



## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07/09/2021

**Country:** Somalia

**Description of the assignment:** Environmental National Consultant

**Project name:** Joint Programme on Local Governance and Decentralised Service Delivery (JPLG)

**Period of assignment/services (if applicable):** Approximately 90 working days within spread over period of four months from (01 October 2021 – 31 January 2022)

**Duty Station:** Home based in Somalia

Applications must be submitted electronically via the UNDP e-Tendering system at <https://etendering.partneragencies.org>; Business unit- SOM10, Event ID: 150949-21 no or before **17<sup>th</sup> September 2021, 07:00 AM EST/EDT (New York) time. Applications submitted via email will be rejected.**

**Note:** Detailed instructions on how to register, submit, modify or cancel a bid in the e-Tendering system are provided in the e-Tendering system Bidder User Guide and instructional videos available at this link: <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

### **e-Tendering Submission Requirements**

- File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.
- All files must be free of viruses and not corrupted. If you are uploading many files (ex. 15 or more), **please zip the files into a ZIP folder and upload the folder instead of each file individually.** You can upload several ZIP folders, but if you do this, please note that the total size of each ZIP folder cannot exceed 50 MB.
- **Digital certification/signature: Signed and stamped copy.**
- **Time zone to be recognized: EST/EDT (New York) time zone**

Failure to submit readable files will result in rejection of the Bid.

Any request for clarification shall be communicated to UNDP in writing via email at [procurement.so@undp.org](mailto:procurement.so@undp.org) (telephone enquiries will not be accepted) at least two days before the submission deadline Please note that this email address is dedicated for enquiries only. **Do not submit your application to this email address. If you do so, your application will be rejected.** The UNDP will respond in writing by posting the query and UNDPs clarification to the query directly on the UNDP e-Tendering system at <https://etendering.partneragencies.org> Business Unit: SOM10, Event ID: 150949-21 without identifying the source of query. Interested candidates are advised to frequently check in the e-Tendering system for any clarification/addenda that may be posted.

## TERMS OF REFERENCE

### **Project Description:**

The UN Joint Programme on Local Governance and Decentralized Service Delivery in Somalia (UN JPLG) is a five-year joint programme comprising of ILO, UNCDF, UNDP, UN-HABITAT and UNICEF.

The Programme's overall goal is "creating an enabling environment for improved service delivery and greater stability, through improved legal, policy and system frameworks – building the knowledge of those working in and with local governments." JPLG commenced in April 2008 and has now entered its third phase (2018-2023). The third phase has expanded geographically with average annual work-plans and budgets of USD 25 - 32M / year. JPLG works with the Federal Government of Somalia, the Governments of Puntland, Somaliland, South West, Jubbaland, Hirshabelle, Galmudug, local governments, communities and non-state actors.

Somalia's environment was severely degraded during the decades-long civil strife due to the absence of governance and enforcement. In the absence of an effective government, many traditional forms of natural resource management and enforcement mechanisms have been abandoned or are ignored. Unsustainable exploitation and loss of natural resources and biodiversity are prevalent. Huge areas that were once tree-covered rangelands have been reduced to treeless plains; the result has been disappearing wildlife and soil erosion. Scarcity of freshwater, severe erosion such as gulying, land degradation for charcoal and other biofuel production and siltation of water bodies are also major issues. This degradation has also significantly exacerbated Somalia's vulnerability to climate change, the impacts of which are in turn already further damaging the environment and are expected to worsen in future. Somalia has one of the fastest rates of urbanisation in the world and Somalia's unplanned and rapidly growing cities and surrounding areas will be increasingly where the most climate-vulnerable people are located, many displaced from pastoralism. This urbanisation also has significant implications for Somalia's environment and natural resources that need to be considered.

Forestry degradation and mismanagement of natural resources are severely jeopardizing Somalia's economy. Approximately 80% of Somalis are dependent on natural resources for their livelihoods, most prominently livestock and pastoralism. As floods and droughts become more severe and frequent, there is a need to find approaches to adapt these livelihoods, including reducing the sensitivity of livestock management and pastoralists to increased rainfall variability. With natural resource degradation also rampant throughout Somalia, most notably for the production of charcoal, and changing land use patterns such as livestock enclosures, Somalia is becoming increasingly vulnerable to conflicts over scarce resources, as well as other forms of conflict with environmental drivers (e.g. displacement, breakdown of traditional dispute resolution etc). Resource scarcity and conflict is aggravated by the absence of policies and regulatory frameworks on forestry, rangeland management, land-use, fisheries, and disaster risk management that incorporate impacts of climate change and forest decline.

