



Terms of Reference

2 NATIONAL CONSULTANTS: PEER REVIEW OF THE PNG'S NATIONAL ADAPTATION PLAN (NAP), IC/PNG/047-2021

Project Title: Advancing PNGs National Adaptation Plan
Type of Contract: Individual Contract (IC)
Duration: November 2021 – March 2022
Location: Port Moresby, Papua New Guinea

1. PROJECT DESCRIPTION

Climate Change continues to negatively impact Papua New Guinea (PNG). This affects PNG's growth trajectory, and the socio-economic opportunities people may otherwise enjoy. Building resilience to climate change has featured in national dialogue and political commitments for over a decade. Recognised as an acute challenge for PNG, Government and partners have committed to mainstream climate action in their planning and delivery. Major policy initiatives such as Vision 2050 and the national Strategy for Responsible Sustainable Development, PNG's Sustainable Development Goal 13 Roadmap and Papua New Guinea's Enhanced Nationally Determined Contribution 2020, have broadened efforts to include better natural resource management, conservation, and sustainable growth. Growing legal architecture has supported these efforts. However, PNG's geography, economic base, exposure to external shocks and limited capacity across Government present challenges to their implementation. As a result, a phased approach to adaptation planning is required.

The Advancing Papua New Guinea's National Adaptation Plan project funded by the GCF Adaptation Readiness window, was established with the objective of reducing vulnerability to the impacts of climate change, by building adaptive capacity, resilience and integration of climate change adaptation into relevant new and existing policies and the development planning process. This project will support PNG in these areas through the following three project outcomes:

Outcome 1: The coordination mechanism for multi-sectoral adaptation planning and implementation at different levels is strengthened.

Outcome 2: Climate change risks are integrated into key national and sectoral policies and NAP is formulated; and

Outcome 3: Financing framework for climate change adaptation action for medium-to long-term is established.

The project closely aligns itself with ongoing relevant programmes aimed at mainstreaming climate change and reducing vulnerability such as a) USAID's Climate Change Ready Programme, b) GCF/GGGI supported GCF Readiness Support Programme, c) DfID's Climate Change Information and Knowledge Management UNDP in Papua New Guinea • PO Box 1041 • Port Moresby • Papua New Guinea

Programme and complements their activities thus increasing efficiency and avoiding duplication of efforts. The primary beneficiaries of the project are the Climate Change Development Authority (CCDA), the sectoral representatives and non-government stakeholders in the project's Technical Advisory Group (TAG). The project will also benefit following key sectors: agriculture, health, transport, and infrastructure.

Climate Law and Policy Ltd (CLP) has been engaged by UNDP (implementing partner to CCDA) to develop the NAP document. Numerous stakeholder consultations with the four priority sectors (Agriculture, Health, Transport & Infrastructure, provincial and central line agencies) has also taken place for the drafting of the NAP.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to peer review the NAP document once a draft has been provided by CLP and ensure that key stakeholders and the Technical Advisory group are consulted on the draft and provide oversight to the validation process of the NAP which will be led by CLP.

3. DUTIES & RESPONSIBILITIES

The following are the key tasks under this assignment – work with fellow peer reviewer to carry out the following:

- I. Consultation with CCDA & UNDP/CLP on the approach to the assignment detailed on an inception report
- II. Provide detailed feedback on the draft NAP document to UNDP/CLP. This feedback should focus on the following;
 - (a) Methodology used to develop the NAP and Sectoral guidelines
 - (b) International best practice - NAP Technical Guidelines (provide Link)
 - (c) Experience of other countries that have completed and submitted NAPs
- III. Facilitate meetings/Workshops between CLP, UNDP, CCDA and the TAG in reviewing drafts and providing feedback
- IV. Provide quality assurance and oversight on the NAP validation workshops delivered by CLP

4. PAYMENT SCHEDULE/DELIVERABLES

The contractor will deliver the following outputs

Activities/Deliverables	Target Due Dates	Schedule of Payments
Submission of Inception Report	30 October 2021	20% of contract amount
Provide detailed feedback on the draft NAP document to CLP; (d) On the methodology used to develop the NAP and Sectoral guidelines (e) Based on international best practice, click here (f) Based on experience of other countries that have completed and submitted NAPs	31 December 2021	50% of contract amount
Provide quality assurance and oversight on the NAP validation workshops delivered by CLP – This should be detailed in a report	31 March 2022	30% of contract amount

5. REPORTING & PAYMENT TERMS

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The Consultant(s) will work under the direct supervision of the Head of Environment Portfolio or delegate and in close coordination with NAP Project Coordinator.

