



## UNITED NATIONS DEVELOPMENT PROGRAMME

### INDIVIDUAL CONSULTANT PROCUREMENT NOTICE/SCOPE OF WORK

**Title of Individual Consultant:** National Environmental Strategy Specialist

**Assignment:** National Environmental Strategy Development Specialist

**Duration of assignment:** 10 Months

**Duty station:** Baghdad/Iraq and homebased

**Estimated Start Date:** 1<sup>st</sup> June 2022

**Language Required:** English

#### **BACKGROUND**

##### **1. FACILITY FOR ECONOMIC REFORM (FFER)**

Facility for Economic Reform (FFER) is a programme of support financed by the USAID and implemented by the UNDP to support the Government of Iraq (Federal) in carrying out their economic reform agenda. Given the high importance of Climate Change, Environment and Energy issues to the reforms, based upon request of the GoI, the USAID and UNDP have agreed to provide advisory support on a number of aspects of the climate change adaptation and mitigation, especially with regards to formulation of policies and strategies.

##### **2. ASSIGNMENT CONTEXT**

Iraq is recognized as one of the most affected countries by the harmful effects of climate change. The average temperature is expected to rise by two Celsius degrees and the rainfall is expected to fall by 9% by 2050 due to climate change. Iraq ratified the UNFCCC in the end of 2009 to start its paradigm shift plan to develop non-fossil fuel – dependent industries and develop renewable energy plans and strategies as well as design its national adaptation plan to tackle climate change.

Iraq Vision 2030 is in alignment with the environmental goal to create a clean, safe and sustainable environment for the current and future generations. Iraq ratified the Paris Agreement on January 14, 2021. President Saleh said at the United Nations Climate Ambition Summit; “This move marks the Iraqi government’s intention to shift from relying heavily on oil to more renewable energy sources.”

Iraq prepared its National Environmental Strategy and Action Plan in 2013-2017. Therefore, at present Iraq has no updated strategy. Significant changes have taken place in the social and environmental conditions in Iraq, as well

as in Iraq's commitment to global environmental and climate change protocols. Iraq has also prepared a National Bio-diversity Strategy and Action Plan (NBSAP) in 2015 for a five year duration.

Iraq has approved its Nationally Determined Contribution (NDC), which define Iraq's strategic objectives and commitments towards climate change adaptation and mitigation. Iraq plans for transition towards green economy. More than ever before, it recognizes that a healthy and sustainable economy is that the diversified and green one, this includes renewable energy and environmentally-sound technologies and enhance the resilience of communities most vulnerable to climate change.

According to the NDC, Iraq aims to achieve reduction between 1% and 2% of its total emissions between 2021 to 2030 through the national effort and 15% subject to the international financial and technical support. Iraq aims to develop its National Appropriate Mitigation Actions (NAMAs) with priority to the electricity sector by investing in renewable energies of up to 12 GW based on the Cabinet's economic decisions for 2021.

To support the GoI with the development of National Environmental Strategy and Action Plan, the UNDP is seeking an national expert to work with an international expert according to the scope of work and qualifications as outlined below.

## **2. SCOPE OF WORK**

The overall objective of this assignment is to support the Ministry of Environment to revise its National Environmental Strategy and Action Plan for Iraq to lay out pathways for sustainable development, enhance resilience and strengthen Iraq's capacity to contain shocks and recover from catastrophic events. It will also help to ensure that natural resources can deliver their full potential on a sustainable basis in Iraq. The Strategy will be based on a thorough assessment of the social, economic and environmental aspects of sustainable natural resource management, climate change and future growth.

The consultancy will involve support to the Ministry of Environment in establishing the national strategy and preparing an action plan for its implementation based upon consultations and participation of stakeholders.

The International Environmental Strategy Expert will work under the overall guidance of the Special Advisor to the Minister of Environment and will closely coordinate with the Portfolio Manager of the UNDP Environment, Energy, Climate Change (EECC) pillar and the Project Manager of the FFER-Federal as required. The international expert will be supported with a team of a national expert and a gender specialist. An economist will provide analysis on economic aspects of the sustainable environmental management.

