



## INDIVIDUAL CONSULTANT (IC) PROCUREMENT NOTICE

Date: **15 April 2021**

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**Country:** Republic of Botswana

**Description of the assignment:** UNDP is seeking the services of a consultant to prepare a proposal to develop the National Adaptation Plan (NAP) for the Government of Botswana represented by the Ministry of Environment, Natural Resources and Tourism (MENT) in order to access GCF support under the Readiness and Preparatory Support Programme.

**Period of assignment/services:** The assignment is expected to take 30 person-days spread over 3 months from date of contract signing.

**PROJECT NAME:** Environment and Climate Change Response

**PROJECT NUMBER:** 00102700

**Proposals with reference should be submitted in a sealed envelope clearly labelled “IC-National Adaptation Plan).”** should be submitted at the following address no later than **28<sup>th</sup> April 2021 at 12:00pm (Botswana Time)**, to:

*The Resident Representative  
United Nations Development Programme  
P.O. Box 54  
Gaborone*

*or by email to: [procurement.bw@undp.org](mailto:procurement.bw@undp.org)*

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mailed to [enquiries.bw@undp.org](mailto:enquiries.bw@undp.org) UNDP Botswana 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 the inquiry to all prospective facilitators.

**NOTE:** Consultancy firms/companies interested in applying for this assignment are free to do so provided they submit a CV of only one qualified consultant and present its bid in a manner that would allow for evaluation of the bid in accordance with the evaluation criteria specified in these solicitation documents. That is, the experience required is that of the individual whose CV would have been submitted by the company rather than that of the company. Further, if the submitted bid wins, the ensuing contract will be between the UNDP and the company/firm, not the individual.

## **1.BACKGROUND**

Climate change presents the single biggest threat to sustainable development and is already causing widespread, unprecedented impacts that disproportionately burden the poorest, marginalized and most vulnerable. The Intergovernmental Panel on Climate Change (IPCC) indicates that urgent and transformative action is necessary to keep global temperature rise to 1.5 degrees or below, adapt to global threats, and achieve the Sustainable Development Goals (SDGs). Botswana is vulnerable to impacts of climate change due to frequent exposure to climate extremes such as droughts, heatwaves and floods. In recognizing the inevitable impacts associated with climate change, Botswana has taken proactive action to prepare the country to adapt to the impacts of climate change. These actions include the development of the National Adaptation Plan Framework and Third National Communications to the United Nations Framework Convention on Climate Change (UNFCCC), Climate Change Response Policy (BCCRP) draft of 2016, the National Climate Change Strategy and Action Plan of 2018, Nationally Determined Contributions (NDCs) and the Tipping points study. Furthermore, Vision 2036 and 11<sup>th</sup> National Development Plan, outlines the importance of the country to adapt to climate change impacts. Despite these efforts, there is still a need for the country to develop a comprehensive National Adaptation Plan (NAP).

The UNFCCC which Botswana is a party to, established the adaptation framework in 2010 to facilitate adaptation planning in developing countries. The framework encourages countries to develop and implement NAPs and subnational plans following a logical process of identifying medium and long-term adaptation needs and developing strategies and programmes to address those needs. This is intended to reduce vulnerability to impacts of climate change by building adaptive capacity and resilience and facilitate integration of adaptation planning into relevant policies, programme and activities in a coherent manner. It is envisaged that developing the NAP for Botswana will bring transformative change and a paradigm shift in planning at a national to subnational level, build resilience from impacts of climate change, increase capacity of stakeholders to formulate adaptation plans and identify resources for adaptation and also leverage adaptation investment.

The Green Climate Fund (GCF) was set up by the UNFCCC to support developing countries to limit or reduce their greenhouse gas emissions and adapt to climate change impacts. GCF provides support to activities that are aligned to country priorities through the principle of country ownership. The Readiness and Preparatory Support Programme (RPSP) is designed under the GCF to support country-driven initiatives with objectives to strengthen their institutional capacities, governance mechanisms, planning and programming frameworks towards a transformational long-term climate action agenda. Therefore, support requested by countries under the Readiness Programme should aim to achieve capacity building, strategic framework development, adaptation planning, pipeline development, and knowledge sharing and learning. The Government of Botswana would like to access support for adaptation planning under the RPSP. The country intends to develop a NAP in order to enhance its resilience to climate change impacts. In light of the above, the UNDP is seeking the services of a consultant to prepare a proposal to develop the NAP for the Government of Botswana represented by the Ministry of Environment, Natural Resources and Tourism (MENT) in order to access GCF support under the Readiness and Preparatory Support Programme.

## **2. OBJECTIVES**

The overall purpose of this consultancy is to prepare a proposal to develop the NAP for Botswana to be submitted for funding to the GCF Preparatory Readiness Support Programme. The NAP proposal will be used to leverage funding from the GCF which will be used to prepare the NAP, sector and sub-national NAPs. The proposal shall be developed in accordance with the GCF Readiness and Preparatory Support Programme proposal template and Readiness and Preparatory Support Programme user's guide.

### **3. SCOPE OF WORK**

The consultant will develop a national adaptation planning proposal encompassing national adaptation plan, sector plans for sectors vulnerable to climate change impacts and district plans as guided by the climate change documents inclusive of the National Adaptation Framework for Botswana, the draft Botswana climate change response policy, Botswana national climate change strategy and action plan. Specific attention should be given throughout the process to ensure that gender and youth inclusive adaptation interventions as well as other vulnerable groups in the society are incorporated in the proposal.

