



Annex 1:

Terms of Reference for

Local Individual Consultant as Communication Expert for Preparation of Climate Change Strategy 2050 and Action Plan 2030

1. BACKGROUND

UNDP is on the ground in about 170 countries, working with them on their own solutions to global and national development challenges. As they develop local capacity, they draw on the people of UNDP and its wide range of partners. UNDP's global focus is helping countries build and share solutions to the challenges of: (a) Democratic Governance; (b) Poverty Reduction; (c) Crisis Prevention and Recovery; (d) Environment and Energy and (e) HIV/AIDS. UNDP helps developing countries attract and use aid effectively. In all its activities, UNDP encourages the protection of human rights and the empowerment of women.

UNDP Turkey aims to find practical solutions to Turkey's development challenges and manages projects together with the Turkish Government and other partners to address them. Since 1986 it has implemented over 80 programs across the country. In addition, the UNDP has played a major role in response to crises and disasters in Turkey and the surrounding region.

The immediate objective of the project is to assist the Government of Turkey in the preparation and submission of its 7th NC and 3rd BR to the UNFCCC for the fulfilment of its obligations under the Convention as Annex I Party. The objective of "*Support for the Preparation of Turkey's 7th National Communication and 3rd Biennial Report to United Nations Framework Convention on Climate Change Project*" (7NC3BR Project) is expected to be achieved via following outcomes:

- Outcome 1: National GHG inventory system is strengthened, and national GHG inventory is updated for years 1990 to 2016 in line with NC and BR requirements.
- Outcome 2.1: National circumstances are reviewed and updated, institutional arrangements relevant to the preparation of the national communications and biennial reports on a continuous basis are activated and described .
- Outcome 2.2: Finance, technology transfer and capacity building needs, constraint and gaps are identified and recommendations for addressing the needs are provided.
- Outcome 2.3: Information on research and systematic observation is reviewed and updated.
- Outcome 2.4: Information relevant to the Article 6 activities on education, training and public awareness is reflected.
- Outcome 3: Using best practices and latest available data, assessment of sectors and interventions contributing to GHG emission reduction (mitigation) at national level is conducted and described.
- Outcome 4: Climate change vulnerability assessment, including recommended adaptation measures for priority sectors is reviewed and updated.
- Outcome 5: Domestic measurement reporting and verification.

- Outcome 6: Preparation and submission of the 7th NC and 3rd BR.

Besides these outcomes, Formulating a long-term low greenhouse gas emission development strategy (“LT-LEDS”) for Turkey will be prepared under this project. LT-LEDS covers Turkey’s Climate Change Strategy (NCCS-2050) 2050 and Action Plan (NCCAP-2030) 2030.

In accordance with Article 4, paragraph 19, of the Paris Agreement, all Parties should strive to formulate and communicate long-term low greenhouse gas emission development strategies, mindful of Article 2 taking into account their common but differentiated responsibilities and respective capabilities, in the light of different national circumstances.

Long-term strategy outlines how Turkey could pursue its development trajectory while phasing out net emissions over time. Long-term strategy provides an opportunity for Turkey to think through what the Paris goals mean for own long-term emissions trajectories, and in turn, what this implies for the best ways to implement mitigation targets.

In this regard, Turkey’s National Climate Change Strategy’s vision and strategic targets by 2050 were defined as: Formulating a long-term low greenhouse gas emission development strategy (“LT-LEDS”). Sharing Turkey’s ideas and efforts with the world; contributing to the achievement of the long-term targets, including efforts to limit the temperature increase to 1.5°C above pre-industrial levels.

National Climate Change Strategy 2030 and 2050 will play a key role in the transition towards low carbon development and climate resilient economies. Turkey will determine its long-term goals for climate and development, and direct short-term decision-making to support the necessary shifts to limit global warming under NCCS 2050 and NCCAP 2030. National Climate Change Strategies also serve as a basis for increasing ambition, including its intended nationally determined contributions.