Somalia is highly vulnerable to current and projected impacts of climate variability and climate change (rated #1 by centre for global development), due to its high levels of exposure and low capacity to adapt. Projections are for increased rainfall variability and temperatures, likely resulting in more floods and droughts and impacts on food security, pest and disease burden, health, water quality and damage to infrastructure amongst others. Effective adaptation requires improving management of the environment on which the majority of Somali livelihoods depend, but also addressing the risks climate change poses to every sector of the economy.

Adapting to climate change will require innovation, creativity, experimentation, and above, all, partnerships. Responding to climate change at the local level will require local government and communities to work together in partnership with higher levels of government and international / local institutions. The poor and vulnerable are disproportionately affected by climate change and need to be enabled to implement actions to cope with these impacts (*note: inclusive climate action, that addresses climate change and social inequality*). It will also provide additional benefits such as economic opportunity, improved health, and better natural resource management. Achieving inclusive climate action (through local participation in consultations, planning and design) will ensure solutions that integrate social, economic and climate considerations and will require a multi-disciplinary approach involving among others, local governments, businesses, NGOs/CSOs and international actors.

Currently, there is a lack of capacity for climate change adaptation at all levels of government. Building institutional capacity for enhancing resilience to climate change and developing the capabilities and knowledge to tackle climate change at the local level will be important.

*The Federal Government of Somalia has made progress in recent years to establish mechanisms of effective administration, recovery and development. The National Development Plan (NDP-9) sets out clear plans and guidelines to continue this path.* NDP-9 identifies six “imperatives” that will inform and bind together the pillars of the development of the political and security infrastructure. These 6 imperatives are considered as an essential wrap into which the programming responses to NDP-9 goals are woven. Two of the six imperatives are on **“Better Management of Somalia’s Environment and Natural Resources”** and **“Building the Resilience of Households, Communities and Government”**. These have a direct relevance to the on-going and future support of the UN and international community to Somalia for the achievement of NDP9 goals and closing the gap for the attainment of SDGs targets.

The UN Joint Programme on Local Governance (JPLG) works to improve local governance in Somalia and Somaliland. JPLG improves the way government works in districts, cities and federal states in all five Member States in order to boost economic development, service delivery and make communities stronger in the face of conflict, climate disaster and other challenges. The visible achievements are the roads, clinics, markets and schools built, but the programme is about much more than service delivery. It aims to create a “local government ecosystem” that includes: (a) well-designed laws and systems for public procurement, budgeting, oversight, tax collection and other government functions (b) trained staff with the administrative, financial and other skills needed to implement these laws and systems; and (c) an empowered citizenry that is involved in decision making through regular discussion forums and consultation meetings in both towns and villages. More than any one road or market, it’s these systems and skills that will have the deepest effect on people’s lives by allowing local governments to keep providing more and better services to their people. The JPLG seeks to come up with innovative and sustainable approaches for local governments around climate adaptation, mitigation and environmental system strengthening. The local actions will contribute to building the resilience of most vulnerable communities to climatic shocks. It is envisaged that the consultancy will produce a strategy and framework which will guide JPLG’s future engagement in this process.

Consequently, the JPLG seeks to contract a local Environment consultant to support designing a climate adaptation strategy and action plan for local governments. He/she will support an international Environment Specialist who will be leading the assignment. Together both consultants will produce a range of products which will guide the JPLG and partner governments in future areas of engagement.

### C. Scope of Work

The overall objective of the assignment is to design a climate adaptation strategy and action/implementation plan for the JPLG to support local governments environment work, the work of the national consult will be mainly focus on in country data, partnerships and outreach together with the partner expert to deliver a coherent well researched strategic plan for the JPLG programme's support to local government led work on environment and related livelihoods;

1. Recommendations for communication plans and anticipated delivery mechanisms.
2. Development of sample local action plans on adaptation and mitigation to climate change for a selected district, including urban, rural livestock areas and areas being cultivated (minimum 4 sample districts).
3. Development of a vulnerability matrix for analysis of climate change impacts for selected districts.
4. Assist in the development of a set of concept notes to access global funds, such as, Global Environment Facility (GEF) and Green Climate Fund (GCF).
5. Ensure that Somali partners are engaged in the design processes in meaningful manners.