### **Key duties and responsibilities will include, but are not limited to:**

1. Review the National Environmental Management Strategy and Action Plan of Iraq and other related policies, legislations and reports such as Iraq's NDC, national communication reports, Biennial update reports, National Biodiversity Strategy and Action Plan (NBSAP), National Adaptation Plan (NAP), etc.
2. Support coordination and consultations with the Government stakeholders, identify key elements to be covered in the National Environment Strategy and Action Plan and prepare an outline of the proposed Strategy.

3. Support the international expert to prepare an engagement plan with concerned agencies and stakeholders to be involve in the formulation of strategy and action plan
4. Support the conduct of a research for situation analysis to understand the baseline for environmental management in Iraq.
5. Support the international expert to access relevant policies, laws, and other instruments related to climate change, environment, bio-diversity, ecosystems and protected areas propose linkages with the environment strategy (including gaps, challenges, opportunities and recommendations for further policy, legislative and institutional reform) and help in translation of these documents into English, if required by the international consultant
6. Support the conduct of stakeholder consultations to identify their concerns, priorities and recommendations with regards to sustainable environmental management
7. Participate in discussions with the international expert to define strategic vision, objectives and targets of sustainable environmental management in Iraq
8. Contribute to description of results for different components of the Strategy (this may include preparing sectoral and subnational targets and results)
9. Contribute to defining sectoral and sub-national approaches for achievement of results
10. Contribute to preparation of a roadmap/plan for implementation of the strategy in priority sectors.
11. Support the calculation of cost estimate for different priority interventions/projects to be implemented in different sectors
12. Support the mapping of relevant stakeholders for these sectors, define stakeholder roles and engagement models
13. Contribute to the preparation of a monitoring, evaluation and reporting framework
14. Support the international expert in receiving feedback on the draft strategy from stakeholders
15. Support the international expert in finalizing the National Environmental Strategy

#### **4. LOCATION AND TIMEFRAME FOR THE ASSIGNMENT PROCESS**

An assignment workplan will be prepared by the national consultant in consultation with the International expert, the Ministry of Environment and the UNDP. The Assignment will take place between 1<sup>st</sup> June 2022 – 30<sup>th</sup> April 2023. The Specialist is expected to be based in Baghdad or travel to Baghdad and other locations as needed. The security situation in each location will be reviewed to make a decision on the country visit. The assignment is expected to be completed no later than 30<sup>th</sup> April 2023 as per the details in the Deliverables Tables.

#### **5. DELIVERABLES AND PAYMENT SCHEDULE**

The consultant is expected to prepare a detailed work plan in coordination with the Government counterparts (Ministry of Environment and others as needed), the International Environmental Strategy Development Expert and the EECC Portfolio Manager of UNDP. Below table includes the list of deliverables expected to be supported by the National Specialist together with the International NAMA Strategic Planning Expert. The deliverables might be subject to review and revision by UNDP in the event of unexpected changes to the context or request from the Government of Iraq during the consultancy period. Payments to the National Specialist will be made on monthly basis upon acceptance and approval by UNDP of the planned deliverables. In case the quality of deliverables is not

satisfactory to the UNDP or the GoI, the payments may not be processed until the satisfactory completion of the works.

The expenditures for mission travel will be paid separately upon submission of the relevant documents and receipts duly approved by the Supervisor.

Deliverables	ESTIMATED # OF DAYS	DATE OF COMPLETION	PLACE
1. Inception report: includes a detailed workplan of the proposed process for formulation of the Strategy and engagement with stakeholders	10	15 June 2022	Home-based
2. Baseline report on environment status in Iraq: Situation analysis, challenges and opportunities for environmental protection and sustainability in Iraq and a proposed Table of Contents of the Strategy	20	31 <sup>st</sup> July 2022	Home-based and Iraq
3. Stakeholder consultation workshops and Report on the recommendations of consultations	20	30 <sup>th</sup> September 2022	Iraq
4. Draft of the Environmental Strategy, including the following: <ul style="list-style-type: none"> <li>• Analysis of the reasons for environmental degradation, impact on different aspects of life and costs;</li> <li>• Strategic vision, objectives, targets and pathways towards environmental protection, preservation and sustainability with regards to air, water, land, coastal/marine and biodiversity;</li> <li>• Review of existing policies, legislation and institutional arrangements for environmental management and description of gaps, challenges, opportunities and recommendations for reform to achieve the suggested vision, objectives and targets;</li> <li>• A roadmap for implementing of the Environmental Strategy for Iraq in priority sectors</li> <li>• Results Framework for Monitoring the implementation of strategy</li> </ul>	50	31 <sup>st</sup> January 2023	Home-based and Iraq
5. Final draft of National Environmental Strategy (based upon feedback/comments inclusion from national stakeholders) and debriefing to national workshop	15	30 <sup>th</sup> April 2023	Home-based and Iraq
	115		