Submission of deliverables will be completed in accordance with the above schedule unless revised timelines are mutually agreed by UNDP and the Consultant (s). Acceptance of deliverables will be determined by UNDP Deputy Resident Representative or delegate.

Milestone payments will be made upon submission and acceptance of specific deliverables.

6. RESOURCES PROVIDED

The Consultant shall provide his/her own working equipment (hardware and software) and baseline connectivity except in situations where specialized equipment is required (e.g. satellite phone, office printing) where upon the UNDP Country Office shall avail as required. The consultants will work from their own office space but attend meetings with the Project team at CCDA or UNDP as required. Costs associated with any travel out of Port Moresby for validation or other workshops will be covered by UNDP.

7. INSTITUTIONAL ARRANGEMENTS

The assignment will be undertaken in close partnership and with direction from the UNDP Country Office in PNG and CCDA. The contractor will bear full responsibility for production of outputs in line with expected outputs with deliverables outlined in this agreement.

8. DURATION OF THE ASSIGNMENT

The duration of the assignment is from November 2021 to March 2022. In accordance with the expected outputs and deliverables, the contractor submits reports to the designated UNDP focal Point for review of outputs, comments, certify/approval/acceptance of works afterwards.

9. DUTY STATION

The duty station for the assignment is Port Moresby, Papua New Guinea

10. EDUCATION AND EXPERIENCE

This assignment will be carried out by two national consultants with in-depth work experience in Climate Change Adaptation and with an understanding of the PNG Context. Consultants should possess the following expertise;

Education:

- Post Graduate Qualification in Environmental Management, Environmental Law, Climate Change Adaptation, Disaster Risk Reduction, Development Planning, Public Administration, or related area

Work Experience

- Minimum of 10 years demonstrated experience working in PNG and the Pacific Region on Environment, Climate Change and Disaster Risk reduction and Adaptation.
- Proven experience of leading climate change adaptation planning at a national level Experience with developing NAPs would be desirable but not essential)
- Proven experience advising national Government departments on climate change.
- Strong facilitation, coordination and Report Writing skills

Competencies

- Demonstrates integrity by modelling the UN values and ethical standards.
- Flexibility and ability to operate in different cultural settings and with a variety of stakeholders, culturally and gender sensitive.
- High level planning, organisational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines.
- High level of computer literacy is essential (in particular word processing and presentation software).
- Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advice senior management on tackling difficult situations.
- Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively
- Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners.
- Ability to quickly adapt to change, and to remain calm under pressure.
- Fluency in written and spoken English.

11. EVALUATION

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may 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 weighting; 70%

* Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		15%
▪ Post Graduate Qualification in Environmental Management, Environmental Law, Climate Change Adaptation, Disaster Risk Reduction, Development Planning, Public Administration, or related area	15	
Experience		44%
• Minimum of 10 years demonstrated experience working in PNG and the Pacific Region on Environment, Climate Change and Disaster Risk reduction and Adaptation.	25	

<ul style="list-style-type: none"> Proven experience of leading climate change adaptation planning at a national level Experience with developing NAPs would be desirable but not essential) 	5	
<ul style="list-style-type: none"> Proven experience advising national Government departments on climate change. 	9	
<ul style="list-style-type: none"> Strong facilitation, coordination and Report Writing skills 	5	
Competencies		11%
<ul style="list-style-type: none"> Demonstrates integrity by modelling the UN values and ethical standards Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive. High level planning, organisational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines; High level of computer literacy is essential (in particular word processing and presentation software). Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advice senior management on tackling difficult situations. Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners. Ability to quickly adapt to change, and to remain calm under pressure; Fluency in written and spoken English. 	1 3 1 1 1 1 1 1 1	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria – Lowest Price		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP;
- P11 form** using template provided by UNDP which indicates all past experience from similar projects, as well as the contact details (email and telephone number) with at least three (3) professional references;
- Technical proposal** outlining the proposed methodology and approach for completing all the tasks outlined in the TOR.
- Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. 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 stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP .

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 instalments or upon

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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 will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket; should the IC wish to travel on a higher class, they should do so using their own resources. 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.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , no later than 30th September 2021 March 2020. For any clarification regarding this assignment please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.