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**TERMS OF REFERENCE**

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| **Project Title:** | “Advancing health and environmental sustainability through action on pollution” |
| **Location** | Addis Ababa |
| **Type of contract** | Individual contractor |
| **Title of the assignment** | Legal environmental assessment technical expert (legal expert) |
| **Type of contract** | National consultant |
| **Languages required:** | English and Amharic |
| **Contract period** | 15 October – 31 December 2021 (56 working days) |

**BACKGROUND**

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| UNDP, in partnership with European Commission supported legal environment assessments (LEAs) that enable countries to strengthen national legal frameworks through participatory and multi-stakeholder processes. This will promote evidence-based approaches grounded in human rights in line with the recommendations. The LEA methodology is to support strengthened legal and regulatory frameworks for pollution. Non-communicable diseases (NCDs), including stroke, heart disease, diabetes, lung cancer and pulmonary diseases, are also a key development challenge and exposure to pollution is a major cause of NCD morbidity and mortality.  UNDP, funded by the European Commission/Environment Directorate-General, has initiated a three-year project (October 2020-September 2023) to support the governments of India, Mongolia and Ethiopia to address pollution as a key environmental determinant of NCDs, and as part of broader efforts to respond to environmental degradation and the changing climate. The project pursues action in four areas:   1. Developing and piloting a methodology to calculate the NCD-related health costs of inaction on air pollution as well as the return on investment in selected cost-effective and nationally-prioritised interventions (investment case), focusing initially on air pollution and including co-benefits such as those related to climate change mitigation, to inform planning and budgeting purposes; 2. Enhancing governance structures and coordination mechanisms across environment, health and other relevant ministries (transport, energy, planning, agriculture, etc.) to enable joint analysis of main sources of air pollution as well as joint planning and financing for prioritised national actions engaging civil society and private sector partners, as relevant; 3. Advancing effective laws, policies, standards and regulations through conducting a legal environment assessment in pilot countries, that is expected to lead to strengthened parliamentary and civil society action on air pollution to mitigate its impacts on the environment and health, and building capacities for oversight and enforcement where gaps are in implementation, and ensuring greater transparency in decision-making and budgeting; and, 4. Facilitating the scale-up of action on air pollution and health in other countries through high-profile and broad dissemination of the methods, approaches as well as lessons learnt from the pilots.   Legal environment assessments (LEAs) have become a key UNDP signature service offering to support rights-based response to health challenges in countries. An LEA is a review or mapping of the legal, regulatory and policy framework in a country and an analysis of the extent to which it supports or hinders national and local responses to the given topic. The LEA enables stakeholders in a country to build a comprehensive picture of the strengths and areas for improvement in its legal and regulatory environment which includes analysis of laws, policies and legal practices. LEAs also assess the level of compliance with regional and international human rights and health commitments by identifying and examining all important legal and human rights issues affecting the political response in a country. LEAs often include recommendations and follow up action plan for reforms or other measures needed to promote desirable developments and support rights-based responses.  UNDP Ethiopian CO is seeking a highly experienced individual to conduct LEA for health and environment in Ethiopia. The consultant will develop an overall methodology for health and environment LEA to support rights-based responses to pollution and its consequences to health, drawing from the work of the Global Commission on HIV and the Law and the experience of UNDP HIV and Tuberculosis (TB) legal environment assessments. |

**DUTIES AND RESPONSIBILITIES**

**General scope of the work**

* A review of all existing public health, environment, pollution and NCD related laws, policies, standards and regulations, and analyze their strengths and weaknesses
* Identify key gaps and challenges in current related environment and health laws and policies
* Develop recommendations for law and policy reform, strengthened implementation and enforcement of the health and environment related legal framework and measures to improve environmental pollution and its impact on NCDs
* Organize and participate in a 3-day inception meeting with relevant key stakeholders, and present the findings of the final LEA report, and collect feedbacks from stakeholders
* To provide with operational and other support functions that are related to the LEA development whenever needed or requested by EFCCC and UNDP.

**Institutional Arrangement**

The consultant will report to the Environment, Forest and Climate Change Commission and the UNDP

The consultant will need to have his/her own computer/laptop with the Microsoft Office package (MS Word, PowerPoint and Excel). The consultant will be in touch with the HQ team by email and videoconference application (e.g. Zoom).

**EXPECTED OUTPUTS AND DELIVERABLES**

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| **Deliverables/ Outputs** | **Estimated Duration** | **Target due date and**  **Payment** | **Review and Approvals Required** |
| **Inception report,** including detailed work plan, scope of LEA and timeframe to carry out the assignment. | Within 2 weeks from start of contract | October 30,  2021  20% | EFCCC, UNDP and EU Country offices and HQs |
| **Progress report 1:**   * Desk review of existing literatures, laws and regulations * First draft of legal environment assessment tool on health and environment related legal and policy framework | Within 3 weeks since submission of inception report | Nov 21,  2021  20% | EFCCC, UNDP and EU Country offices and HQs |
| **Progress report 2**   * Identify key gaps and challenges in current related environment and health laws and policies * Review of best international practices * Conduct consultative meetings and workshops; Support project collaboration with the EFCC and MoH | Within 3 weeks since submission of progress report 1 | Dec 15,  2021  30% | EFCCC, UNDP and EU Country offices and HQs |
| **Final Report:**   * Provide assessment on exiting national policies and regulatory framework and recommendations for improvement and closing the existing gaps; * Consultative meetings and dissemination workshops organization with relevant key stakeholders to disseminate the LEA tool and report results, and collect feedbacks * Completed final report with the key findings of the research work. | Within a 2 weeks from submission of second progress report | Dec 31,  2022  30% | EFCCC, UNDP and EU Country offices and HQs |

