

PROCUREMENT NOTICE

Date: 09 April 2021

Country: Kenya

NATIONAL INDIVIDUAL CONSULTANT - PROJECT TECHNICAL SUPPORT.

Duration of assignment – May 2021 to December 2021

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

1. 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.

Objective:

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.

2. EXPECTED 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;

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

<p>Education</p> <ul style="list-style-type: none"> • Master's degree in Environmental Studies, Public Administration, Political Sciences, or other closely related fields <p>Experience</p> <ul style="list-style-type: none"> • 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. <p>Language:</p> <ul style="list-style-type: none"> • Excellent English communication skills • Fluency in another UN Language (especially French) would be an advantage

4. TECHNICAL EVALUATION CRITERIA (Minimum 70 points)

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%

5. FINANCIAL PROPOSAL

Applicants are instructed to submit their financial proposals in KSH 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, communications, utilities, consumables, insurance, etc.) that could possibly be incurred by the Contractor are already factored into the financial proposal.

6. EVALUATION

Cumulative analysis

The award of the contract will be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and

b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

** Technical Criteria weight; [70%]*

** Financial Criteria weight; [30%]*

Only candidates obtaining a minimum of 70% of the total technical evaluation will be considered for the Financial Evaluation.

7. APPLICATION PROCESS

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.

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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