## **6. MANAGEMENT AND IMPLEMENTATION ARRANGEMENTS**

The assignment is commissioned by UNDP Iraq's Energy, Environment and Climate Change Pillar (EECC). The main UNDP Focal Point will be the Portfolio Manager (PM) of the EECC pillar. The Portfolio Manager will serve as the focal point to provide both substantive and logistical support to the Consultant/s. Assistance will be provided by the PM to make any refinements to the work plan of the selected Consultant/s (i.e. coordination with target entities, access to relevant documents, survey coordination and organization of interviews).

This TOR shall be the basis upon which compliance with assignment requirements and overall quality of services provided by the Consultant will be assessed by UNDP.

As part of the assignment:

- UNDP will provide office space with access to the internet and printer when in-country .
- UNDP will provide the following list of additional documents to the selected consultant
  - Share any relevant reports or documents
  - Connect to the Ministry of Environment or any other relevant stakeholders
  - Support in the holding of stakeholder consultations
- The Consultant is expected to
  - Have/bring their laptops, and other relevant software/equipment.
  - Use their own mobile and personal email address during the consultancy period, including when in-country.
  - Make their own travel arrangements to fly to Baghdad and transportation arrangements outside work hours. UNDP will make arrangements for in-country travel to any other locations, as required.
  - UNDP will make arrangements for interpretation services locally, as required.

### **Required Competencies, Qualifications And Experience:**

The consultant will require the following qualifications, experience, competencies and language skills. Only applicants who meet these criteria will be short-listed and will be contacted.

#### **A. Education and Professional Qualifications Required:**

- A Master's Degree or equivalent in Environment, Climate Change, Natural resource management, biodiversity, or related field.

#### **B. Experience Required:**

- At least 7 years of relevant working experience in environment, green growth, green economy, and climate change-reform
- At least 3 years of experience in environmental management programmes and projects
- At least 3 years of experience in conducting situation analyses and needs assessments related to environment and climate change

- Demonstrated experience in facilitating dialogue among national stakeholders preferably on environmental management
- Experience with and knowledge of UNDP policies and procedures desirable
- Experience with UN or international organization working would be an advantage
- Demonstrated ability to write high quality technical reports in English
- Fluency in Arabic language and ability to conduct meetings in Arabic is an asset
- Experience in the usage of office software packages (MS Word, Excel, etc) is required.

#### **Competencies:**

##### **Corporate Competencies:**

- Demonstrates integrity by modelling the UN's values and ethical standards;
- Promotes the vision, mission, and strategic goals of UNDP;
- Maturity combined with tact and diplomacy;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism.

##### **Knowledge and skills requirement:**

- Shows ability to communicate and to exercise advocacy skills in front of a diverse set of audience
- Focuses on impact and result for the client and responds positively to feedback;
- Demonstrates openness to change and ability to manage complexities;
- Consistently approaches work with energy and a positive, constructive attitude;
- Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnic environment;
- Builds strong relationships with clients and external actors;
- Ability to work independently with strong sense of initiative, discipline and self-motivation.
- Knowledge of Iraq's social, political and economic situation
- Knowledge of UNDP and its mandate in the area of democratic governance and programme development
- Excellent analytical/conceptual thinking
- Excellent interpersonal/communication skills

#### **PRICE PROPOSAL AND SCHEDULE OF PAYMENTS**

**Shortlisted candidates (ONLY) will be requested to submit a Financial Proposal The consultant shall then submit a price proposal when requested by UNDP, in accordance with the below:**

