



# INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

*(International or National Competition)*

Date: April 30, 2021

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**REF NO.:** BBRS-0000140502

**Job Title:**

**Country:** Antigua & Barbuda

UNDP Barbados and the Eastern Caribbean – **Antigua & Barbuda**

**Description of the assignment:** An Institutional Capacity Assessment at the National Level to Identify Critical Skills and Knowledge Gaps for Nationally Determined Contribution (NDC) Implementation

**Project name:** Climate Promise

**Period of assignment/services (if applicable):** May 2021 – July 2021

## A. ADMINISTRATION

To apply, interested persons should upload the **combined\*** *Technical Proposal/Methodology* (if applicable), CV and *Offeror's Letter* to "UNDP Jobs" by navigating to the link below and clicking "APPLY NOW", no later than the date indicated on the "UNDP Jobs" website. **Applications submitted via email will not be accepted\*\***: -

UNDP Job Site – [https://jobs.undp.org/cj\\_view\\_job.cfm?cur\\_job\\_id=98785](https://jobs.undp.org/cj_view_job.cfm?cur_job_id=98785) (cut and paste into browser address bar if the link does not work)

**\* PLEASE NOTE:** *The system allows the upload of one (1) document ONLY – if you are required to submit a Technical Proposal/Methodology, this document along with your CV/P11 and Offeror's Letter, MUST be combined and uploaded as one.*

**NOTE:** *The Financial Proposal should not be uploaded to "UNDP Jobs"\*\*.*

### <IMPORTANT>

**\*\*Please email the password-protected Financial Proposal to [procurement.bb@undp.org](mailto:procurement.bb@undp.org).** The subject line of your email must contain the following: **"BBRSO##### Financial Proposal – Your Name"**

***If the password for your Financial Proposal is required, it will be requested by the Procurement Unit.***

Any request for clarification must be sent in writing to [procurement.bb@undp.org](mailto:procurement.bb@undp.org) within three (3) days of the publication of this notice, ensuring that the reference number above is included in the subject line. The UNDP Barbados & the OECS Procurement Unit will post the responses\*\*\* two (2) days later, including an explanation of the query without identifying the source of inquiry, to: -

[http://procurement-notices.undp.org/view\\_notice.cfm?notice\\_id=78075](http://procurement-notices.undp.org/view_notice.cfm?notice_id=78075) (cut and paste into browser address bar if the link does not work)

**A detailed Procurement Notice, TOR, and all annexes can be found by clicking the above link.**

**\*\*\* UNDP shall endeavour to provide such responses to clarifications in an expeditious manner, but any delay in such response shall not cause an obligation on the part of UNDP to extend the submission date of the Proposals, unless UNDP deems that such an extension is justified and necessary**

## B. BACKGROUND

Under the 2015 Paris Agreement, countries unanimously agreed to work toward global goals that would limit global average temperature rise. Specifically, the Agreement seeks to limit the rise in the world's average surface temperatures to “well below” 2°C above pre-industrial times this century, while “pursuing efforts” for 1.5°C. It also sets a target of eliminating global GHG emissions by the second half of the century – or at least compensating any residual emissions through, for example, forest growth.

A key principle in the Paris Agreement is that no country should backslide on its intentions, which were put forward in their Nationally Determined Contributions (NDCs), which describe each country's self-determined strategy for curbing GHG emissions, typically in five- or ten-year periods and can also include plans to increase resilience. Individually, NDCs represent each country's climate priorities and vision for achieving sustainable development. Aggregated, they represent the world's collective efforts to fight climate change. However current NDCs are estimated to collectively result in a temperature rise of 2.9 to 3.4 °C by 2100.

All countries are expected to submit increasingly ambitious NDCs every five years; a first opportunity to do so is in 2020. Achieving the Paris Agreement's goals will require an emissions peak as soon as possible, followed by sharp reductions in GHG emissions. Therefore, many see high ambition in 2020 as fundamental to get on track to 1.5°C and counter a worrying trend of rising emissions. The transformative climate action required needs a global commitment to raising ambition, articulated in the next generation of NDCs, to create economic drivers that shift investments away from fossil fuel use and carbon-intensive practices.

