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TERMS OF REFERENCE

CONSULTANT TO ALIGN OUTPUTS AND OUTCOMES FROM EXISTING AND ONGOING PROJECTS IN LINE WITH CLIMATE ACTION

TITLE OF THE CONSULTANCY: NATIONAL CONSULTANT TO SUPPORT THE IMPLEMENTATION OF THE CLIMATE PROMISE

A. Project Name: UNITED NATIONS DEVELOPMENT PROGRAMME CLIMATE PROMISE

B. Background:

The United Nations Development Programme (UNDP) operates in over 170 countries and territories, helping to achieve the eradication of poverty, to reduce inequalities and to increase sustainability. One of its critical priorities for 2020 is to support countries to accelerate ambitious action on climate change.

Climate change is the single greatest challenge humanity has ever faced, threatening water and food security, health, livelihoods, and the safety of billions of people. The global response to this challenge must be just, inclusive, and leave no one behind, while seeking the most efficient climate solutions that advance multiple Sustainable Development Goals at once.

UNDP focuses our climate action support to countries on three strategic and transformative pathways that are inclusive, rights-based and gender-responsive contributing to efforts to reduce poverty and inequality and leave no one behind. They are (1) increasing ambition and accelerating NDC implementation; (2) mobilizing institutions and resources; and (3) aligning policies, plans and budgets with climate-risk informed approaches. Building on its active climate support across the world, UNDP promotes partnership and coalitions building among state and non- state actors including private sectors for transformative change at local, national, regional and global levels.

UNDP has recently launched its ambitious "Climate Promise" which will support 100 countries to enhance their Nationally Determined Contributions (NDCs) under the Paris Agreement by 2020, with demonstrated increase in ambition for greater emissions reduction and resilience building. To deliver this promise, UNDP is leveraging its extensive expertise and capacities around the world, including through our donors and partners as well as independent experts, to support country offices. From the UNDP Samoa Office, Niue need to be expeditiously supported in enhancing their NDCs based on the approved workplans.

C. Scope of Work:

The UNDP MCO Samoa Office has hired a consulting firm to implement the Climate Promise workplans of Niue, which includes conducting consultations that are inclusive at the national level by involving various line ministries and concerned departments while enhancing their NDCs. This activity aims at delivering a range of outputs following these consultations on the baseline scenario of NDCs implementation in Niue, revision of targets, review of existing policies and legislations, suggest new targets for climate change mitigation, and adaptation by including progress achieved towards Sendai Framework and SDGs. The purpose of this activity

is also to enable the countries in finalizing their NDCs for submission within 2020. The National Consultant has to assist the international consultant team in each of the activities under the different service lines of Climate Promise work plan.

Scope of Assignment

The scope of assignment is limited only to successfully implementing Niue's Climate Promise workplans including support for the update/enhancement of NDCs. The Activities listed below under their Climate Promise Workplans shall be implemented in close collaboration with the ongoing work of national institutions, support from Regional Pacific NDC hub and other donors. It is expected not to commission any new studies at this stage as part of this assignment, wherein the Contractor should rely on the existing information and data from regional sources such as SPC, SPREP and other local institutions in respective countries. The National Consultant will assist the International consultant team mainly in data collection, organize workshop, conduct field visit, building contact with government officials for the following tasks:

Service Line	Activity
Service Line 1: Build political will and societal ownership at national and sub- national levels	1.1 Activity - Strengthen Village Councils, Youth and Women, Private Sector, CSOs, NGOs engagement in NDC enhancement through participatory workshops/trainings/consultative meetings and identify critical skills gap for NDC implementation.
Service Line 2: Review, align, and update existing targets, policies and measures	2.1 Activity - Review current NDC targets, policies and strategies including assessment of socio-economic impacts of NDC targets/measures on livelihoods. Update of NDC targets and elements for enhanced ambition including update of the GHG inventory. Develop TOR and recruit a Consultant to undertake a review
	2.2 Activity - Provide tailored support for design and implementation of aligned policy instruments. Recruit a Consultant to undertake a review but with focus on action plan for raising ambition of the enhanced NDC including the design of policy instruments and design of the procedures for implementation.
Service Line 3: Incorporate new sectors and/or greenhouse gases	3.1 Activity - Strengthen existing Country Specific Guidance on Nature Based Mitigation and Adaptation actions for NDCs.
	3.2 Activity - Inclusion of Water Sector & Food Security <ul style="list-style-type: none"> • Conduct workshops to raise awareness and build capacity within NDC coordinating institutions about the linkages between climate action, water and food security, including both health and economic losses due to inaction; and the projected return on investment in priority sectors. • Establish detailed inventory of both sectors by closely liaising with concerned focal points by setting up a framework and procedures to conduct analysis and reporting of the inventory.

Service Line 4: Assess costs and investment opportunities	4.1 Activity - Estimate costs of NDC actions and options, through a finance strategy.
	4.2 Activity - Conduct investment barrier analyses to guide policy and regulatory interventions.
Service Line 5: Monitor progress & strengthen transparency	5.1 Activity - Strengthen capacity building on transparency related requirements and improving data for tracking requirements under the Paris Agreement and progress of NDC implementation. Conduct training workshops for concerned department personnel.
	5.2 Activity - Develop NDC monitoring framework, including guidance on indicators
Service Line 6: Communication and Learning	6.1 Final endorsed Enhanced NDC 2020-2025 printed
	6.2 Conduct launching event at national level

D. Scope of Services:

The National Consultant will support the team of international consultants in prepare all of the reports and deliverables to the highest standard as required, stating all actions taken during the assignment. Reports shall be submitted after each deliverable achieved according to the agreed schedule.