- **Lumpsum Fee** – The contractor shall propose an all-inclusive lumpsum fee followed by a cost breakdown, which should be inclusive of his professional fee, local communication cost and insurance (inclusive of medical health insurance and evacuation).
- **DSA/Living Allowance** – The Consultant shall be separately paid the Living allowance/DSA as per applicable UNDP rate. Deductions from DSA shall be made as per applicable UNDP policy when accommodation and other facilities are provided by UNDP. An estimated provision in this regard shall be included in the contract. The consultant need not quote for DSA in Financial Proposal.
- **Accommodation in Iraq**– The Consultants are NOT allowed to stay in a place of their choice other than the UNDSS approved places in Iraq. UNDP will provide accommodation to the Consultant for the duration of the stay in Iraq

in UNDSS approved places. Deductions in this regard shall be made from DSA payment as per applicable UNDP Policy.

- **Travel & Visa** – The contractor shall propose an estimated lump-sum for two round-trip Airfare tickets, home-Iraq-home travel (economy most direct route) and Iraq visa expenses.
- **The total professional fee** shall be converted into a lump-sum contract and payments under the contract shall be made on submission and acceptance of deliverables under the contract in accordance with the schedule of payment linked with deliverables and at the end of assignment.

UNDP reserves the right to withhold all or a portion of payment if performance is unsatisfactory, if work/outputs is incomplete, not delivered or for failure to meet deadlines.

#### **Evaluation Method and Criteria:**

Individual consultant will be evaluated based on the following methodology:

The award of the contract shall be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight 70%

\* Financial Criteria weight 30%

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

#### **Technical Evaluation (70%)**

##### **Qualification, Experience and Technical Proposal (100 marks):**

Criteria	Score
<ul style="list-style-type: none"><li>• A Master's Degree or equivalent in Environment, Climate Change, Natural resource management, biodiversity, or related field.</li></ul>	10
<ul style="list-style-type: none"><li>• At least 10 years of relevant working experience in environment, green growth, green economy, and climate change-reform</li></ul>	15
<ul style="list-style-type: none"><li>• At least 5 years of demonstrated experience in facilitating the formulation of national, local or sectoral strategies for environmental management</li></ul>	15
<ul style="list-style-type: none"><li>• At least 5 years of experience in conducting situation analyses and needs assessments related to environment and climate change reform in developing countries</li></ul>	10

<ul style="list-style-type: none"> <li>• Demonstrated experience in facilitating dialogue among national senior level stakeholders to formulate, validate and adopt reform priorities</li> </ul>	10
<ul style="list-style-type: none"> <li>• Experience of working in conflict-affected countries would be an advantage.</li> </ul>	10
<ul style="list-style-type: none"> <li>• Experience with and knowledge of UNDP policies and procedures desirable</li> </ul>	10
<ul style="list-style-type: none"> <li>• Experience with UN or international organization working in Iraq would be an advantage</li> </ul>	10
<ul style="list-style-type: none"> <li>• Demonstrated ability to write high quality technical reports in English</li> </ul>	5
<ul style="list-style-type: none"> <li>• Fluency in Arabic language and ability to conduct meetings in Arabic is an asset</li> </ul>	5
<b>TOTAL</b>	<b>100</b>

#### **Financial Evaluation (30%):**

The following formula will be used to evaluate financial proposal:

$p = y (\mu/z)$ , where

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

#### **Documents to be included when submitting the proposals:**

Interested international Consultant must submit the following documents/information to demonstrate their qualifications in one single PDF document:

- Personal CV or P11, 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.

**All materials developed will remain the copyright of UNDP Iraq. UNDP Iraq will be free to adapt and modify them in the future.**

#### **Annexes (click on the hyperlink to access the documents):**

- **Annex 1 - IC Contract Template** (for information);
- **Annex 2 – IC General Terms and Conditions** (for information);
- **Annex 3 – RLA Template** (if consultant wishes to be recruited through an employer) - (for information).
- **Annex 4 \_ Code of conduct forms** (*The Consultant Firm and each member of the Assessment Team consultant will be requested to read carefully, understand and sign the “UN Code of Conduct”*).

**Note: Incomplete application will result in automatic disqualification of candidate.**