The specific works for the local consultancy will entail:

- Map out Somali/Somaliland NGOs or local organisations working on environmental matters.
- Collect relevant documentations related policies, ongoing or planned actions that the relevant Ministries (e.g., Environment, Water, Natural Resources) are currently implementing/using.
- Identify and interview local government officials engaged in environment, land management, parks and conservation to produce an overview of sample municipality/district environment – parks, forestry, recreational areas, work being done on environment.
- Collect information's regarding how private sector are engaging in environmental related work and potentially interested partners.
- Overview of natural resources-based businesses – frankincense, charcoal, firewood etc. Special attention to be given to understating local charcoal trade and interviewing producers and salespeople.
- Develop a contract database of key Somali/Somaliland individuals and institutions in the environment field (separate database for Somali and Somaliland).
- Provide support to the International consultant in the production and delivery of key reports, (other TORs in annex), consultation processes and networking.

### D. Expected Outputs and Deliverables

All reports shall be of high quality and presented in English.

Combined deliverables are required from the expert and national constant and shall be as follows: -

	<b>Deliverables/Outputs</b>	<b>Estimated number of days</b>	<b>Percentage</b>	<b>Review &amp; approvals required</b>
1.	Joint Inception report: A response to the ToR with detailed work plan for the entire assignment showing the methodology and approach to be employed, documents to be reviewed, indicative list of key stakeholders <sup>1</sup> to be engaged in the process and the general understanding of the assignment.	10 days	10%	Senior Programme Manager, JPLG-PMU and UN Somalia's

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<sup>1</sup> The list of documents to be reviewed and the list of stakeholders will be discussed and agreed on between the programme and the contractor.

	<b>Deliverables/Outputs</b>	<b>Estimated number of days</b>	<b>Percentage</b>	<b>Review &amp; approvals required</b>
2.	A joint mapping / situation analysis report describing the current climate change adaptation environment in Somalia and Somaliland (separate documents) – with a focus on government policies, strategies.	20 days	20%	environment adviser.
3.	Present, for feedback, (through workshops and virtual meetings): - <ul style="list-style-type: none"> <li>• Draft local action / implementation plan for sample districts.</li> <li>• Draft communication plan.</li> <li>• Draft local action plan on adaptation and mitigation to climate change for 4 selected districts.</li> <li>• Draft vulnerability matrix for analysis of climate change impacts for a selected district.</li> <li>• Data base and summary of locally led interventions by local governments and LNGOs.</li> <li>• Review and provide inputs to draft concept notes to access global funds, such as, Global Environment Facility (GEF), Green Climate Fund (GCF) and longterm funding engagement with the carbon credit market.</li> </ul>	40 days	30%	
4.	Present the final: - <ul style="list-style-type: none"> <li>• Communication plan, with messages which are compatible with Somali culture.</li> <li>• Local action plan (with suggested pilot projects) on adaptation and mitigation to climate change for 4 selected districts – for incorporation into a JPLG strategy on climate action.</li> <li>• Vulnerability matrix for analysis of climate change impacts for selected districts.</li> <li>• Concept note to access global funds, such as, Global Environment Facility (GEF) and Green Climate Fund (GCF), which have been validated by counterpart ministries of environment and interior</li> <li>• Data base of key resource persons in Ministries, local governments and civil society relevant to implementation.</li> </ul>	10 days	20%	
5.	Summary Somaliland specific strategy and action plan.	10 days	20%	

## **E. Institutional Arrangements**

### **1. Reporting Lines**

The local Consultant will technical work together with an international consultant, however he/she will be line managed by the JPLG-PMU, Senior Programme Manager, supported by PMU members, the UNEP Advisor and the Technical Working Group (TWG) of the JPLG.

### **2. Progress Reporting**

There will be an inception meeting after contract signature and thereafter, the Consultant will be in constant communication with the JPLG-PMU, Senior Programme Manager.

### **3. Administrative and Logistical Support**

a) The Consultant will be required to have a personal laptop.

- b) While following the UN security protocols, the expert should be willing to travel to Somalia and Somaliland as a national consultant.
- c) PMU will facilitate the virtual meetings with stakeholders.

#### **F. Duration of the Work**

The Individual Contractor will be contracted for a maximum number of 90 working days from 1 October 2021.

#### **G. Duty Station**

Home based, Somalia / Somaliland.

#### **H. Qualifications of the Successful Individual Contractor**

##### **1. Education:**

Advanced /postgraduate degree in Natural Science and /or Law, Rangeland Management, Natural resources management (land, water, forestry, biodiversity etc.), Environmental Law, Climate Change Adaptation, Social Sciences, Rural Development, Economic Development, Environmental Engineering & Irrigation or other related fields.

