

TERMS OF REFERENCE

A. Project - Third National Communication And First Biennial Update Report

Job title:	Mitigation Specialist
Contract type:	National Consultant - Individual Contract (IC)
Reference#	IC2022/WSM/005
Duty Station:	Apia, Samoa
Period of contract:	35 working days over a duration of 3 months (March– May 2022)
Contracting Authority:	United Nations Development Programme

B. BACKGROUND:

In accordance with its commitments as a non-Annex I Party and as mandated by Article 12 of the UNFCCC and subsequent CoP decisions, Samoa will prepare and submit its Third National Communication (TNC) and First Biennial Update Report (FBUR) to the Conference of Parties (CoP) of the UNFCCC. The project is implemented by UNDP and the Government of Samoa via the Ministry of Natural Resources and Environment. The project aims to update the information provided regarding national circumstances, inventories of greenhouse gases (GHG), policies and measures undertaken to mitigate climate change, assessments of vulnerability to climate change and steps taken to adapt, and promote increased awareness and understanding of critical importance of climate change to its sustainable development. The project will also increase the national technical and institutional capacities in preparing the NC/BUR and assisting the Government to integrate climate change issues into sectoral and national development priorities that directly contribute to achieving the Sustainable Development Goal 13: Climate Action.

The implementation of the project objectives will support Samoa's preparation of a high quality National Communication and Biennial Update Report to be submitted to the UNFCCC in a timely manner. As GHG inventories are a key component of both the National Communication and Biennial Update Report, the project will take a learning-by-doing approach, to the extent possible taking into account limited staffs trained in populating and managing the GHG Inventory. In this way, the project intends to catalyze the institutionalization of knowledge among the national participating experts and partner institutions involved in the development of national GHG Inventory, in particular to improve quality control and quality assurance of the inventory's data.

Given the findings from the last Second National Communication (2010) and the Intended National Determined Contributions (2015), important challenges remain. Although the exercises to prepare these reports have resulted in increased capacities to collect and manage data and information to carry out, for example vulnerability assessments, critical data and information gaps remain. Greater collaboration and institutional coordination is needed to ensure that critical understanding of the data and information needs for all sectors are adequately understood in order to move forward with policy implementation. While financing from the international community is available, it remains fragmented and insufficient at the local level, which is important to the pursuit of better adaptation practices.

Although important work has resulted in the development of the GHG inventory within the Second National Communication (SNC), gaps remain such as the lack of accurate and reliable data on land use changes. Deficiencies of existing data include insufficient detail and inaccurate estimations of trends given gaps. The insufficiency of data also meant that non-methane volatile organic compounds were excluded from the inventory.

The Ministry of Natural Resources and Environment has requested UNDP to identify a national expert who will develop and review mitigation scenarios and mitigation potentials by 2050.

In this regard, UNDP is seeking the expertise of a National Consultant for Technical Review of Mitigation Actions of all sectors under GHG Inventory (Land-Use Change and Forestry Sector, Agriculture and other Land Use (AFOLU) Sector, Energy Sector, Industrial Processes and Product Use (IPPU) Sector, and Waste Sector).

C. SCOPE OF WORK:

(1) Assessment of Samoa's mitigation scenario and potential by 2050

The assessment will cover all sectors under GHG Inventory, which includes Land-Use Change and Forestry Sector, Agriculture and other Land Use (AFOLU) Sector, Energy Sector, Industrial Processes and Product Use (IPPU) Sector, and the Waste Sector and align with national strategic and development priorities. Data on land use and land use change will help refine mitigation and sequestration potential for the AFOLU sector. Particular attention will be given to identifying areas where progress has been made in the implementation of any improvements and changes have been reported.

The reviewer will develop a set of mitigation scenarios, using existing information and the updated emissions inventories. These scenarios will propose different pathways to achieve mitigation objectives as set out in the NDC, for example. Sectors at all levels must be included in these scenarios, so that everyone is empowered to act more effectively. The mitigation actions should include Samoa's International Commitments and domestic mitigation policies.