- Read and become familiar with the climate change documents and relevant national and sectoral data and information policies, strategies to inform the proposal.
- Review the NAP Framework and related documents that have been undertaken in the preparatory phase of the NAP process to ensure that the proposal is consistent with the national approach and responds to the identified needs.
- Conduct stakeholder consultations including thematic meetings with sectors (water, health, agriculture, biodiversity, infrastructure and institutions responsible for vulnerable groups among them local authorities, gender and youth to ensure inclusive participation of all stakeholders in the planning and implementation of the NAP
- Seek guidance from Ministry of Finance and Economic Development who are responsible for national sector planning and Ministry of Local Government who are responsible for sub- national planning to ensure alignment of processes
- Outline barriers to access climate/ adaptation finance
- Identify if specific NAP planning guidelines will need to inform the development of National and subnational plans.
- Clearly outline the process that will be adapted to develop the national and sub- national NAPs,
- Conduct a structured and agreed process by UNDP/MENT to identify the human resources equipment and budgets required for the national adaptation planning including sub- national levels.
- Populate and complete the GCF Readiness and Preparatory Support Programme proposal template for NAPs as guided by the GCF including: Summary of the request, Situational analysis, Logical framework, Theory of change, budget, procurement, implementation and disbursement plan and implementation arrangements and Other information
- Demonstrate alignment to NDP 11, Vision 2036 and SDGs as appropriate
- Address comments and fill the gaps arising from stakeholders' consultations and GCF
- Submit completed work at every stage in hard copy and soft copy to UNDP and MENT

### **4. DELIVERABLE REMUNERATION**

The expected output is the final proposal ready for submission to the GCF and delivered to the UNDP and MENT. The following sequential milestones are to be submitted to the UNDP and MENT:

- Inception report with detailed methodology and work-plan
- 40% Draft proposal including all items listed on the scope of works for stakeholders to validate
- 60% Final and validated proposal submitted to UNDP and MENT

### **5. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

- At least Master's degree in Environmental Science/Natural Resource Management/Biological Science/Agriculture/Climate Change related field or other relevant academic discipline;
- At least 10 years of experience in the relevant field proven track record of working with climate change adaptation planning and policy support process;

- Working experience in government and development partner consultation and communication;
- Working experience in government ministries/ departments and UN / international organizations;
- Proven ability to analyze and use complex information to support policy;
- High level communication skills and ability to influence multi-stakeholder;
- Proven working experience in the areas of climate change, policy formulation,
- Familiarity with the climate and development policy context
- Proven experience in proposal development processes of the GCF

### **Language**

- Fluency in English is required.

## **6. TIME SCHEDULE AND PERIOD OF THE CONSULTANCY**

The duration of the consultancy will be 30 working days spread over a period of three calendar months from date of award

## **7. REPORTING AND SUPERVISION**

The consultant will report directly to the UNDP Resident Representative in the UNDP Botswana Country Office, and will work under the technical guidance of the Ministry of Environment Natural Resources and Tourism through the Department of Meteorological Services and the Programme Specialist-Environment NAD Climate Change at UNDP Country Office.

## **8. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

### **a. Technical Proposal:**

The technical proposal should include the following:

- Profile of consultant and an outline of recent experience on assignments of a similar nature.
- The consultant's review of the TORs and appreciation of the assignment – the objectives, tasks and deliverables.
- A clear description of the methodology and work plan that the consultant proposes to execute the assignment, illustrated where appropriate, with a chart of activities.
- A timeline for carrying out the assignment.

### **b. Financial proposal:**

- Lump-sum consultancy fee broken down to clearly indicate actual consultancy fees (daily fee), travel expenses if any and other incurred costs as relevant.
- An indication of whether this rate is flexible

### **c. Personal CV** including past experience in similar projects and at least 3 references

## **9. EVALUATION**

Individual consultants will be evaluated based on the following methodology:

### **Cumulative analysis**

When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

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

\* Technical Criteria weight; [70%]

\* Financial Criteria weight; [30%]

Only Individual Consultants obtaining a minimum of 70% of the obtainable points of 100 points in technical evaluation would be considered for the Financial Evaluation.

Criteria	Weight	Max. Point
<b><u>Technical evaluation</u></b>		
<b>Criteria A:</b> Qualifications - Master's degree in Environmental Science/Natural Resource Management/Biological Science/Agriculture/Climate Change related field	10	10
<b>Criteria B:</b> Adequate work experience - At least 10 years of experience in the relevant field proven track record of working with climate change adaptation planning and policy support process <ul style="list-style-type: none"> <li>• Working experience in government and development partner consultation and communication.</li> <li>• High level communication skills and ability to influence multi-stakeholder;</li> <li>• Proven working experience in the areas of climate change, policy formulation and development of proposal and or concepts for funding</li> <li>• Familiarity with the climate and development policy context</li> <li>• Proven experience in proposal development processes of the GCF</li> </ul>	30	30
<b>Criteria C: Technical Competence-</b> Demonstrable analytical and research skills, and capacity to collate and present technical reports, information and data accurately, systematically in a short period of time. Proven ability to analyze and use complex information to support policy and strategy formulation	30	30
<b>Criteria D: Approach</b> - Demonstrated understanding of the assignment; and response to the terms of reference with elaboration of the methodology that will be used in responding to the terms of reference.	30	30