## TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Reference No.</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Home based</td>
</tr>
<tr>
<td>Application deadline</td>
<td>10 March 2022</td>
</tr>
<tr>
<td>Type of Contract</td>
<td>Individual Contractor</td>
</tr>
<tr>
<td>Post Level</td>
<td>International Consultant</td>
</tr>
<tr>
<td>Languages required:</td>
<td>English</td>
</tr>
<tr>
<td>Duration of Initial Contract:</td>
<td>April 2022- July 2022</td>
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</tbody>
</table>

“Conduct a human capacity and institutional assessment at the national level to identify critical skills and knowledge gaps for climate action/NDC implementation and sustainable development including recommendations and a plan of action in addressing these gaps”

### BACKGROUND

- Under the 2015 Paris Agreement, countries unanimously agreed to work toward global goals that would limit global average temperature rise. Specifically, the Agreement seeks to limit the rise in the world’s surface temperatures to “well below” 2°C above pre-industrial times this century, while “pursuing efforts” for 1.5°C. It also sets a target of eliminating global GHG emissions by the second half of the century – or at least compensating any residual emissions through, for example, forest growth.

- A key principle of the Paris Agreement is that no country should backslide on its intentions, which were put forward in their Nationally Determined Contributions (NDCs) which describe each country’s self-determined strategy for curbing GHG emissions, typically in five- or ten-year periods and can also include plans to increase resilience. Individually, NDCs present each country’s climate priorities and vision for achieving sustainable development. Aggregated, they represent the world’s collective efforts to fight climate change. However current NDCs are estimated to collectively result in a temperature rise of 2.9 to 3.4°C by 2100.

- All countries are expected to submit increasingly ambitious NDCs every five years, a first opportunity to do so in 2020. Achieving the Paris Agreement’s goals will enquire an emissions peak as soon as possible, followed by sharp reductions in GHG emissions. Therefore, many see high ambition in 2020 as fundamental to get on track to 1.5°C and counter a worrying trend of rising emissions. The transformative climate action required needs a global commitment to raising ambition, articulated in the next generation of NDCs, to create economic drivers that shift investments away from fossil fuel use and carbon-intensive practices.

- In response to the requirements of the Paris Agreement and NDCs, RMI submitted its first INDCs in 2015 with follow up revised targets submitted in 2018 and 2021 respectively. Additionally, RMI launched its RMI NDC Partnership Plan 2019-2021 enabling support from partners to implement key activities of its Plan and more importantly respond to implementing recommendations of its Tile Til Eo 2050 Climate Strategy “Lighting the way” 2018.
• The 2050 Strategy sets a clear framework for RMI to progress towards net zero greenhouse gas emissions by 2050, as well as transitioning to an economy and society that is resilient and can adapt to the inevitable impacts of climate change and more importantly promote sustainable development and the future well-being of the Marshallese people – women, men and youth.

• The NDC Deep Dive project is UNDP’s support to implementing these key activities of the NDC Partnership Plan for RMI in ensuring implementation of important climate priorities which are mainstreamed through the formal RMI climate change coordination structure known as the Tile Til Eo Coordination also supporting its long-term strategy called the Tile Til Eo 2050 Climate Strategy

• The NDC Deep Dive project for RMI supports strengthened coordination around key sectors such as education, gender equality, youth in support of adaptation and mitigation implementation as well as ensuring inclusive sectoral transformation in health and energy sectors. It is one of the projects supporting the implementation of activities in the RMI NDC Partnership Plan 2019-2021 alongside other partners such as ADB, World Bank, World Resources Institute, GIZ, SPREP and others