- Within the context of Turkey’s LT LEDS, the following main ten principal studies to be realized;
- Evaluation of actions undertaken within the framework of the Turkey’s current overall climate change policies and measures for need assessment.
- Stakeholder Analysis and creation of technical working groups composition
- Identification of priority sectors for climate action in Turkey
- Sectoral Coverage
- Identification of modelling approaches
- Climate Change Projections for LT-LEDS 2050
- Climate Change Projections for Turkey’s National Climate Change Action Plan for 2023-2030
- Identification of Turkey’s vision, mission and activities on climate change, sustainable development and socio- economic objectives for NCCAP 2030 and NCCS 2050.
- Marginal Abatement Cost Analysis of the Turkey’s National Climate Change Strategy for 2050.
- Identification of Communication Strategies for NCCAP 2023-2030 and LT-LEDS 2050.

The concept of long-term planning for climate change and development raises unique governance challenges. Ensuring buy-in and ownership of key ministries, departments, and agencies and non-governmental stakeholders over the final strategy is essential if long-term strategies are to be influential in guiding short, medium, and long-term planning and investment decisions across society to initiate an effective and just transition to a low greenhouse gas emission and resilient future.

Also, the analysis of costs of mitigation will be made so it will provide information on the costs of adopting low carbon development options and will be used in the preparation of the Mitigation Plan. Moreover long-term strategies will provide opportunities to improve MRV system, the quality of national data providers, cooperation between state and non-state actors, make research on several topics which provide support Turkey in delivering the National Reports and improving national climate change policies.

In the view of the above, a consultant as Communication Expert will provide framework-based consultancy services for the necessary components of the project.

2. OBJECTIVE and SCOPE

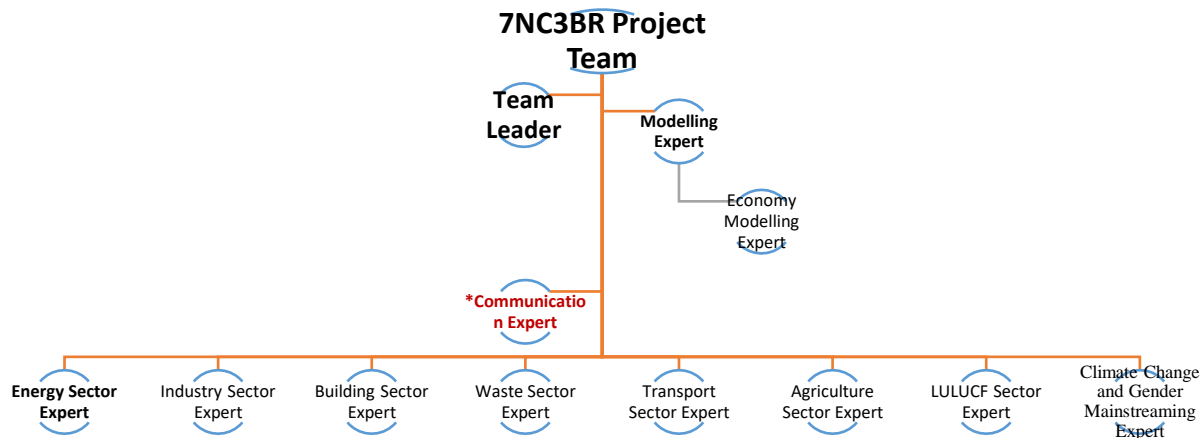
The Paris Agreement and its accompanying decision call for Parties to strive to formulate mid-century communicate long-term low-greenhouse gas emission development strategies (LT-LEDS) by 2020. Moreover, the Paris decision requests Parties to communicate a new or updated Nationally Determined Contribution (NDC) by 2020. Long-term strategies play a key role in the transition toward net-zero emissions and climate resilient economies. These strategies set out long-term goals for climate and development and direct short-term decision-making to support the necessary shifts to limit global warming and lift people out of poverty.

