

Terms of Reference

Requisition number: XXXXXX

National or international consultant: National Consultant

Description of assignment (Title of consultancy): Facilitator for the NDC Partnership Plans

Project Title: Climate Change Projects

Period of assignment/services: 15 working-days spread over a period of 1.5 months – start date February 15, 2022

1. Background/Project Description

The Nationally Determined Contribution - NDC Partnership (NDCP) was launched at the 22nd Conference of the Parties (COP) of the United Nations Framework Convention on Climate Change (UNFCCC) in 2016 in Marrakech, Morocco. It is a coalition of countries and international institutions working together to ensure countries receive necessary technical and financial support to achieve ambitious climate and sustainable development targets as fast and effectively as possible. It builds in-country capacity and increases knowledge sharing for climate policies to have meaningful and enduring impacts, and drive increasing ambition over time. The NDC Partnership Support Unit (NDC Partnership SU) is hosted by the World Resources Institute (WRI) based in Washington DC and the UNFCCC in Bonn.

The Partnership works through country-driven approaches and is founded on the principle that effective cooperation, together with horizontal and vertical coordination can fast-track the achievement of results and enhance the collective impact of invested resources. Member countries who request support and drive in-country implementation of NDCs (Nationally Determined Contributions) obtain access to a large network of partners who can deliver a flexible array of services (i.e., technical assistance, financial support, and knowledge enhancement).

In March 2019, Lebanon became one of the members of the NDCP. The country has focal points appointed from the Ministry of Environment and the Council for Development and Reconstruction and avails support of the Partnership in terms of technical assistance for the preparation of the NDC Partnership Plans among others.

The UNDP, through its NDC Support Programme, has been supporting Lebanon's NDC development and update, including providing support to the NDCP's work in Lebanon. Over the past years, this support culminated in the development of near final drafts of sectoral NDC Partnership Plans (i.e., energy, transport, agriculture, solid waste, water and wastewater, forestry, and cross-cutting elements). These plans include sectoral barriers and needs with corresponding enabling technical assistance activities, as well as pilot projects, which if implemented, will unlock further climate action to achieve the NDC, linked to specific Sustainable Development Goals (SDGs).

2. Scope of work, responsibilities, and description of the proposal work

The objective of the consultancy is to conduct the final round of consultations with the relevant sectoral ministries on the near-final NDC Partnership Plans, amend/update if necessary, secure the endorsement of the relevant ministries, and bring the NDC Partnership Plans (PP) to maturation for "Request for Support Letter" issuance to mobilize support.

To that end, the UNDP-Lebanon/Climate Change projects is seeking a technical facilitator with the below tasks and qualifications, with a main responsibility to facilitate the finalization of the NDC Partnership Plans:

Task 1: Conduct a quick review of the near-final sectoral NDC PP (energy, transport, agriculture, solid waste, water and wastewater, forestry, and cross-cutting elements)

Task 2: Support the project in identifying key-stakeholders and conduct virtual meetings with the relevant sectoral key-decision makers and present the NDC PPs and seek input for finalization. This round should also lead to the selection of 2/3 sectoral priority projects from the respective/relevant NDC PPs from each sector – and be accompanied with minutes of meetings from each consultation round

Task 3: Finalize the NDC PP in their final formats – with selected priorities indicated clearly and provide final compiled NDC PP sectoral plans with priorities and minutes of meetings as a final report.