DUTIES AND RESPONSIBILITIES

Scope of Work
• At inception and based on consultation with key actors, describe the work to be undertaken, inclusive of methodology/approach, strategies, required consultations (virtual or in-person), schedule and other related activities
• Conduct a human capacity assessment to identify critical skills and knowledge gaps for NDC implementation and across all relevant sectors in RMI including but not limited to, energy, waste, transport (sea and land), education, health, for national stakeholders both public, private and NGOs across RMI society to determine critical skills and knowledge gaps for climate action, NDC implementation related to environmental sustainability in RMI. This process will engage the stakeholders within the national climate change coordination mechanisms and other civil society and private sector groups deemed important in realizing the NDC targets and sustainable development
• Conduct an assessment on the existing national institutional and climate change coordination mechanisms in RMI to manage and respond to climate change impacts in RMI. This will require working with members of the Tile Til Eo Committee and existing members of key Working Groups of Adaptation, Mitigation and Cross Cutting/NDC P Working Groups respectively including NDC-targeted sectors including NGOs, private sector and other marginalized groups
• Define a 5-year capacity development strategy based on a multidisciplinary and inclusive approach that builds the foundational competencies and systems needed for implementation of the enhanced NDC through a whole-of-society approach.
• Provide a report on the existing institutions and formal climate change coordination mechanism (Tile Til Eo) and recommend on best way forward to implement NDC targets and progress adaptation implementation
### Expected Outputs and Deliverables

<table>
<thead>
<tr>
<th>No</th>
<th>Deliverable</th>
<th>Due Date (after contract signature)</th>
<th>% Payment</th>
<th>Progress/Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception report</td>
<td>2 weeks</td>
<td>10%</td>
<td>Project Manager to review/certify</td>
</tr>
<tr>
<td>2</td>
<td>Draft institutional and capacity assessments</td>
<td>5 weeks</td>
<td>30%</td>
<td>Project Manager to review/certify</td>
</tr>
<tr>
<td>3</td>
<td>Draft institutional and capacity development strategy</td>
<td>6 weeks</td>
<td>30%</td>
<td>Project Manager to review/certify</td>
</tr>
<tr>
<td>4</td>
<td>Final Reports • Institutional and Capacity assessment and development strategy • These should incorporate feedback from stakeholders</td>
<td>8 weeks</td>
<td>30%</td>
<td>Project Manager to review/certify – ensuring stakeholder feedback and comments</td>
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</tbody>
</table>

### Institutional Arrangement

- The Project Manager liaising closely with the Chair of the Adaptation Working Group and Mitigation Working Group will directly supervise the IC. The IC will be directly responsible to, reporting to, seeking approval/acceptance of output from the Project Manager.
- The IC will be required to report on a fortnightly basis to the Project Manager updating on progress and addressing bottlenecks that he/she might encounter.
- The IC is expected to work closely with all stakeholders working through the national climate change coordination and other key stakeholders in RMI.

### Duty Station and Travel

- The selected candidate will be **based at home** as travel is unlikely during the consultancy due to ongoing COVID-19 protocols and restrictions.
- 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.
- In the unlikely event of travel all COVID-19 protocols as well as the planned destination must be adhered to.
COMPETENCIES

- Practical experience in organization management, strategic planning of associations and public organizations at the national and regional levels
- Experience in formulating development strategies and policies: Excellent public speaking and presentation skills
- Firm command of the English language (written, spoken, comprehension)
- Experience in the Pacific region is strongly desired
- Effective interactive communication
- Client service and people-oriented
- Initiative taking
- Creative thinking
- Relationship/network building
- Teamwork and cooperation
- Adaptability
- Effective time management and ability to work within tight deadlines
- Demonstrates integrity and ethical standards;
- Positive, constructive attitude to work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

REQUIRED SKILLS AND EXPERIENCE

Educational Qualifications:

- Postgraduate degree (MSC or higher) in Climate Change and Development, Environmental Science, Natural Resource Management or related field
  - Bachelor’s degree in Climate Change and Development, Environmental Science, Natural Resource Management or related field and 7 years relevant experience acceptable in lieu of Postgraduate degree

Experience

- With MSc or higher: Minimum 5 years of demonstrable experience in thematic policy analysis and technical advisory services
  - With BSc: Minimum 7 years of demonstrable experience in thematic policy analysis and technical advisory services
- Demonstrable experience in the areas of economic development, poverty analysis, development and planning, strategic planning of the projects focused on economic development through providing evidence-based policy advice
- Excellent research and technical writing skills
- Strong understanding of the links between climate change/environment and gender and human rights issues
- Practical experience in organization management, strategic planning of associations and public organizations at the national and regional level;
- Experience in formulating development strategies and policies; Excellent public speaking and presentation skills
- Previous experience working in developing countries (SIDS and/or Pacific countries in particular)
Language requirements

- Firm command of the English language (speaking, writing, comprehension)
- Knowledge of the Marshallese language would be an asset.

Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on...
The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (ie whether payments fall in installments or upon completion of the entire contract). Payments are based upon output, ie 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 must include a breakdown of this lump sum amount (including number of anticipated working days)

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, 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 be 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: 10% of total contract amount
- Deliverable 2 Draft institutional and capacity assessments: 30% of total contract amount
- Deliverable 3 Draft institutional and capacity development strategy: 30% of total contract amount
- Deliverable 4 Final Reports – Final Institutional and capacity development strategy: 30% of total contract amount (this should include all stakeholders feedback and comments)

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

Individual consultants will be evaluated based on the following methodology...

Cumulative analysis

When using this weighted scoring method, the award of the contract should 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 ** specific to the solicitation

*responsive/compliant/acceptable” can be defined as fully meeting the ToR provided
*Technical Criteria weight: (70%) * Financial Criteria weight; (30%)

Only candidates obtaining a minimum of 49 points would be considered for the Financial Evaluation
The award of the contract shall 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 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)**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
<th>Max Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Postgraduate degree (MSc or higher) in Climate Change and Development, Environmental Science, Natural Resource Management or related field o Bachelor's degree in Climate Change and Development, Environmental Science, Natural Resource Management or related field and 7 years relevant experience acceptable in lieu of Postgraduate degree 7pts for BSc with 7yrs or MSc, with an additional 3pts for PhD</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>With MSc or higher: Minimum 5 years of demonstrable experience in thematic policy analysis and technical advisory services o With BSc: Minimum 7 years of demonstrable experience in thematic policy analysis and technical advisory service Experience in environmental data analysis and indicator monitoring would be an asset</td>
<td>15</td>
<td>15</td>
</tr>
</tbody>
</table>
10pts for 5 yrs with MSc or PHD or 7 years with BSc 1 additional pt per year until maximum 15pts have been attained

| Minimum 5 years of experience and demonstrated in-depth knowledge in conducting institutional gap assessments, strategic plans and competency-based capacity development | 15 | 15 |
| 10pts for 5 yrs with 1 additional pts per year until maximum 15 pts have been attained | 10 | 10 |

| Demonstrable experience working on climate change policy and planning, NDC development and/or implementation, adaptation development and/or implementation, change management, organizational strategy and planning or related field | 20 | 20 |

| Demonstrable experience working in SIDS and/or Pacific countries | 30 | 30 |

| 15 pts for SIDS with an additional pts for Pacific countries | | |

| Financial | |

Only candidates obtaining a minimum of 49 points (70% of the total technical points) would be considered for the Financial Evaluation.

**Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document:

- **Letter of Confirmation of Interest and Availability** using the template provided in Annex II.
- **Personal CV**, using P11 form in Annex III indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references.
- **Technical proposal**, including a) a brief description of why the individual considers him/herself as the most suitable for the assignment; and b) a methodology, on how they will approach and complete the assignment.
- **Financial proposal**, as per template provided in Annex II. Note: Consultants must quote prices in United States Dollars (USD).

Note: Successful individual will be required to provide proof of medical insurance coverage before commencement of contract for the duration of the assignment.

Incomplete and joint proposals may not be considered. Consultants with whom there is further interest will be contacted. The successful consultant shall opt to sign an Individual Contract or a Reimbursable Loan Agreement (RLA) through its company/employer with UNDP.

**Annexes**
- Annex I - [Individual IC General Terms and Conditions](#)
- Annex II – [Offeror’s Letter to UNDP Confirming Interest and Availability for the Individual IC](#), including [Financial Proposal Template](#)
- Annex III – [Personal history Form](#)

For any clarification regarding this assignment please write to [akmaljon.topivoldiev@undp.org](mailto:akmaljon.topivoldiev@undp.org).