



### Terms of Reference

#### **Consultancy for Climate Change Advisor – National Adaptation Plan, IC/PNG/065-2021**

<b>Location:</b>	Port Moresby, National Capital District, Papua New Guinea <i>(Exceptions for remote work for Deliverable one and two will be made in the event of Covid lockdowns)</i>
<b>Type of Contract:</b>	Individual Contract (IC)
<b>Project:</b>	Advancing Papua New Guinea's National Adaptation Plan
<b>Languages Required:</b>	English
<b>Starting Date:</b>	December 2021
<b>Duration of initial contract:</b>	December 2021 – June 2022

#### **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 and PNG' Sustainable Development Goal 13 Roadmap, 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.

Advancing Papua New Guinea's National Adaptation Plan, was established with the objective to reduce 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 Programme and complements their activities thus increasing efficiency and avoiding duplication of efforts. It will also coordinate with the UNDP Climate Promise project supporting the Nationally Determined Contributions revision. 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.

The technical nature of the project requires an experienced climate change advisor (one person) to support the coordination, capacity building and implementation of the project. The advisor will be expected to be based in Port Moresby, Papua New Guinea, for the duration of the contract period in order to ensure effective implementation and delivery of the project.

## **2. OBJECTIVE OF ASSIGNMENT**

The objective of this consultancy is to oversee and support the coordination, consultation, capacity building and development of the National Adaptation Plan (NAP) Project in Papua New Guinea.

## **3. DUTIES AND RESPONSIBILITIES**

The consultant will be expected to work closely with the NAP Project Management Unit, NAP Technical Services Team, the CCDA and the NAP Technical Advisory Group including other key Government stakeholders and United Nations agencies to provide technical assistance in the following areas.

- a) Regular facilitation of and dialogue with development partners (monthly) to ensure alignment of the NAP project outputs and results with the SDGs, United Nations Strategic Framework (UNSF), the vision 2050, the National Strategy for responsible Sustainable Development (StaRs), the Forth Medium Term Development Plan (MTDP 4)
- b) Oversee the implementation of the Capacity development Plan
- c) Policy analysis and inputs to align the project with other adaptation related initiatives, including but not limited to CCAF, Climate Change Ready, GFC Readiness Programme, iCLiM, PPCR, SMART Climate, etc, supported by UN Agencies and other development partners.
- d) Policy analysis and inputs to ensure coherence with efforts to implement the Nationally Determined Contributions (NDCs).
- e) Substantive technical inputs to align the NAP financing and investment strategy with broader climate financing initiatives underway in Papua New Guinea.
- f) Support the implementation of multi-media support to the NAP project
- g) Oversee and ensure that the NAP document is finalised, in collaboration with CCDA, ensure that the NAP document is endorsed by NEC, launched, and submitted to UNFCCC.

#### 4. PAYMENT SCHEDULE/DELIVERABLES

The contractor will deliver on the following outputs.

Activities/Deliverables	Target Due Dates	Schedule of Payments
<b>Deliverable One</b> Submission of Inception Report	31 December 2021 (21 days)	20% of contract amount
<b>Deliverable Two</b> Ensure the following in collaboration with relevant stakeholders <ul style="list-style-type: none"><li>(a) alignment of the NAP to National strategies</li><li>(b) alignment of the NAP to other adaptation initiatives</li><li>(c) NAP financing and investment strategy with broader climate financing initiatives underway in Papua New Guinea.</li><li>(d) Ensure proper/on track implementation of the capacity development plan</li><li>(e) Oversee implementation of Multi-media support to the NAP</li><li>(f) Assist Project Coordinator to address identified gaps in the project results framework</li></ul> <i>Results should be detailed in a report</i>	30 April 2022 (87 days)	60% of contract amount
<b>Deliverable Three</b> Work with CLP, CCDA, TAG, Peer review consultants and other relevant stakeholders to ensure the following. <ul style="list-style-type: none"><li>(a) That the NAP document is finalised, endorsed by</li></ul>	30 June 2022 (43 days)	20% of contract amount

<p>NEC, launched, and submitted to UNFCCC.</p> <p><i>Results should be detailed in a report</i></p>		
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## 5. REPORTING & PAYMENT TERMS

The consultant will work under the direct supervision of the Head of the Environment Portfolio of delegate and in close coordination with the NAP Project Coordinator.