The reviewer should look at the latest guidance of mitigation analysis under IPCC and UNFCCC. In addition to consultation with stakeholders, it is important for the consultant to use the following documents when developing mitigation scenarios and potentials by 2050: Samoa's Second National Communication Report (2010); Intended National Determined Contribution (2015); Nationally Appropriate Mitigation Adaptation (NAMA) (2018) and others. These documents are available from government websites.

The assessment will be carried out through an extensive set of in-country consultations and focus groups in addition to a review of the grey literature and country reports.

(2) Validation of findings and presentation of draft Mitigation Action report to relevant stakeholders and implementing partners.

The national consultant will conduct a validation workshop to present the first draft of Mitigation Action report and findings to stakeholders and partners involved in the assessment. This will be carried out through a four-day learn-by-doing workshop.

(3) Training of national experts, stakeholders and partners involved in the assessment of Mitigation Action.

The national consultant will perform a training of national experts and institutions involved in the assessment of mitigation scenarios and mitigation potential by 2050. This will be carried out through a learning-by-doing workshop, which will be organized on the basis of findings from the above-mentioned assessment.

The final 'Mitigation Action' report to be presented to participants.

Note: By performance of each above points, the materials/reports should be submitted to Project Coordinator (PM) for commenting. In case of comments, the expert has to finalize the materials in compliance with the comments and/or to discuss these comments via e-mail and forward the final ones to the PM.

D. EXPECTED OUTCOMES AND DELIVERABLES AND PAYMENT SCHEDULE:

Professional Costs

All payments will be done upon submission of each deliverable and acceptance by UNDP in consultation with the GoS. In order to ensure the assignment to be effective and efficient, the payment will be done in instalments as detailed below.

The consultant shall receive his/her payment in 3 instalments from UNDP as follows:

Key Deliverables	Description	Percentage of total Price	Due Date
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		(Weight for Payment)	
Upon approval by UNDP and GoS of the following: <ul style="list-style-type: none"> Completion of Inception Report 	<ul style="list-style-type: none"> Inception Report that outlines, detailed timeline and workplan 	20%	7 th March 2022.
Upon approval by UNDP and the GoS of the following; <ul style="list-style-type: none"> Draft of Mitigation Action for FBUR and TNC report. 	<ul style="list-style-type: none"> Lead the collection of data and consultation with stakeholders. Lead the review and submission of the draft Mitigation Action Report for TNC. Develop propose mitigation scenarios for BUR. Lead the validation workshop with stakeholders and partners. 	40%	15 th April2022.
Upon approval by UNDP and the GoS of the following; <ul style="list-style-type: none"> Training of national experts, stakeholder and partners. Final report for Mitigation Action for BUR and TNC. 	<ul style="list-style-type: none"> Address all comments from validation workshop. Conduct trainin for national experts, stakeholders and partners on proposed scenarios and mitigation potentials by 2050. 	40%	15 th May 2022.

The financial proposal shall specify a total lump sum amount, 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, per diems, and number of anticipated working days). Payments are based upon output, i.e. upon delivery of the services specified in the TOR.

E. INSTITUTIONAL ARRANGEMENT:

- The principal responsibility for managing the consultant will lie with the Head of Environment Section of UNDP Samoa MCO and with the Technical Advisor at the UNDP HQ.
- The consultant shall:
 - 1) Ensure timely and quality execution of services described in the Terms of Reference;
 - 2) Agrees on results given in the ToR and reports to project manager.
- The consultant shall be equipped with an functioning personal laptop/computer and mobile phone, along with reliable Internet connection, for this assignment
- The payment will be made upon satisfactory completion of deliverables as per the payment schedule.

F. DURATION AND TIMEFRAME OF THE WORK:

The total duration of the contract is of approximately 35 working days over a duration of 3 months (March – May 2022)

G. DUTY STATION:

Home based.