Furthermore, many changes have occurred since the current NDCs were prepared that may provide a strong technical and economic rationale for revising the NDC. Sectoral and market trends – for example, the dramatic fall in technology costs for renewable energy and batteries – is likely to have significant impact on the prioritisation of NDC actions and/or target-setting. Countries may have improved cost estimates, or wish to highlight sustainable development benefits, such as improved health or livelihoods, while those with long-term strategies have defined a new pathway toward net-zero emissions.

In the lead-up to the UN Climate Summit, UNDP and UNFCCC released the most comprehensive review to date of global ambition. The joint report, *The Heat is On*, revealed:

- 75 countries (representing 37% of global GHG emissions) intended to raise ambition through either mitigation or adaptation or both;
- 37 countries (16%) intended to update information in their NDCs;
- 71 countries (21%, including most developed nations) were either undecided on their approach, provided no information, or were seeking support for the NDC revision process; and
- 14 countries (26%) had no plans to revise their current NDCs.

The report reiterated that the choices made on ambition in 2020 would have profound consequences for future generations and required the world to move beyond business-as-usual as quickly as possible. It also highlighted that 2020 intentions represent a ladder of opportunity where advocacy efforts could potentially be undertaken at each level to persuade a country to undertake a positive step-change in

ambition, e.g., a country that had no plans to revise its NDC submit an updated one, a country focused on adaptation ambition also increases mitigation ambition, etc.

In response, UNDP is leveraging its extensive climate portfolio and scale up urgently needed support for NDC enhancement in 100 countries, working in close collaboration with UN system partners (e.g., UNEP, FAO, UNICEF), IRENA, the NDC Partnership, the Green Climate Fund, and other strategic partners. An integrated approach will be used that harnesses the wide-ranging expertise of UNDP's Global Policy Network to strengthen climate solutions with perspectives from governance, health, water, gender equality, women's and youth empowerment, disaster risk reduction, and inclusive growth, among others.

A structured approach to NDC enhancement, which can be tailored to country context and sectoral priorities, serves as the framework for UNDP's services under the Climate Promise. Support will strategically augment other relevant ongoing activities, as appropriate, especially where other partners have a leading role on NDC enhancement. Where a country is receiving no assistance, UNDP may offer a fuller range of support. This service offer encompasses 5 core tasks:

1. Build political will and societal ownership at national/sub-national levels;
2. Review, align and update/enhance current NDC targets, policies and measures;
3. Incorporate additional sectors and/or GHGs;
4. Assess costs and investment opportunities;
5. Monitor progress and strengthen transparency.

In its support to Antigua & Barbuda, UNDP is seeking a consultant to conduct a capacity assessment of the - Energy, Water, and Agriculture sectors to inform NDC enhancement for more ambitious climate action and to support the country's achievement of its established NDC targets.

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

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

1. Proposal:
  - (i) Explaining why they are the most suitable for the work
2. Personal CV including past experience in similar projects and at least 3 references
3. Financial proposal

### **D. FINANCIAL PROPOSAL**

- **Lump sum contracts**

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the ToR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must include a breakdown of this lump sum amount (including number of anticipated working days).

## E. TRAVEL

The selected candidate will be based at home as travel is unlikely during the consultancy due to ongoing Covid protocols and restrictions.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

In the unlikely event of travel all COVID 19 protocols as well as the planned destination must be adhered to.

## F. 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 candidates obtaining a minimum of **49 points** would be considered for the Financial Evaluation –

Criteria	Weight	Max. Points
<b><i>Technical</i></b>	<b>70</b>	<b>70</b>
Postgraduate degree (MSc or higher) in Climate Change and Development, Environmental Science, Natural Resource Management or related field  <i><u>7pts for MSc with an additional 3pts for PhD</u></i>	10	10
Minimum 7 years of demonstrable experience in thematic policy analysis and technical advisory services. Experience in environmental data analysis and indicator monitoring would be an asset  <i><u>10pts for 7yrs with 1 additional pt per year until maximum 15pts have been attained</u></i>	15	15
Minimum 5 years of experience and demonstrated in-depth knowledge in conducting institutional gap assessments, strategic plans and competency-based capacity development  <i><u>10pts for 5yrs with 1 additional pt per year until maximum 15pts have been attained</u></i>	15	15