**REQUIRED SKILLS AND EXPERIENCE**

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| **Educational Qualifications:**   * MSc in Public Health, Social Science, Environmental Law, Economics, International Development or related fields required.   **Experience**   * Minimum of 07 years of relevant experience in the field of law, environment, and public health. Prior experience supporting health, environment and/or human rights work within UNDP or another UN entity is an asset. * Proven experience in undertaking global/regional/national legal framework and policy research, analysis and developing guidance documents for governments or related institutes (supported by sample documents/reports). Experience in the legal dimensions of non-communicable diseases is an advantage. * Solid track record of providing strategic coordination with government, development partners, NGO and private sector to address relevant issue (supported by relevant documents). * Ability to produce well-written reports, demonstrating analytical and communication skills. At least an assignment demonstrating analytic and report writing skills to be submitted with the application.   **Language requirements**   * Fluency in English and Amharic languages is required.   **Competencies**   * Excellent organizational skills; * Strong analytical, writing and communication skills; * Ability to prepare publications, reports and presentations. Must be able to present technical findings to stakeholders and professional audience through appropriate presentation styles; * Ability to manage and work with a multidisciplinary team; * Strong motivation and ability to work and deliver under short deadlines; * Focuses on results and responds positively to critical feedback; * Able to work independently with little or no supervision |

**CRITERIA FOR SELECTION OF THE BEST OFFER**

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| **Price Proposal and Schedule of Payments**  All proposals must be expressed in a **lump sum amount**.  The total amount quoted shall be all-inclusive and include all costs components required to perform the deliverables identified in the TOR, including professional fee, travel costs, office space and equipment, living allowance (if any work is to be done outside the IC´s duty station) and any other applicable cost to be incurred by the IC in completing the assignment. The contract price will fixed output-based price regardless of extension of the herein specified duration. Payments will be done upon completion of the deliverables/outputs and as per below percentages:   * Deliverable 1 [inception report]: 20% of total contract amount * Deliverable 2 [progress report 1]: 20% of total contract amount * Deliverable 3 [progress report 2]: 30% of total contract amount * Deliverable 4 [final report]: 30% of total contract amount   In general, UNDP shall not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources  In the event of unforeseeable travel not anticipated in this TOR, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and the Individual Consultant, prior to travel and will be reimbursed.  **Evaluation Method and Criteria**  The consultant will be evaluated based on the following methodology of **Cumulative analysis.**  The award of the contract shall be made to the consultant which offer has been evaluated and determined as a) responsive/compliant/acceptable; and b) having received the highest score out of set of weighted technical criteria (70%). and financial criteria (30%). Financial score shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal received by UNDP for the assignment.  **Technical Criteria for Evaluation (Maximum 70 points)**  See attached table – Technical evaluation scoring guide.  Only candidates obtaining a minimum of 70% of the total technical points would be considered for the Financial Evaluation.    Shortlisted consultants shall be called for an interview which will be used to confirm and/or adjust the technical scores awarded based on documentation submitted.    **Documentation required.**  Interested consultants must submit the following documents/information to demonstrate their qualifications:   * **Letter of Confirmation of Interest and Availability**using the template provided in Annex II. * **Personal CV or**[**P11**](https://info.undp.org/global/documents/cap/P11%20modified%20for%20SCs%20and%20ICs.doc), indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least two (2) professional references. * **Technical proposal**, including a) a brief description of why he/she considers as the most suitable for the assignment; and b) a methodology, on how consultant will approach and complete the assignment. * **Financial proposal**, as per template provided in Annex III. * **Sample reports or other supporting documents**     Incomplete proposals may not be considered. Only the successful candidate will be notified of contract award.    **Annexes**   * Annex I – Technical evaluation scoring guide * Annex II - Individual IC General Terms and Conditions * Annex III – Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC, including Financial Proposal Template |

**Annex 1. Technical evaluation scoring guide**

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| **Criteria** | **Weight** | **Max. point** |
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| **Technical criteria 1: Educational background** |  | **20** |
| Advanced university degree (Master's degree or higher) in the field of law, human rights, health, and other closely related fields. |  | *[20]* |
| **Technical criteria 2: Relevant experience** |  | **40** |
| Minimum of 10 years of relevant experience in the field of law, environmental management, and/or public health. |  | *[20]* |
| Proven experience in undertaking global/regional/national legal framework and policy research and developing guidance documents for governments or related institutes (sample documents). |  | *[10]* |
| Ability to produce well-written reports, demonstrating analytical and communication skills. At least an assignment demonstrating analytic and report writing skills to be submitted with the application. |  | *[10]* |
| **Technical criteria 3 - Proposed methodology and approach** |  | **40** |
| Proposed detailed methodology and approach to complete the task |  | *[40]* |
| **Technical Score** | **70%** | **100** |