%

8) SUBMISSION OF THE FINANCIAL PROPOSAL

Applicants are instructed to submit their all-inclusive fee proposal in Kenya Shillings using the financial proposal template provided (Offerors letter to UNDP). **The financial proposal should be all-inclusive and include a breakdown. The term ‘all-inclusive’ implies that all costs (professional fees, travel related expenses accommodation, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.**

Financial evaluation (maximum 30 points):

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$, where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest priced proposal

z = price of the proposal being evaluated

9) APPLICATION PROCESS.

Interested and qualified candidates should submit their applications which should include the following:

1. Detailed Curriculum Vitae
2. Proposal for implementing the assignment - template provided
3. Offerors letter to UNDP- template provided

Note: The successful applicant will be required to complete a UNDP Personal History Form (P11) form prior to contracting.

Applications should be received through the UNDP e Tendering Portal on or before 5.00 P.M on Thursday, 22 April 2021.

Firms are not eligible for this consultancy assignment. Open to national individual consultants only.

Incomplete applications will be disqualified automatically.

All applications should be submitted through the UNDP eTendering portal.

- If already registered, please go to <https://etendering.partneragencies.org> and sign in using your username and password, and search for the **event**:
Business Unit: **UNDP1**
Event ID:
- If you do not remember your password, please use the “Forgotten password” link. Do not create a new profile.
- If you have never registered in the system before, please complete a one-time registration process first by visiting <https://etendering.partneragencies.org> and using the below generic credentials:
Username: **event.guest**
Password: **why2change**

Detailed user guide on how to register in the system and submit the proposal can be found at:

<https://www.undp.org/content/undp/en/home/procurement/business/resources-for-bidders.html>

Email submission of applications will not be accepted.

Queries about the position can be directed to undp.kenya.procurement@undp.org