Demonstratable experience working on climate change policy and planning, NDC development and/or implementation, change management, organisational strategy and planning or related field.	10	10
Demonstratable experience working in SIDS and/or Caribbean territories	20	20
<u>15 pts for SIDS with an additional 5pts for Caribbean territories</u>		
<b><i>Financial</i></b>	<b>30</b>	<b>30</b>

## G. ANNEXES

ANNEX I – TERMS OF REFERENCES (TOR) – separate TOR only provided for complex procurement; otherwise, see above

ANNEX II – GENERAL TERMS AND CONDITIONS

ANNEX III – OFFEROR'S LETTER

ANNEX IV – FINANCIAL PROPOSAL TEMPLATE

ANNEX V – SAMPLE INDIVIDUAL CONTRACT

## H. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

With reference to the Nationally Determined Contributions submitted in 2015, and its associated Implementation Plan where applicable, in order to build a baseline for assessing the way forward in enhancing the ambition of the revised NDC and its associated implementation, the contractor shall:

- At inception and based on consultation with key actors, describe the work to be undertaken, inclusive of methodology/approach, strategies, required consultations (virtual or in-person), schedule and other related activities.
  - Documents to be reviewed should include (but not be limited to) [UNFCCC Third National Communication](#), [Biennial Update Report](#) (submitted March 2020), [Environmental Protection and Management Act, 2019](#), [National Energy Policy \(NEP\), 2011](#), [Renewable Energy Act, 2015](#), [APUA Net Billing Interconnection Policy](#)
- Review relevant literature inclusive of national policies and plans as well as sector specific plans to identify gaps in existing policy framework and data needs which will influence NDC related activities and outcomes in Antigua & Barbuda.
- Conduct an institutional capacity assessment to identify critical skills and knowledge gaps for NDC implementation within the Energy, Water, and Agriculture sectors. This process will engage the stakeholders within the national climate change coordinating mechanisms, and other civil society and private sector groups deemed important in realising the NDC targets i.e. those working in the NDC-targeted sectors including bodies or associations representing women, indigenous people, and other marginalised groups, and the national gender bureau.
- Define a 5-year capacity development strategy based on a multidisciplinary and inclusive approach that builds the foundational competencies and systems needed for implementation of the enhanced NDC through a whole-of-society approach, inclusive of a monitoring and evaluation framework to track implementation of the strategy.

## I. DELIVERABLES

Expected deliverables and deadlines

<u>No.</u>	<u>Deliverable</u>	<u>Due Date (after contract signature)</u>	<u>% Payment</u>
1	Inception report	2 weeks	10%
2	Draft institutional capacity assessment	5 weeks	30%
3	Draft capacity development strategy	6 weeks	30%
4	Final reports <ul style="list-style-type: none"><li>• Capacity assessment and development strategy</li><li>• Should include Monitoring &amp; Evaluation framework<ul style="list-style-type: none"><li>○ These should incorporate feedback from stakeholders</li></ul></li></ul>	8 weeks	30%

## J. REQUIREMENTS FOR EXPERIENCE AND COMPETENCIES

### I. Qualifications and experience:

- Postgraduate degree (MSc or higher) in Climate Change and Development, Environmental Science, Natural Resource Management or related field.
- Minimum 7 years of demonstrable experience in thematic policy analysis and technical advisory services.
- Demonstrable experience in the areas of economic development, development and planning, strategic planning of the projects focused on economic development through providing evidence-based policy advice;

### II. Competencies:

- Practical experience in organization management, strategic planning of associations and public organizations at the national and regional level;
- Experience in formulating development strategies and policies; Excellent public speaking and presentation skills
- Firm command of the English language (written, spoken, comprehension)
- Experience in the Caribbean region is strongly desired
- Effective interactive communication;
- Client service and people-oriented;
- Initiative taking;
- Creative thinking;
- Relationship/network building;
- Teamwork and cooperation;
- Adaptability;
- Effective time management and ability to work within tight deadlines