H. COMPETENCIES:

Corporate Competencies:

- Demonstrates commitment to the mission, vision and values of UNDP and Government of Samoa.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Functional Competencies:

Knowledge Management and Learning

- Shares knowledge and experience
- Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills

Development and Operational Effectiveness

- Ability to perform/advise on (as appropriate) a variety of specialized tasks related to administrative support, including project data management support, reporting, and planning for project implementation.

Leadership and Self-Management

- Focuses on result for the client and responds positively to feedback

- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humored even under pressure
- Demonstrates openness to change and ability to manage complexities
- Good inter-personal and teamwork skills, networking aptitude, ability to work in multi-cultural environment

I. QUALIFICATIONS:

Education

- Minimum Master's Degree or equivalent in environmental science, climate change, natural resource management or related field. PhD degree will be considered as an asset.

Experience

- At least three (3) years of experience in climate change mitigation and national policies.
- Proven experience in providing technical review services to climate change projects.
- Proven experience in designing and/or providing professional training specifically in climate change.
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset.
- Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage;
- Full proficiency in English both written and verbal including ability to review and edit the required project documentation.

J. EVALUATION CRITERIA:

- Only those applications that are responsive and compliant will be evaluated. Incomplete applications will not be considered;
- Offers will be evaluated according to the Combined Scoring method – where the technical criteria will be weighted at 70% and the financial offer will be weighted at 30%;
- The technical criteria (education, experience, language) will be based on a maximum 100 points. Only candidates that have achieved a minimum of 70 points from the review of education, experience and language will be deemed technically compliant and considered for financial evaluation;
- Financial score (max 30 points) shall be computed as a ratio of the proposal being evaluated and the lowest priced proposal of those technically qualified;
- The financial proposal shall specify an all-inclusive lump sum fee. In order to assist the requesting unit in the comparison of financial proposals, a detailed cost breakdown must be provided in the format of the Financial Proposal Template. (including all foreseeable expenses to carry out the assignment).

- Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Technical Evaluation Criteria (based on the information provided in the CV and the relevant documents must be submitted as evidence to support possession of below required criteria:

- Minimum Master's Degree or equivalent in environmental science, climate change, natural resource management or related field. **(15 points)**
- At least three years of experience in project implementation in the area of renewable energy, climate change and development of national policies **(20 points)**
- Proven experience in providing technical review services climate change projects **(20 points)**.
- Proven experience in designing and/or providing professional trainings specifically in the area of climate change **(15 points)**.
- Proven experience in working with international or local organizations on similar assignments. Successful experience in working with UN agencies is an asset **(10 points)**
- Prior working experience in Samoa and the Pacific or knowledge of its current socio-economic situation would be an advantage **(10 points)**
- Full proficiency in English including ability to review and edit the required project documentation **(10 points)**

K. RECOMMENDED PRESENTATION OF PROPOSAL:

Please use the template available (Letter of Offer to complete financial proposal in Annex 1).

CVs with a proposed methodology addressing the elements mentioned under deliverables must be submitted by **16th February 2022**. Incomplete applications will not be considered and only candidates for whom there is further interest will be contacted. Proposals must include:

- **CV** or P11 form addressing the evaluation criteria and why you consider yourself the most suitable for this assignment;
- **3 most recent professional references;**
- **A brief methodology** on how you will approach and conduct the work;
- **Completed Letter of interest and availability** specifying the available date to start and other details and **Financial Proposal** with breakdown cost specifying the daily rate and other expenses, if any.

Applicant receiving the Highest Combined Score and has accepted UNDP's General Terms and Conditions will be awarded the contract.

Kindly note you can upload only ONE document to this application (scan all documents in one single PDF file to attach).

L. ANNEXES TO THIS TERMS OF REFERENCE:

1. Annex I - Offeror's Letter to UNDP Confirming Interest and Availability for the Individual IC
2. Annex II – P11 Form
3. Annex III – Financial Template
4. Annex IV – UNDP General Terms and Conditions for Individual Contractors