Submission of deliverables will be competed in accordance with the above schedule unless revised timelines are mutually agreed by UNDP and the consultant. 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 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 required travel out of Port Moresby will be covered by UNDP.

## 7. INSTITUTIONAL ARRANGEMENTS

The assignment will be undertaken in close partnership and with the 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 December 2021 to June 2022 (A total of 151 days). 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. However if covid lockdowns do not permit this there is flexibility for completion of deliverable one and two remotely. However, the consultant should be in Port Moresby for the delivery of deliverable three

## 10. EDUCATION AND EXPERIENCE

### Education

- Post-graduate degree in Environmental Law, Environmental Management, Climate Change Adaptation and Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or related area.

### Work experience

- Minimum of 10 years demonstrated experience working with developing countries on Environment, Climate Change and Disaster Risk reduction and Adaptation.
- Proven experience of leading climate change adaptation planning at a national level.
- Proven experience advising national Government departments on climate change.
- Experience of working in multinational teams to implement programs involving different funding and implementing agencies.
- Experience working in the Asia Pacific region, specifically in Papua New Guinea is desirable.
- Strong facilitation and coordination 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%

<ul style="list-style-type: none"> <li>Post-graduate degree in Environmental Law, Environmental Management, Climate Change Adaptation and Disaster Risk Reduction and Emergency Management, Environmental Science, Geography, Information Management, Statistics, Social Sciences, or related area.</li> </ul>	15	
<b>Experience</b>		<b>44%</b>
<ul style="list-style-type: none"> <li>Minimum of 10 years demonstrated experience working with developing countries on Environment, Climate Change and Disaster Risk reduction and Adaptation.</li> </ul>	20	
Proven experience of leading climate change adaptation planning at a national level.	5	
<ul style="list-style-type: none"> <li>Proven experience advising national Government departments on climate change.</li> </ul>	5	
<ul style="list-style-type: none"> <li>Experience of working in multinational teams to implement programs involving different funding and implementing agencies.</li> <li>Experience working in the Asia Pacific region, specifically in Papua New Guinea is desirable</li> </ul>	9	
<ul style="list-style-type: none"> <li>Strong facilitation and coordination skills.</li> </ul>	5	
<b>Competencies</b>		<b>11%</b>
<ul style="list-style-type: none"> <li>Demonstrates integrity by modelling the UN values and ethical standards</li> <li>Flexibility and ability to operate in different cultural settings and with a variety of stakeholders; culturally and gender sensitive.</li> <li>High level planning, organisational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines;</li> <li>High level of computer literacy is essential (in particular word processing and presentation software).</li> <li>Analytical and problem-solving skills of high order, including the ability to formulate recommendations and advice senior management on tackling difficult situations.</li> <li>Leadership qualities, including the ability to make sound judgement, meet challenges constructively and creatively</li> <li>Excellent interpersonal skills, including ability to establish strong cooperative relationships with senior government officials and development partners.</li> <li>Ability to quickly adapt to change, and to remain calm under pressure;</li> <li>Fluency in written and spoken English.</li> </ul>	1 3  1  1 1  1  1  1 1	
<b>Technical Criteria</b>		<b>70%</b>
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
<b>Financial Criteria – Lowest Price</b>		<b>30%</b>
<b>Total</b>		<b>100%</b>

#### Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- a. Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP.
- b. **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.
- c. **Technical Proposal** outlining the proposed methodology and approach for completing all the tasks outlined in the TOR.
- d. **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 costs 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 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).

It is important to note that the duty station for this assignment is Port Moresby. The consultant is expected to deliver the services in Papua New Guinea. Any time spent outside Papua New Guinea will not be reimbursed. This assignment requires an advisor that is based in the offices of the Climate Change Development Authority (CCDA) with the project team. They will be expected to deliver technical advice on a daily basis to stakeholders. This assignment cannot be conducted remotely (home-based). Applicants should include all costs for being based in Port Moresby for the duration of the contract.

### **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 or covered by UNDP.

### **Submission Instructions**

Completed proposals should be submitted to [procurement.png@undp.org](mailto:procurement.png@undp.org), no later than **01 December 2021**. For any clarification regarding this assignment please write to [procurement.pg@undp.org](mailto: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.