Within the context of Outcome 3 ,Considering the importance of a long-term structural changes for transition to a low-carbon and resilient economy by 2050, as highlighted by long-term low emissions development strategies (LT-LEDS), National Climate Change Strategy and Action Plan are both important policy documents need to be prepared in a quality, data driven and participatory way. Both policy documents will lead to explore the consequences of policy choices in terms of integrated socio-economic objectives including ensure the gender mainstreaming in planning and implementation of climate change mitigation policies and measures under LT-LEDS context. Regarding LT-LEDS, Turkey will determine ambitious targets and actions for 2050 in a transparent way. Within the scope of the projections for long-term strategy, the projections also will provide a solid baseline for the revision of INDC of Turkey.

The objective and scope of this assignment are to support the Ministry of Environment and Urbanization on communication strategy and practices to prepare and submit below listed two main components.

Component 1: Preparation of Turkey's National Climate Change Action Plan for 2023-2030.

Component 2: Preparation of Turkey's National Climate Change Strategy for 2050. (Long Term - Low Emission Development Strategy (LT-LEDS))



Overall 7 sectoral analysis, data sets, scenarios, assumptions, 2050 sector targets and 2030 climate change mitigation actions will be reported to the Team Leader in close cooperation with the Modelling and Economy Modelling Expert, 7 Sectorial Experts and related Climate Change and Adaptation Department of the Ministry of Environment and Urbanization (MoEU), and the UNDP Project Team. The IC will only be responsible for development of model in coordination with sectoral experts and also stakeholders, running model and guide sectoral experts for the determination of sectoral long term targets and mitigation potentials and actions.

The target audience of the consultancy services includes line Ministries, sector associations, private sector, academia, NGO's.

The expert shall work in coordination with all experts. In total, 7 sectoral experts will develop Climate change strategy targets and action plan actions for their sectors and also help to develop vision and mission for climate change strategy.

The Assignment Team composed of complementary expertise and competencies and will jointly be responsible for ensuring the quality of the deliverables/outputs of the Assignment and will be managed by the Team Leader within the support of the Project team.

3. DUTIES AND RESPONSIBILITIES OF THE INDIVIDUAL CONSULTANT

UNDP will mobilize an Individual Consultant (IC) as “Communication Expert” to provide framework based consultancy services for supporting the preparation of Turkey’s National Climate Change Action Plan for 2023-2030 (NCCAP 2023-2030) and Turkey’s National Climate Change Strategy for 2050. (Long Term -Low Emission Development Strategy (LT-LEDS)) within the scope of the Project.

Within the scope of the assignment, IC shall perform the following generic functions (but not limited to):

- i. To prepare communication part of Inception Report
- ii. Conduct a desk review on best practice communication strategy at international level with the support of project team (provision of contacts and documents of other countries)
- iii. Conduct consultations and interviews with all relevant internal and external actors to discuss the needs and possible solutions for enhancing the stakeholder and general public support for NCAAP 2023-2030 and LT-LEDS
- iv. Draft a brief outline for the communication strategy
- v. Draft the Communication Strategy in line with the results of consultation meetings and interviews made with all relevant internal and external actors as well as the information materials shared by the Team for the NCCAP 2023-2030 and LT-LEDS.
- vi. Provide effective communication strategies, tools and products for Turkey’s NCAAP 2023-2030 and LT-LEDS.
- vii. Contribute to UNDP corporate briefings and preparation as it relates to NCCAP 2023-2030 and LT-LEDS activities
- viii. Finalize the communication strategy reflecting the feedbacks of all relevant internal and external actors
- ix. Develop and deliver awareness raising session on the communication strategy
- x. Provide support for the communication activities to be conducted during the assignment
- xi. Responsible for development of communication strategy in line with the related visibility guidelines;
- xii. Supporting the procurement process of the communication activities and events if needed
- xiii. Supporting the contractual and financial works of the communication activities and events if needed
- xiv. Assist in preparation of the annual progress reports reflecting communication results, lessons learned and dissemination strategy.