##### **2. Experience:**

- At least 7 years proven experience in the field of Natural Resources Management, Environment and Climate Change.
- Knowledge of forest and rangeland challenges in Somalia.
- Proven experience in conducting policy and legal reviews on natural resources management.
- Demonstrable experience establishing or reforming climate & environment funding and policy frameworks and climate finance expertise.
- Previous research on the environment sector in Somalia or the Horn of Africa would be an advantage.
- Computer literacy and proven experience in facilitation, report writing and analytical skills.
- Experience in policy formulation, implementation, and institutional capacities development with good comprehension about the main areas of project focus, i.e., forest degradation / decline, charcoal production and its impact, sectoral assessments with an environment and climate lens.
- Conversant with the latest discussions and global agreements on sustainable development with adaptation and mitigation to climate changes in the context of Least Developed Countries or fragile States.
- Experience working with multi-sectoral teams and formulating multi-dimensional projects.
- Experience in gender mainstreaming in natural resources management.
- Experience in effective interaction with governments, policymakers, UN agencies, donors, communities, civil society organizations, private sector etc.
- Experience on Somali politics and current dynamics

##### **3. Language Requirements**

Fluency in written and spoken Somali and English.

##### **4. Corporate Competencies:**

- Demonstrates integrity by modelling the UNs values and ethical standards.
- Demonstrates professional competence and is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.
- Promotes the vision, mission, and strategic goals of the UN.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability with a demonstrated ability to work in a multidisciplinary team.

- Treats all people fairly and without favouritism.
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

#### **5. Functional Competencies:**

- Ability to work under pressure in a stressful environment and adapt to a rapidly changing and challenging work environment.
- Ability to work with minimal supervision, taking own initiative and control to implement tasks.
- Knowledge of issues concerning institutional/capacity assessment and organisation development.
- Thorough knowledge of results-based management and strategic planning processes.
- Excellent communication skills (written and spoken English).
  - Sensitivity towards the opinions of the stakeholders/team members.
- Good presentation skills (good public speaker).
- Excellent interpersonal skills and the ability to communicate with multi-stakeholder groups.

#### **I. Recommended Presentation of Offer**

1. Letter of Confirmation of Interest and Availability using the template provided by UNDP.
2. Personal CV indicating all past experience from similar projects, contact details (email and telephone number) of the Candidate and at least three (3) professional references.
3. Brief description of suitability for the assignment and a methodology of how the Offeror will approach and complete the assignment.
4. Evidence of technical experience and past performance/past professional records (sample of comparable work desired is available).
5. Financial proposal indicating the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided (Confirmation of interest and financial proposal form). If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

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

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

1. **Financial Proposal** indicating lump sum for each deliverable in United States Dollars (USD) with total professional fee for this home-based assignment. The template for filling the financial proposal is uploaded as a separate document in e-tendering, referred to as **Confirmation of Interest and Financial proposal**. If an Offeror is employed by an organization/ company/ institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

2. **P11 and Personal CV** indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least 3 professional references

**Please scan all the above documents into one attachment and upload into the online system:**

**<https://etendering.partneragencies.org>.**

## K. EVALUATION

**Combined scoring method:** the qualifications and methodology will be weighted a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%. Technical proposals will be evaluated based on their responsiveness to the Terms of Reference (ToR).

### Evaluation Criteria for Technical Score (Maximum of 70 points)

- |   |           |
|---|-----------|
| • Academic qualifications   | 10 points |
| • Years of relevant experience                                    | 40 points |
| • Proved record of successfully completion of similar assignments | 20 points |

Only applicants obtaining a minimum of 49 points (i.e. 70% of the 70 points) in the technical score will be considered for financial evaluation

### Evaluation Criteria for Financial Score, i.e. Price Offer (maximum 30 points).

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other proposals receive points in inverse proportion. The formula for the rating of the proposals will be as follows: -

#### Rating the Technical Proposal (TP)

TP Rating = (Total score obtained by the offer/maximum obtainable score for the TP) \*100

#### Rating the Financial Proposal (FP)

FP Rating = (lowest priced offer/price of the offer being reviewed) \*100

#### Total Combined Score:

(TP rating) \* Weight of TP, i.e. 70%) +(FP rating) \* (weight of FP, i.e. 30) = Total combined and final rating of the proposal

Final award will be based on the highest combined score based on 70% technical offer and 30% price weight distribution of technically qualified proposals.

**UNDP will only be able to respond to those applications in which there is further interest**

## L. FINANCIAL ARRANGEMENTS

- Payments as percentage of lump sum will be made on approval and timely completion of each deliverables described above.

### General Terms and Conditions of Individual Consultants



Annex II -IC GTCs