3. Expected Outputs and deliverables

The consultant is expected to complete and submit the deliverables as follows:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
Upon satisfactory completion of task 1: conduct a quick review of the near-final sectoral NDC PP (energy, transport, agriculture, solid waste, water and wastewater, forestry, and cross-cutting elements)	5 work-days	0.5 month from contract signature	Climate Change Advisor/Project Manager
Upon satisfactory completion of task 2: conduct virtual meetings with the relevant sectoral key-decision makers and present the NDC PPs and seek input for finalization. This round should also lead to the selection of 2/3 sectoral priority projects from the respective/relevant NDC PPs from each sector – and be accompanied with minutes of meetings from each consultation round	8 work-days	1-month days from contract signature	Climate Change Advisor/Project Manager
Upon satisfactory completion of tasks 3 Finalization of the NDC PP in their final formats – with selected priorities indicated clearly and provision of final compiled NDC PP sectoral plans with priorities and minutes of meetings as a final report	2 work-days	1.5 months from contract signature	Climate Change Advisor/Project Manager

4. Institutional Arrangements

The Consultant will be directly supervised by the UNDP Climate Change Advisor/Project Manager based at the Ministry of Environment, and when needed liaise with the Council for the Development and Reconstruction NDCP co-focal point.

5. Duration of the Work

To undertake the tasks and deliver the expected outputs, the consultant shall be engaged for a period of 1.5 months, starting from February, and ending in mid-March 2022.

6. Duty Station

The consultancy is based in Beirut, Lebanon, when COVID-pandemic allows, conducting workshop/final meetings can be considered.

7. Requirements for experience and qualifications

1. Academic Qualifications:

Advanced degree (Masters level or higher) in environmental management, environmental engineering or sciences, or related fields.

2. Years of Experience:

- A minimum of 7 years of relevant work experience in the field of environment management, environmental policy, environmental consulting.
- Experience in national climate change action plans/strategies development is required.
- Track record in engaging and interacting with national institutions.
- Experience with the UNDP and/or other UN agencies and INGOs is an asset.

8. Scope of Price Proposal and Schedule of Payments

Deliverables/ Outputs	Target Due Dates	Payment ¹
Upon satisfactory completion of task 1: Quick review of the near-final NDC PPs	0.5 month from contract signature	NA
Upon satisfactory completion of task 2: Support in identifying key-stakeholders and conduct virtual meetings	1-month days from contract signature	NA
Upon satisfactory completion of tasks 3: Finalization of the NDC PP with selected sectoral priorities, including minutes of meetings	1.5 months from contract signature	100% of the total contract value

9. Criteria for selection of the best offers

Combined Scoring method – where the qualifications, methodology and interview will be weighted a max. of 70%, and combined with the price offer which will be weighted a max of 30%; using the following evaluation criteria.

Only applications obtaining minimum 70% of technical score will be considered for financial evaluation.

Criteria	Weight	Max. Point
<u>Technical Competence</u>	70%	100
Academic qualifications: <i>Bachelor's degree = Zero points</i> <i>Master's degree in environmental science/studies/engineering or closely related fields = 11 points</i> <i>Relevant PhD =15 points</i>		15
Years of relevant experience: <i>Less than 7 years = 0 points</i> <i>7-10 years = 11 points</i> <i>Above 10 years = 15 points</i>		15
Technical experience:		40

¹ Payments will be processed once UNDP approves the deliverables

<ul style="list-style-type: none"> - Experience in national climate change action plans/strategies development (25 points) - Track record in engagement with national institutions (10 points) - Experience with the UNDP and/or other UN agencies and INGCs (5 points) 		
<u>Interview:</u> Evaluation based on demonstrated knowledge of the stakeholders, the approach, the process, and the objective of the assignment (30 points)		30
<u>Financial</u> (Lower Offer/Offer*100)	30%	100
<u>Total Score</u>	Technical Score * 0.7 + Financial Score * 0.3	

Weight per Technical Competence	
Weak: below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence
Satisfactory: 70-75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence
Good: 76-85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence
Very Good: 86-95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence
Outstanding: 96-100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence

10. Other important Information:

Proposed evaluation panel:

Name	Title
1. Ms. Jihan Seoud	Programme Manager
2. Mr. Vahakn Kabakian	Climate Change Advisor/Project Manager

11. Any other important information for the procurement unit to consider for the proposed IC

None

12. Security related information:

Is the United Security Management System (UNSMS) applicable or not: Yes