The above-mentioned duties and responsibilities are indicative and subject to further detailing through specific service requests to be made by UNDP during the contract duration. If required by UNDP, the IC may be requested to provide additional consultancy services on topics related to her/his consultancies area within the budget of other projects under Climate Change and Environment Portfolio. The detailed tasks will be provided in each specific service requests.

IC will work closely with the UNDP Project Team and MoEU, and will report to Team Leader and 7NC3BR Project Manager.

4. INSTITUTIONAL ARRANGEMENTS

UNDP will provide to IC all relevant background documents. UNDP is not required to provide any physical facility for the work of the IC. However, depending on the availability of physical facilities (e.g. working space, computer, printer, telephone lines, internet connection etc.) and at the discretion of the UNDP and relevant stakeholders, such facilities may be provided at the disposal of the IC. UNDP will facilitate meetings between the ICs and other stakeholders, when needed.

All document and data provided to the IC are confidential and cannot be used for any other purposes or shared with a third party without any written approval from UNDP.

The IC shall report to the Project Manager of 7NC3BR Project and work in close collaboration with the Project staff. After submission of the deliverables elaborated in specific Service Requests, UNDP may have some comments and revision requests on the deliverables. The IC shall address the comments of UNDP and shall revise the deliverables as per the comments within at most 10 calendar days following notification of comments by UNDP to the IC.

5. EXPECTED OUTPUTS AND DELIVERABLES

The IC will work as a consultant and expected to invest (at maximum) **60 working days** throughout contract duration.

The framework contract will be executed based on assignments detailed in each specific service requests to be prepared by UNDP. Service requests will be developed by the Project Manager of 7NC3BR Project and the time schedule for each assignment will be determined by UNDP in consultation with the IC. Service request will be effective upon signing and return by the IC.

The Assignments may include interim and final deliverables, which will be defined in the specific service requests to be made by UNDP to the IC within the scope of Terms of Reference.

Reporting:

The IC will be responsible to the Project Manager of 7NC3BR Project for the completion of the tasks and duties assigned. The reports shall be submitted to the Project Manager for final approval. All the reports are subject to approval from the Project Manager to realize the payments to the IC.

The language for all reports shall be in English.

The IC shall be solely liable for the accuracy and reliability of the data provided, links to sources of information used.

The title rights, copyrights and all other rights whatsoever their nature in any material produced under the provisions of this ToR will be vested exclusively in UNDP Turkey CO.

6. MINIMUM QUALIFICATION REQUIREMENTS

The following table demonstrates the minimum required qualifications of the candidate to be recruited for this assignment. The required qualifications of this expert are as follows:

	Minimum Requirements	Assets
General Qualifications	<ul style="list-style-type: none"> ▪ B.Sc. degree in communications, public relations, journalism or other closely related field (4 points) ▪ Good command of English (3 points) ▪ Excellent command of office software, such as word processors, spreadsheets. (2 points) 	<ul style="list-style-type: none"> ▪ Asset: Master's degree or advanced degree in communications, public relations, journalism or other closely related field. (4 points)
Professional Experience	<ul style="list-style-type: none"> ▪ At least 10 years of professional experience on communication. (10 points) ▪ At least 2 years of professional experience on climate change. (5 points) 	<ul style="list-style-type: none"> ▪ Asset: At least 5 year experience in working with media and organization of public relation activities (5 points)
Specific Experience	<ul style="list-style-type: none"> ▪ Specific expertise in developing and implementing communication strategies at the institutional/national level. (5 points) ▪ Specific experience in development and delivery of trainings on communications (5 points) ▪ Specific experience in organising and facilitating major events, conferences, etc. (5 points) ▪ Specific experience in communication techniques, methods and tools, (5 points) ▪ Specific experience in production of print, audio-visual and electronic materials (5 points) ▪ Specific experience in social media tools (5 points) 	<ul style="list-style-type: none"> ▪ Asset: Specific working experience in developing countries, particularly in the environment and/or international development fields (7 points)
Notes: <ul style="list-style-type: none"> • Internships (paid/unpaid) are not considered professional experience. • Obligatory military service is not considered professional experience. • Professional experience gained in an international setting is considered international experience. 		