The following are the expected scope of services from the National Consultant:

- Assist in preparation of inception report with detail methodology of project documents review and aligning the outputs and outcomes of projects with the climate action;
- Support the [drafting/preparation/development] of the report on awareness and consultation workshop accomplished NDC coordinating institutions about the linkages between climate action, water and food security, including both health and economic losses due to inaction, and projected return on investment in priority sectors;
- Assist in [drafting/preparing/developing] the final report on alignment of outcomes and outputs of the projects with Climate Action.

Expected deliverables and timelines

The products of the assignment will be the reports including findings and recommendations of the assigned activities as the following timelines.

No	Output and Activities	Due Date*
1	Detailed work plan including implementation strategy/methodology/ approach, and rough schedule/timeframe of each activities	28 June 2021
2	Interim Report detailing the support provided per country during mid-course of the consultancy;	12 July 2021
3	Draft NDC of each country, clearly listing the inputs provided form this consultancy -country wise	31 July 2021
4	Final report of the assignment	31 August 2021

**Due date is subject to adjust upon date of signing contract.*

Term of Payment:

The consultant shall receive payment in 4 instalments from UNDP as follows:

Deliverable	Percentage of total Price (Weight for Payment)	Due date
Upon approval by UNDP and the GoN of the following; <ul style="list-style-type: none"> Inception report with detail methodology of project documents review and aligning the outputs and outcomes of projects with the climate action 	10%	28 June 2021
Upon approval by UNDP and the GoN of the following; <ul style="list-style-type: none"> Interim Report detailing the support provided per country during mid-course of the consultancy; 	10%	12 July 2021
Upon approval by UNDP and the GoN of the following; <ul style="list-style-type: none"> Report on awareness and consultation workshop accomplished NDC coordinating institutions 	40%	31 July 2021
Upon approval by UNDP and the GoN of the following; <ul style="list-style-type: none"> Final report on alignment of outcomes and outputs of the projects with Climate Action. 	40%	31 August 2021
TOTAL	100%	

E. Institutional Arrangement:



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The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and with the Technical Advisor at the UNDP HQs. The consultant will report to the Director General of Natural Resources.

F. Duration and Timeframe

The duration of the contract is estimated from June to August 2021 (maximum 35 working days).

G. Duty Station:

The consultant will be based at the Office of the Director of Environment under the Ministry of Natural Resources.

H. Competencies:

Technical work

- Strong expertise in environmental-related areas, including climate change policy;
- Demonstrated experience in conducting workshop, gap analysis and prioritization of actions in government's national climate action policies and plans;
- Experience in designing and facilitating capacity building processes, consultations and coordination processes; and,
- Demonstrated strong technical knowledge of UNFCCC processes.

Partnerships

- Maturity and confidence in dealing with senior members of national institutions.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent written communication skills, with analytic capacity and ability to synthesize relevant collected data and findings for the preparation of quality analysis for the project proposal.
- Excellent coordination skills and result oriented collaboration with colleagues.

Results

- Promotes the vision, mission, and strategic goals of UNDP.
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback.
- Good team player who has ability to maintain good relationships.

I. Qualifications of the Successful Contractor:

Education

- Minimum Advanced University degree in environmental sciences, development studies, international development, engineering, natural resources management or other closely related field.

Experience

- At least 5 years of experience in climate change policy and strategy support at the national level, with specific focus on NDC design and implementation.
- Proven experience in organising consultation works, reviewing strategy, project documents
- performing strategic alignment assignments
- Experience in assisting team and translate information in English from local language
- Previous experience with UNDP is a great advantage.
- Experience of work in the region is an asset.

Languages

- Excellent English writing, presentation, communication skills are essential.

Evaluation criteria: 70% Technical, 30% financial combined weight:

- Advanced University degree in the fields of environmental management, public administration or relevant related fields **(25 points)**
- 5 years of experience in climate change policy and strategy support at the national level, with specific focus on NDC design and implementation **(25 points)**
- performing strategic alignment assignments **(15 points)**
- Previous experience with UNDP **(15 points)**
- Experience of work in the region is an asset **(10 points)**
- Excellent English writing, presentation, communication and translation skills **(10 points)**

J. Recommended Presentation of Proposal:

Given below is the recommended format for submitting your proposal. The following headings with the required details are important. Please use the template available (Letter of Offer to complete financial proposal)

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by 25 May 2021 electronically via the jobs site link below. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

SUBMIT YOUR PROPOSAL ON LINK HERE

https://jobs.undp.org/cj_view_job.cfm?cur_job_id=98985

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment. The selected candidate must submit a signed P11 prior to contract award.
- **3 professional references most recent**
- **A brief methodology** on how you will approach and conduct the work,
- **Financial Proposal** specifying the daily rate and other expenses, if any



- Letter of interest and availability specifying the available date to start and other details

K. Criteria for Selection of Best Offer:

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria (Section H) will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 100 points. Only the top 4 candidates that have achieved a minimum of 70 points (70% of 100 points) from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal must additionally include a breakdown of this daily fee (including all foreseeable expenses to carry out the assignment).
- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Annexes

Annex I – Letter of Offer and availability template

Annex II – P11 template to complete

Annex III – Financial Template to complete

Annex IV – UNDP General Terms and Conditions for Individual Consultants



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Approval of TOR

Anne Trevor

Officer in charge, Environment and Climate Change Unit

11 May 2021