UNDP is committed to achieving workforce diversity in terms of gender, race, ethnicity, indigenous identity, disability and culture. Individuals from all genders, minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with utmost confidentiality.

7. TIMING AND DURATION

The assignment is expected to start in **May 2021** and be completed by on **30 November 2021**. The IC is expected to invest maximum 60 working days throughout the contract duration.

8. PLACE OF WORK

Place of work for the assignment is home-based and Ankara. All travel, accommodation and living costs in duty station (home based and Ankara) will be covered by the IC. The travel costs of joining and leaving the Duty Stations shall be also borne by the IC. The prospective ICs are expected to take this into consideration whilst determining the daily fee rate. There is no other expected travel within the scope of the Project. In case of an unforeseen travel out of the duty station is needed, the travel and accommodation costs of these missions will be borne by UNDP. The cost and terms of reimbursement of any travel authorized by UNDP for IC must be negotiated prior to travel. The respective travels of the IC may either be;

- Arranged and covered by UNDP CO from the respective project budget without making any reimbursements to the IC or
- Reimbursed to the IC upon the submission of the receipts/invoices of the expenses by the IC and approval of the UNDP. The reimbursement of each cost item subject to following constraints/conditions provided in below table;
- covered by the combination of the above options

The following guidance on travel compensation is provided per UNDP practice.

Cost item	Constraints	Conditions of Reimbursement
Travel (intercity transportation)	Full-fare economy class tickets	1- Approval by UNDP of the cost items before the initiation of travel 2- Submission of the invoices/receipts, etc. by the consultant with the UNDP's F-10 Form 3- Acceptance and Approval by UNDP of the invoices and F-10 Form.
Accommodation	Up to 50% of the effective DSA rate of UNDP for the respective location	
Breakfast	Up to 6% of the effective DSA rate of UNDP for the respective location	
Lunch	Up to 12% of the effective DSA rate of UNDP for the respective location	
Dinner	Up to 12% of the effective DSA rate of UNDP for the respective location	
Other Expenses (intra city transportations, transfer cost from /to terminals, etc.)	Up to 20% of effective DSA rate of UNDP for the respective location	

As per UNDSS rules, the IC is responsible for completing necessary online security trainings and submitting certificates and travel clearance prior to assignment-related travels.

9. PAYMENTS

The Contract to be signed between UNDP and successful candidate will **not** entail a financial commitment from UNDP. UNDP's financial commitment will be established on an ad-hoc basis every time as services are officially requested by UNDP. Service Requests will be detailed and signed by both parties for a Service Request to be effective. However, if the deliverables are not produced and delivered by the IC to the satisfaction of UNDP as approved by the Project Manager of 7NC3BR Project, no payment will be made even if the IC has invested working days to produce and deliver such deliverables.

Payment terms and conditions will be specified in the specific service requests. Payment terms and conditions along with the daily fee rate (indicated in the contract) and number of days invested (not to exceed maximum number of days in the service request) will be the basis of payment to the IC. Payments will be made against submission of the deliverable(s) in the specific service requests by the IC and approval of such deliverables by UNDP.

The amount paid to the IC shall be gross and inclusive of all associated costs such as social security, pension and income tax etc.

Payments will be made within 30 days upon acceptance and approval of the corresponding deliverable by UNDP based on actual number of days invested in that respective deliverable and the pertaining Certification of Payment document signed by the expert and approved by the Project Manager of 7NC3BR Project . **The total amount of payment to be affected to the IC within the scope of this contract cannot exceed 60 working days.**

Tax Obligations: The IC is solely responsible for all taxation or other assessments on any income derived from UNDP. UNDP will not make any withholding from payments for the purposes of income tax. UNDP is exempt from any liabilities regarding taxation and will not reimburse any such taxation to the IC.